

InterNational Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
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Date: **March 26, 2008**

Revised Logistics Package and Schedule - INCITS M1 and M1 Task Group Meetings - April 8-11, 2008 – New York City, New York

Meeting Locations

The M1 Task Group meetings will take place in two locations – the facilities are next door to each other.

M1.3 and M1.4

ANSI Headquarters

25 West 43rd Street (**use the 28 West 44th Street entrance**)

4th floor

New York, New York 10036

www.ansi.org

(Please note that the meetings on Tuesday April 8 must conclude by 5:00pm)

M1.2; M1.5 and M1.6

The Penn Club of New York

30 West 44th Street

New York, New York 10036

www.pennclub.org

(Please note that the meetings at the Penn Club must conclude by 5:00pm)

The M1 meeting on Friday, April 11th will take place at the following location:

The Coleman Center

810 Seventh Avenue (between 52nd and 53rd streets)

New York, NY 10019

Phone: 212-541-4600

www.colemancenter.com

Hosting Organizations

ANSI/NIST/**National Sensors, Surveillance and Biometric Technologies Center of Excellence**

Contact

Lisa Rajchel

ANSI

(212) 642-4932

lrajchel@ansi.org

Meeting Registration

To facilitate security and logistical arrangements, each attendee is requested to contact Lisa Rajchel either by email (preferred) at lrajchel@ansi.org or phone at (212) 642-4932 and provide the following information not later than Friday, **March 21, 2008**.

- Full Name
- Organization
- Dates of attendance
- Meeting being attended

Directions to ANSI (and the Penn Club of New York)

ANSI and the Penn Club are located on West 44th street between 5th Avenue and 6th Avenue/Avenue of the Americas. The ANSI building has two entrances: 25 West 43rd Street and 28th West 44th Street. It is recommended that you use the 44th street entrance as it is closest to both the Penn Club and the recommended hotel. More detailed directions can be found on the ANSI web site

http://www.ansi.org/about_ansi/offices/offices.aspx?menuid=1#NewYork

Directions to the Coleman Center

The Coleman Center is located on 7th Avenue between 52nd and 53rd streets – directly across from the Sheraton New York hotel. More detailed directions can be found on the Coleman Center web site

http://www.colemancenter.com/for_attendees/directions

Please note that in the wake of September 11th, many buildings in NYC have instituted security check-in for visitors. When entering the Coleman Center on Friday for the M1 meeting, please note the following:

1. Allow up to five extra minutes to complete the security process.
2. All visitors are expected to show valid picture identification cards upon arrival, so please have your identification ready.
3. You will be asked to sign in before being permitted into the building. You will need to know your destination (The Coleman Center, 23rd floor) and the name of the meeting you are attending and/or the sponsor company, **in this case “ANSI meetings”**
4. Luggage and bag checks are common, random and thorough, so please don't be surprised if you are asked to have the contents of your purse, briefcase or suitcase examined.

Food

Continental breakfast and afternoon snacks will be provided each day at all locations; lunch will be provided on Friday, April 11th at the Coleman Center. There are many food options near ANSI and the Penn Club for lunch on Tuesday – Thursday.

Miscellaneous

All facilities are smoke-free.

Evening Reception

On Thursday, April 10th, the National Sensors, Surveillance and Biometric Technologies Center of Excellence (a Program of National Institute of Justice hosted by IBG) will host an evening reception. IBG will provide reception details at the TG meetings.

Schedule of Meetings

AM meetings: 9:00 AM – 12:00 PM

PM meetings: 1:00 PM - 6:00 PM*

(*) Please note that the meetings at the Penn Club must conclude every day by 5:00pm. The meetings at ANSI on Tuesday April 8 must also conclude by 5:00pm.

Room #	Monday April 7	Tuesday April 8	Wednesday April 9	Thursday April 10	Friday April 11
# 1 (AM)		M1.4 Biometric Profiles At ANSI Headquarters	M1.3 Data Formats At ANSI Headquarters	M1.3 Data Formats At ANSI Headquarters	M1 At the Coleman Center
# 1 (PM)		M1.3 Data Formats At ANSI Headquarters	M1.3 Data Formats At ANSI Headquarters	M1.3 Data Formats At ANSI Headquarters	
# 2 (AM)		M1.6 Cross Jurisdictional At the Penn Club	M1.2 Interfaces At the Penn Club	M1.5 Performance Testing At the Penn Club	
# 2 (PM)		M1.6 Cross Jurisdictional At the Penn Club	M1.2 Interfaces At the Penn Club	M1.5 Performance Testing At the Penn Club	

Hotel Accommodations

Paramount Hotel
235 West 46 Street (between Broadway and 8th Avenue)
New York City, NY 10036
Phone: 212-827-4273
www.nycparamount.com

A limited block of rooms has been reserved for Monday, April 7th through the night of Thursday, April 10th (check-out on Friday April 11th) at a rate of \$239.00 (plus tax) for a Superior Queen single room.

To receive this rate, you must make reservations by **Friday, March 7, 2008**; after this time, the discounted rate and availability of the room is not guaranteed. Please call 212-827-4273 and ask for IN HOUSE reservations; ask for the room block under the "ANSI Group".

The Paramount Hotel is an easy walk to all three meeting facilities. Please be aware that April is a peak month in New York and rooms and rates are at a premium. While \$239.00 is expensive for many areas, it is very reasonable for a decent hotel in April in New York. You are urged to take advantage of the group rate at the Paramount.