



For the first time in more than a dozen years, the United States will be the host country of the Plenary Meeting Week for ISO's Technical Committee on Information and Documentation (ISO TC 46) and all of its subcommittees. The 41st Plenary meeting will take place in **Washington, D.C. on May 5 – 9, 2014**. As the American National Standards Institute (ANSI)-appointed U.S. administrator for the ISO TC46 Technical Advisory Group (TAG), the National Information Standards Organization (NISO) is honored to co-host the weeklong event with the generous support of the Library of Congress, who is providing the venue for the series of plenary and working group meetings.

We hope you will consider attending the 2014 ISO/TC 46 meeting, which will which will bring together as many as 175 domain experts in the information and documentation field representing more than 40 countries.

We are happy to include an invitation to the **Gala Reception and Dinner at the National Archives and Records Administration** on Wednesday, May 7, 2014, which will feature a Welcome Address to attendees from Archivist of the United States **David S. Ferriero** and a Keynote Address from **Vinton Cerf**, Vice President and Chief Internet Evangelist for Google.

Enclosed, you will find more attendee information, including:

- [Attachment A](#): Maps and directions to meeting sites at Library of Congress and the National Archives
- [Attachment B](#): Step-by-step instructions for completing online registration
- [Attachment C](#): Social Events during TC 46 Meeting Week in Washington, D.C.
- [Attachment D](#): Accommodations, travel information, and sites of interest in and around Washington, D.C.

Thank you in advance for your attendance at this meeting and your contributions to the important work that TC 46 accomplishes.

With kindest regards,

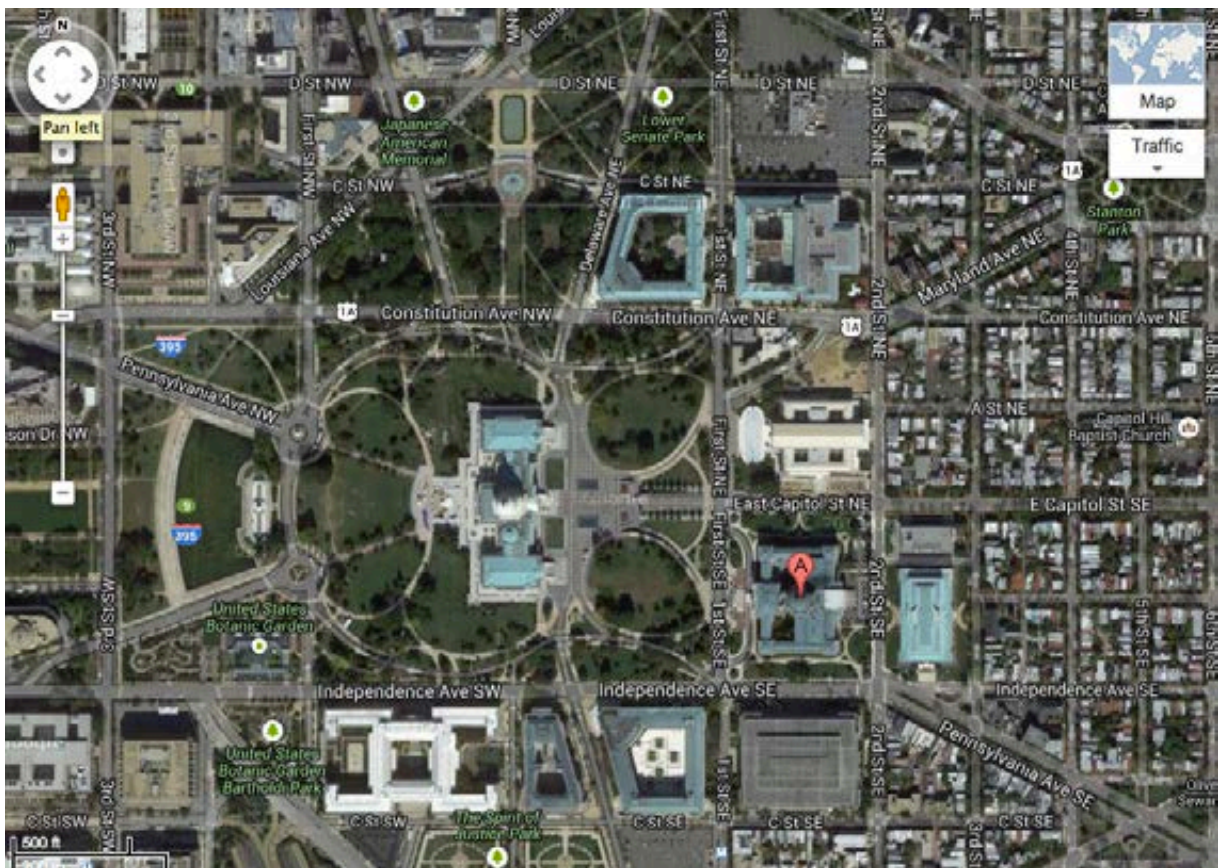
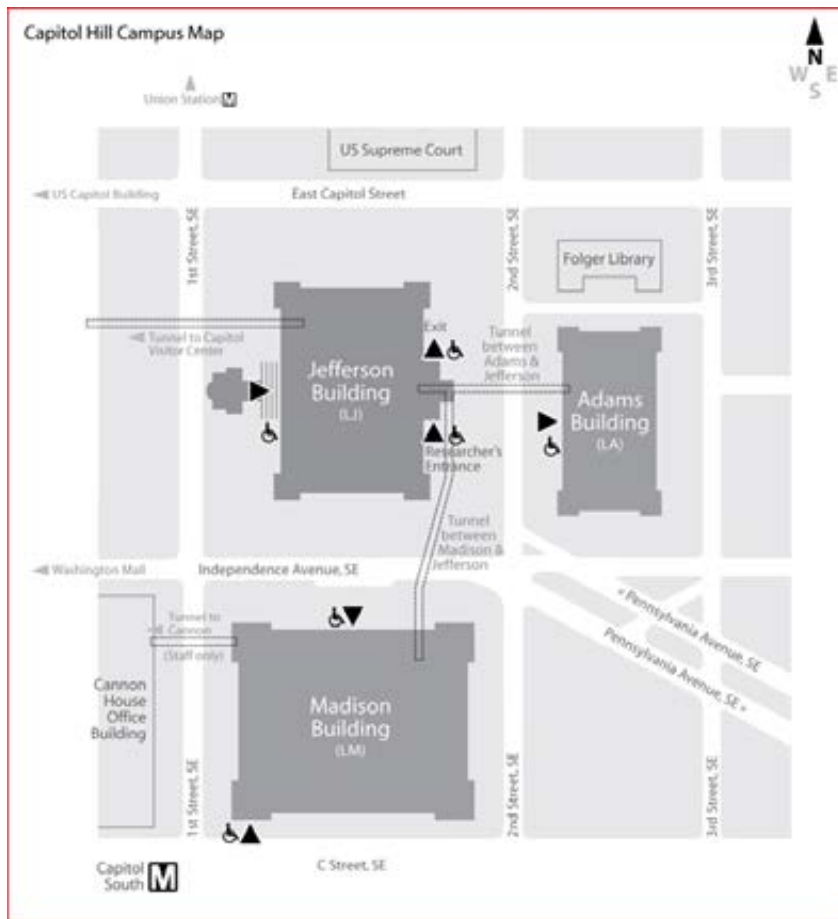
Todd Carpenter
Executive Director

ATTACHMENT A: Maps and directions to meeting sites

LIBRARY of CONGRESS



Aerial view of Library of Congress Buildings (James Madison, Thomas Jefferson, and John Adams)



Street Map, Library of Congress, 101 Independence Ave SE, Washington, DC

Getting to the Library of Congress

Thomas Jefferson Building | 10 First Street, SE | Washington, DC 20540

James Madison Memorial Building | 101 Independence Avenue, SE | Washington, DC 20540

John Adams Building | Second Street SE, between Independence Avenue and East Capitol Streets

Directions

<p><u>From Area Airports</u></p> <p>Ronald Reagan National Airport (DCA) – 4.4 miles, closest to the Library Shuttle service or taxi Subway (Metro) – blue line</p> <p>Dulles International Airport (IAD) – 31.2 miles Shuttle service or taxi</p> <p>Baltimore-Washington International Thurgood Marshall Airport (BWI) – 32.4 miles Shuttle service or taxi Amtrak train to Union Station (www.amtrak.com/) Maryland Commuter Rail (MARC) to Union Station (www.mtmaryland.com/services/marc/)</p>	<p><u>By Train</u></p> <p>Amtrak to Union Station (www.amtrak.com/) Maryland Commuter Rail (MARC) to Union Station Virginia Railway Express (VRE) to Union Station (www.mtmaryland.com/services/marc/) Virginia Railway Express (VRE) to Union Station (www.vre.org/)</p>
<p><u>By Bus</u></p> <p>Tour Bus Access to Capitol Grounds Security measures have been implemented as part of continued efforts by the U.S. Capitol Police to enhance security within the Capitol complex. These measures restrict commercial bus access to U.S. Capitol grounds. Please read more from the Architect of the Capitol (www.aoc.gov/visit-capitol-hill/getting-here/buses) to prepare your tour bus for drop-off.</p>	<p><u>By Metro</u></p> <p>Closest Metro stop: Capitol South (Orange/Blue Lines) - Exit station using main exit, walk approximately two blocks north on First Street SE.</p> <p>Alternative Stop: Union Station (Red Line) - .5 miles</p> <p>Visit the Washington Metropolitan Area Transit Authority (WMATA) web site for additional information. (www.wmata.com/)</p> <p><u>By Car</u></p> <p>Visit MapQuest (www.mapquest.com/) or Google Maps (maps.google.com/) for turn-by-turn directions from your origin.</p> <p>Parking Options: Limited two-hour zone and metered parking on streets</p> <p>Public parking lots (closest is located at Union Station)</p>

US National Archives & Records Administration



Street Map, NARA, 700 Pennsylvania Ave NW, Washington, DC

The National Archives Building is located between Seventh and Ninth Streets, NW, with entrances on Pennsylvania and Constitution Avenues.

<p><u>Subway</u></p> <p>In Washington, DC, take Metrorail's Yellow or Green lines to the Archives/Navy Memorial station. The Archives/Navy Memorial stop is across Pennsylvania Avenue from the Archives building.</p>	<p><u>Bus</u></p> <p>In Washington, DC, Metrobuses 30, 32, 34, 36, 53, A42, A46, A48, P1, P2, P4, P17, P19, and W13 stop at the National Archives on Pennsylvania Avenue.</p>
<p>For more specific information on routes, fares, and timetables for Metrobus and Metrorail, please see the Washington Metropolitan Area Transit Authority (www.wmata.com/).</p>	
<p><u>Parking</u></p> <p>No parking at the building is available for researchers. Several commercial parking lots are located nearby and metered curb parking may be available on nearby streets.</p>	

ATTACHMENT B: Step-by-step instructions for completing online registration

Please [Register Online](https://www.regonline.com/tc46) at <https://www.regonline.com/tc46> for the TC46 meeting in Washington, D.C.

Registration deadline is April 4, 2014

Step 1: Begin your online registration by entering a valid email address

Plenary Meeting: ISO Technical Committee on Information and Documentation (ISO TC 46)

Monday, May 05, 2014 - Friday, May 09, 2014

Library of Congress
101 Independence Ave SE
Washington, District of Columbia 20540
United States

[Event Details](#)
Juliana Wood, Educational Programs Manager
Email: jwood@niso.org
Phone: 301-654-2512
[✉ Email Us](#)

[View or Change Your Existing Registration](#)

Start Your Registration

★ Email Address:

★ Verify Email Address:

Description

For the first time in more than a dozen years, the United States will be the host country of the Plenary Meeting of ISO's Technical Committee on Information and Documentation (ISO TC 46) and all of its subcommittees. The 41st Plenary meeting will take place in Washington, D.C. on May 5 – 9, 2014. As the ISO Secretariat responsible for the subcommittee on Identification and Description (TC 46/SC 9), the National Information Standards Organization (NISO) is honored to co-host the weeklong event with the generous support of the Library of Congress for a series of plenary and working group meetings.

We hope you will consider attending the 2014 ISO/TC 46 meeting, which will which will bring together between as many as 175 senior-level domain experts in their field representing more than 40 countries.

Step 2: Enter your name and contact information

Follow the directions and fill out all required fields

Plenary Meeting: ISO Technical Committee on Information and Documentation (ISO TC 46) [\(View Details\)](#)

Personal Information [Checkout](#) [Confirmation](#)

Personal Information

* Email:

* Verify Email:

Prefix (Mr., Mrs., etc.):

* First Name:

Middle Name:

* Last Name:

* Job Title:

* Name as it would appear on a badge:

* Company/Organization:

Country:

* Address Line 1:

Address Line 2:

* City:

* US State/Canadian Province:

* Zip (Postal Code):

Note: Below this is a field to enter a password of your choice. This allows you to save your registration for later completion or to make changes to your registration form after your initial submittal.

Step 3: Agenda Page: Meeting Selections

Please select all plenary, working group meetings, and other gatherings of interest you wish to attend. You can log in using the password you create in the previous step if you need to revise your meeting attendance at a later date. [

Plenary Meeting: ISO Technical Committee on Information and Documentation (ISO TC 46) [\(View Details\)](#)

[Personal Information](#) **[Agenda](#)** [Checkout](#) [Confirmation](#)

Agenda

- Gala Reception and Dinner
Date: Wednesday, May 07, 2014 6:00 PM - 9:00 PM (Eastern Time)
Location: National Archives and Record Administration
- TC46/SC11 Opening Plenary
Date: Monday, May 05, 2014 9:00 AM - 10:30 AM (Eastern Time)
Location: Library of Congress
- TC46/SC11 Closing Plenary
Date: Thursday, May 08, 2014 1:00 PM - 5:00 PM (Eastern Time)
Location: National Archives and Record Administration
- TC46/WG3
Date: Tuesday, May 06, 2014 9:00 AM - 12:00 PM (Eastern Time)
Location: Library of Congress
- TC46/WG4
Date: Tuesday, May 06, 2014 2:00 PM - 5:00 PM (Eastern Time)
Location: Library of Congress
- TC46/WG7
Date: Tuesday, May 06, 2014 2:00 PM - 5:00 PM (Eastern Time)
Location: Library of Congress
- TC46 Coordination/strategic planning group
Date: Tuesday, May 06, 2014 5:00 PM - 5:45 PM (Eastern Time)
Location: Library of Congress

[Continue](#)

Note: Additional agenda items, e.g. social events, etc., are available that don't show on this screenshot.

ATTACHMENT C: Social Events During TC 46 Meeting Week in Washington, D.C.

Plans are underway for numerous social events and other gatherings to include:

Monday, May 5: A private tour of the US Capitol

Tuesday, May 6: A tour and casual reception at the D.C. Newseum

Wednesday, May 7: Gala Reception and Dinner at the National Archive (details below)

Thursday, May 8: A free evening to choose your own outing (please see the last pages of the invitation for suggestions)



Gala Reception and Dinner: Wednesday, May 7, 2014

The National Archives and Records Administration will co-host this evening event featuring a Welcome Address to attendees from Archivist of the United States David S. Ferriero, followed by Keynote Speaker Vinton Cerf, Vice President and Chief Internet Evangelist for Google in the Rotunda Archives Hall of

Documents.

The Rotunda Galleries are just steps away from the centerpiece of the National Archives Experience, the Rotunda for the Charters of Freedom where the original Declaration of Independence, U.S. Constitution and Bill of Rights are permanently displayed.

Please make sure to RSVP to this exciting event when registering!

See [Attachment A, U.S. National Archives and Records Administration](#) for a map and directions.

ATTACHMENT D: Accommodations, travel information, and sites of interest in Washington, D.C.,

Suggested Accommodations

Washington, D.C. boasts numerous hotels and accommodations to suit every type of need. The list below is a selection of hotel locations closest to the meeting sites of Library of Congress and the National Archives.

Capitol Hill Hotel

capitolhillhotel-dc.com

200 C Street SE · Washington, District Of Columbia, 20003

202.543.6000 / 800.814.5983

Fax: 202.547.2608

info@capitolhillhotel-dc.com

Courtyard Washington Convention Center

www.marriott.com/hotels/travel/wascn-courtyard-washington-convention-center/

900 F Street, NW · Washington, District Of Columbia, 20004

Fairfield Inn & Suites Washington, DC/Downtown

www.marriott.com/hotels/travel/wasfc-fairfield-inn-and-suites-washington-dc-downtown/

500 H Street NW · Washington, District Of Columbia, 20001

Grand Hyatt Washington

grandwashington.hyatt.com/en/hotel/home.html

1000 H Street NW · Washington, District of Columbia, 20001

JW Marriott · Washington, DC

www.marriott.com/hotels/travel/wasjw-jw-marriott-washington-dc/

1331 Pennsylvania Avenue NW · Washington, District Of Columbia, 20004

Other Capitol Hill and Penn Quarter Hotels:

Search here: washington.org/find-dc-listings/hotels#1|8|20|213,125,69|||||undefined||1

Travel Tips for Visiting Washington, D.C.

These tips will help you on your travel to and in the USA.

Visas

US entry requirements continue to evolve as the US government fine-tunes its national security guidelines. All travelers should double-check current visa and passport regulations before coming to the US. The main portal for US visa information is www.unitedstatesvisas.gov, though you can also access visa information through www.usa.gov. Both of these link to the **US State Department** (www.travel.state.gov), which maintains the most comprehensive visa information, providing downloadable forms, lists of US consulates abroad and even visa wait times calculated by country. The website maintained by **US Citizenship and Immigration Services** (USCIS) (uscis.gov) focuses on immigrants, not temporary visitors.

Emergency number is 911.

Vaccinations: Not required.

Medical insurance: Make sure you have a good international medical insurance before traveling to the United States.

Renting a car: Make sure you have a good insurance that covers all from damage to liability.

Electricity: A voltage of 110-120 volts is used in the US. Check your electrical appliances to make sure they can operate on these volts. You will also need an adapter, because the outlets and plugs are different than in Europe. You can find these at the airport in Europe.

Cell phones: You will need a tri-band (900/1800/1900 MHZ) phone.

Taxes: The USA lists net prices, so the State and City taxes are added when the item is purchased. This is different for every state (usually it's between 6%-15%). Don't forget if you book a hotel, this usually isn't included in the stated prices, so check how much more it will be.

Currency: The US dollar is divided into 100 cents ($\text{\textit{c}}$). Coins come in denominations of 1 $\text{\textit{c}}$ (penny), 5 $\text{\textit{c}}$ (nickel), 10 $\text{\textit{c}}$ (dime), 25 $\text{\textit{c}}$ (quarter), the seldom-seen 50 $\text{\textit{c}}$ (half-dollar) and the \$1 coin. Quarters are most commonly used in vending machines and parking meters. Bills come in \$1, \$2 (rare), \$5, \$10, \$20, \$50, and \$100 denominations.

ATMs: Available 24/7 at most banks, and in shopping centers, airports, grocery stores, and casinos. Withdrawing cash from an ATM using a credit card usually incurs a fee (\$1 to \$3), but if your home bank account is affiliated with one of the main worldwide ATM networks (Plus, Cirrus, Exchange, Accel), you can sometimes avoid the fee by using your bankcard. The exchange rate on ATM transactions is usually as good as you'll get anywhere. Check with your bank or credit card company for exact information about using its cards in US ATMs. If you will be relying on ATMs (not a bad strategy), bring more than one card and carry them separately.

Tipping: Even though it's your decision on what you want to give based on the service they provide, there are some expectations. In restaurants the gratuity is usually between 15%-20% of the net amount on the receipt (in fast food restaurants and self-service dinners, there is no gratuity necessary). Hotel maids get a tip of about \$1 a day. Taxi drivers get 10%; if you have luggage it's 15%.

Welcome to Washington, D.C.! – Sites of Interest

If you are taking advantage of being in the nation's capitol, or simply looking for something to do in between meetings, Washington, D.C., offers numerous free activities to suit every interest.

Check out the [Library of Congress](#)' interactive elements, like the re-creation of Thomas Jefferson's library. While you're there, you may be interested in attending one of the free lectures, concerts, exhibits, and poetry readings that are held regularly.

See the original Declaration of Independence, U.S. Constitution and Bill of Rights at the [National Archives](#), then research your family's immigration records.

Get a behind-the-scenes look at the preservation of art in the Lunder Conservation Center. It's the first art conservation facility allowing the public permanent access to views of essential conservation work. There you'll see staff from the [National Portrait Gallery](#) and the [Smithsonian American Art Museum](#) hard at work through floor-to-ceiling windows.

Millions visit the stirring [Lincoln Memorial](#), but did you know you can tour Honest Abe's summer home? President Lincoln's Cottage reveals the distinctly domestic side of a historic presidency.

Visit [Arlington National Cemetery](#) to see the Changing of the Guard ceremony at the Tomb of the Unknowns.

Watch history being made by sitting in on a groundbreaking [Supreme Court](#) ruling.

Trace the names of loved ones lost at the [Vietnam Veterans Memorial Wall](#), a place of reflection for many visitors.

Test your knowledge at the [National Portrait Gallery](#), where the nations' only complete collection of presidential portraits outside [The White House](#) is located.

Visit the [National Geographic Museum](#) and travel around the world. View engrossing exhibitions that highlight the diversity of international cultures and natural wonders.

Head to the [National Museum of Women in the Arts](#), the only museum in the world dedicated exclusively to recognizing the work of women artists.

Visit [The Phillips Collection](#) in Dupont Circle, America's first museum of modern art, where access to the permanent collection is free of charge Tuesdays through Fridays.

Follow Georgetown's cobblestone streets to Old Stone House, a National Park Service site and DC's last pre-Revolutionary building standing on its original foundation.

Trip the light fantastic. Thrill to Leo Villareal's dynamic light sculpture "Multiverse" while riding the moving walkway between the [National Gallery of Art's](#) East and West Buildings.

Take a free or nearly free docent-led tour at the [National Air and Space Museum](#).

See a play. Take advantage of [Woolly Mammoth Theatre Company's](#) pay-what-you-can seats, offered for the first two performances of every main-stage production (usually Monday or Tuesday). Tickets (two per person) are sold at the theater 90 minutes prior to show time.

For more options, visit the DC Destination website (washington.org/).