



## New York Resource Guide

### **United Nations Statistics Division**

#### **Third Meeting of the Expert Group on the Revision of the Framework for Development Environment Statistics**

2-4 November 2011

UN Headquarters, New York, NY

## Table of Contents

1	Welcome page from the UN Statistics Division .....	4
2	Meeting Information.....	5
	Title and Date .....	5
	Venue .....	5
	Date, time and place of the meeting .....	5
	Registration and Ground Passes .....	5
	Map of the United Nations Vicinity .....	6
	Address and Contact Numbers.....	6
	Working Languages of the Meeting .....	7
	Documentations (Papers/Literature for Distribution) .....	7
	Daily Subsistence Allowance (DSA) .....	7
	Financial and Administrative Arrangements .....	7
	Immigration Requirements.....	8
3	New York Information .....	9
	Hotels and Other Accommodations .....	9
	Hotels in the vicinity of the United Nations.....	9
	Hotels which are a long walk or a non-walking distance from the UN.....	11
	Hostels .....	12
	Apartment/Residences/International Houses/YMCA .....	13
	Airports .....	13
	Airport Transportation .....	13
	From JFK International Airport .....	14

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From Newark Liberty International Airport .....	15
From La Guardia Airport: .....	16
Local Transportation .....	17
Money .....	17
Postal Services .....	18
Confirmation of Return Flights .....	18
Time.....	18
Weather .....	18
4 Registration Form .....	19

## 1 Welcome page from the UN Statistics Division

This resource guide has been compiled in order to assist you in the preparation for your trip to New York to participate in the Third Meeting of the Expert Group on the Revision of the Framework for the Development Environment Statistics.

We would appreciate any comments or suggestions that you have on how to improve this resource guide. Feel free to write down your comments or suggestions in the Registration Form at the end of this guide.

## 2 Meeting Information

### ***Title and Date***

Third Meeting of the Expert Group on the Revision of the Framework for the Development Environment Statistics, 2 - 4 November 2011

### ***Venue***

Two United Nations Plaza, 19th Floor Conference Room

Two United Nations Plaza  
44th Street between First and Second Avenue  
New York, NY  
USA 10017

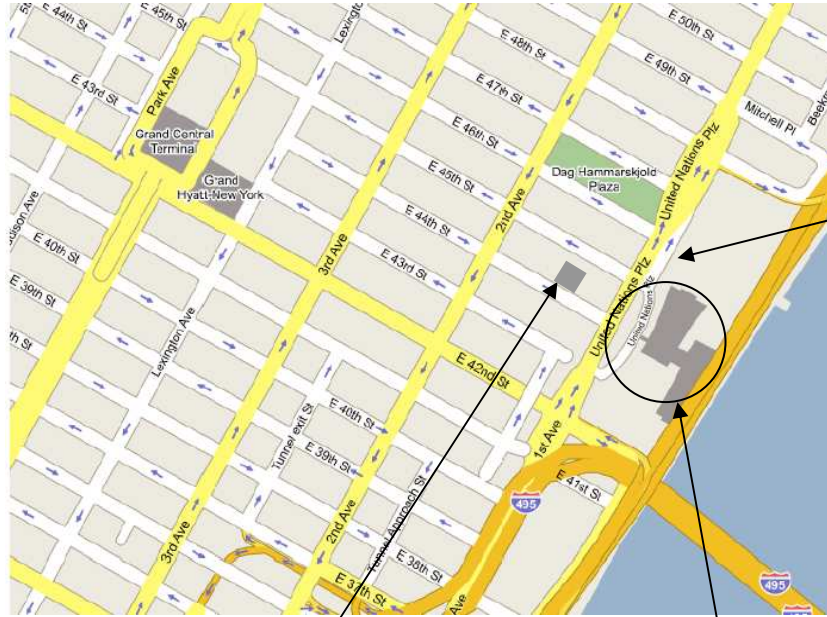
### ***Date and time of the meeting***

The meetings will be held during the period 2 - 4 November 2011. Morning sessions will be from 9:00 AM to 12:30 PM and afternoon sessions will be from 2:30 PM to 6:00 PM.

### ***Registration and Ground Passes***

Participants will be met at the lobby of the UN DC2 building (2 UN Plaza on East 44<sup>th</sup> Street between 1<sup>st</sup> and 2<sup>nd</sup> Avenues) by one of our staff members from 9am on the first morning of the meeting who will give them a temporary United Nations grounds pass. A grounds pass is required at all times to enter all United Nations buildings. Please fill in the Registration Form on the last page of these notes and submit it to the UN Staff at the Registration Desk before the start of the meeting. Please bring all the necessary documentation if you are being funded by the United Nations Statistics Division (UNSD) (refer to information below).

### Map of the United Nations Vicinity



United Nations  
Headquarters Complex  
  
Visitors' Entrance

United Nations Statistics Division  
16th Floor  
Two United Nations Plaza  
44th Street (Between 1st & 2nd Avenues)

United Nations Headquarters Complex  
1st Avenue (Between 42nd & 46th Streets)

### Address and Contact Numbers

For substantive issues: Ms. Eszter Horvath  
Room: DC2-1418  
Phone: +1 212 963 4581  
Fax: + 1 212 963 0623  
Email: horvath@un.org

For financial and travel issues: Ms. Wailan Wu  
Room: DC2 - 1657B  
Phone: + 1 212 963 0376  
Fax: + 1 212 963 9851  
Email: wu16@un.org

***Working Languages of the Meeting***

The Meeting will be conducted in English only and all documentation will be in English.

***Documentations (Papers/Literature for Distribution)***

Participants wishing to circulate any papers or literature at the meeting are requested to consult UNSD as soon as possible.

***Daily Subsistence Allowance (DSA)***

Where participation costs are borne by UNSD, the UN will provide eligible participant(s), 4 days of daily subsistence allowance for participants who are attending the EGM, subject to the official actual day and time of arrival and departure, at the rate determined by the United Nations for New York at the time the Meeting will take place. Additionally the participant(s) will be provided with US\$202 to cover terminal expenses (airport transfers) on official travel dates. At present, the DSA for New York is US\$378 (this amount is subject to change at any time).

On the first day of the meeting, eligible participants need to submit to the designated Approving Officer copy of the following: passport information page, e-ticket and boarding passes. 75% of DSA will be paid to the participant through a UN cheque. To claim the remaining 25% of DSA and Terminal Expense after the return trip, please submit to UNSD a completed F10 form and the return trip boarding passes.

***Financial and Administrative Arrangements***

Where participation costs are borne by UNSD, only travel expenses and DSA for the duration of the meeting and terminal expenses will be covered by UNSD. UNSD will not assume responsibility for any other expenditure, such as:

Salary and related allowances for the participants during the period of the meeting;

Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Meeting;

Compensation in the event of death or disability of participants in connection with their attending the Meeting;

Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;

Any other expenses of a personal nature, not directly related to the purpose of the Meeting.

***Immigration Requirements***

Participants should contact their nearest United States of America embassies or consulates on visa requirements, and obtain the appropriate entry permit where necessary as early as possible.

The official invitation letter is generally sufficient to be used as supporting documentation for visa (entry permit) request. Please contact us, should there be any issues with obtaining visa for the purpose of attending this event.



### 3 New York Information

#### ***Hotels and Other Accommodations***

Arrangements for hotels need to be made by individual participants (or their Mission) at hotels of their own choice. A list of hotels in the vicinity of the UN is provided below.

Please note that a credit card is normally required to make a reservation, participants should plan accordingly.

Participants can contact hotels directly and make reservations. If you need assistance you should contact The American Express Travel Agent at the United Nations (Telephone +1 212 963 6280) who will gladly assist you. Participants can also contact their country's Mission to the United Nations which may be able to assist them (contact details for missions can be found at [www.un.org/Overview/missions.htm](http://www.un.org/Overview/missions.htm)). Participants should make the necessary reservations at least one week prior to the event.

Below are some popular web sites for hotels:

[www.expedia.com](http://www.expedia.com) , [www.hotels.com](http://www.hotels.com) , [www.orbitz.com](http://www.orbitz.com)

#### **Hotels in the vicinity of the United Nations**

Below is the list of hotels located in the vicinity of the United Nations.

Hotel	Address	Telephone	Website
ALGONQUIN	59 W. 44th St.	(1-212) 840.6800	<a href="http://www.algonquinhotel.com">www.algonquinhotel.com</a>
AMBASSADOR	140 E. 63rd St.	(1-212) 838.5700	-
BEDFORD	118 E. 40th St.	(1-212) 697.8100	<a href="http://www.bedfordhotel.com">www.bedfordhotel.com</a>
BEEKMAN	3 Mitchell Place (E. 48th and 1st Ave.)	(1-212) 355.7300	<a href="http://www.affinia.com">www.affinia.com</a>
BENJAMIN	125 E. 50th St.	(1-212) 753.2700	<a href="http://www.thebenjamin.com">www.thebenjamin.com</a>

Hotel	Address	Telephone	Website
CROWNE PLAZA AT THE UNITED NATIONS	304 E. 42nd St.	(1-212) 986.8800	<a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>
DIPLOMAT RESIDENCE	210 E. 47 <sup>th</sup> St.	(1-212) 371.6029	-
EASTGATE TOWER	222 E. 39th St.	(1-212) 687.8000	<a href="http://www.affinia.com">www.affinia.com</a>
DYLAN	52 E. 41st St.	(1-212) 338.0500	<a href="http://www.dylanhotel.com">www.dylanhotel.com</a>
ENVOY CLUB	377 E. 33rd St.	(1-212) 481.4600	-
FITZPATRICK	141 E. 44th St.	(1-212) 351.6872	<a href="http://www.fitzpatrickhotels.com">www.fitzpatrickhotels.com</a>
HELMSLEY PARK LANE	36 Central Park South	(1-212) 521.6239	<a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>
MARCEL	201 E. 24th St.	(1-212) 696.3800	-
MELROSE HOTEL	140 E. 63rd St.	(1-212) 838.5700	
METROPOLITAN	569 Lexington Ave.	(1-212) 752.7000	<a href="http://www.metropolitanhotelnyc.com">www.metropolitanhotelnyc.com</a>
MIDDLETOWN HELMSLEY	148 E. 48th St.	(1-212) 755.3000	<a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>
MILLENNIUM HOTEL	1 UN Plaza (E. 44th St at 1st Ave)	(1-212) 758.1234	<a href="http://www.millenniumhotels.com">www.millenniumhotels.com</a>
NEW YORK HELMSLEY	212 E. 42nd St.	(1-212) 490.8900	<a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>
PICKWICK ARMS	230 E. 51 <sup>st</sup> St.	(1-212) 355.0300	<a href="http://www.pickwickarms.com">www.pickwickarms.com</a>
RADISSON	511 Lexington Ave.	(1-212) 755.4400	<a href="http://www.radisson.com">www.radisson.com</a>
ROGER SMITH*	501 Lexington Ave.	(1-212) 755.1400	<a href="http://www.rogersmith.com">www.rogersmith.com</a>
SAN CARLOS	150 E. 50 <sup>th</sup> St.	(1-212) 755.1800	<a href="http://www.sancarloshotel.com">www.sancarloshotel.com</a>
WARWICK	65 W. 54 <sup>th</sup> St.	(1-212) 247.2700	<a href="http://www.warwickhotelny.com">www.warwickhotelny.com</a>

### Hotels which are a long walk or a non-walking distance from the UN

The hotels listed below are located further from the United Nations Complex (long walk or non-walking distance to the UN).

Hotel	Address	Telephone	Website
<b>Affinia Dumont</b>	150 East 34th Street (Lexington and Third Avenues)	(1-212) 481-7600	<a href="http://www.affinia.com">www.affinia.com</a>
<b>Belleclaire Hotel</b>	250 W. 77 <sup>th</sup> Street	(1-212) 362-7700 Fax: (1-212) 362-1004	<a href="http://www.hotelbelleclaire.com">www.hotelbelleclaire.com</a> e-mail: <a href="mailto:reservations@hotelbelleclaire.com">reservations@hotelbelleclaire.com</a>
<b>Carlton Arms Hotel</b>	160. E. 25 <sup>th</sup> Street	(1-212) 679-0680	<a href="http://www.carltonarms.com">www.carltonarms.com</a> e-mail: <a href="mailto:artbreakhotel@aol.com">artbreakhotel@aol.com</a>
<b>Chelsea Hotel</b>	222 West 23rd Street (7th and 8th Avenues)	(1-212) 243-3700	<a href="http://www.hotelchelsea.com">www.hotelchelsea.com</a>
<b>Doubletree Metropolitan</b>	569 Lexington Avenue (51st Street)	(1-212) 752-7000	<a href="http://www.metropolitanhotelnyc.com">www.metropolitanhotelnyc.com</a>
<b>Excelsior Hotel</b>	45 West 81st Street (Central Park West and Columbus Avenue)	(1-212) 362-9200	<a href="http://www.excelsiorhotelny.com">www.excelsiorhotelny.com</a>
<b>Gershwin Hotel</b>	7 East 27th Street (Madison & 5th Avenues)	(1-212) 545-8000 Fax: (1-212) 684-5546	<a href="http://www.gershwinhotel.com">www.gershwinhotel.com</a> e-mail: <a href="mailto:reservations@gershwinhotel.com">reservations@gershwinhotel.com</a>
<b>Hotel QT</b>	125 West 45th Street (Avenue of the Americas and 7th Avenue)	(1-212) 354-2323	<a href="http://www.hotelqt.com">www.hotelqt.com</a>
<b>Hotel Riverview</b>	113 Jane Street (between W. 12 & 14 <sup>th</sup> Streets)	(1-212) 929-0060 Fax: (1-212) 675-8581	<a href="http://www.hotelriverview.com">www.hotelriverview.com</a> e-mail: <a href="mailto:Hriverview@aol.com">Hriverview@aol.com</a>

Hotel	Address	Telephone	Website
<b>Hotel Stanford</b>	43 West 32nd Street (Broadway and 5th Avenue)	(1-800)-365-1114	<a href="http://www.hotelstanford.com">www.hotelstanford.com</a>
<b>Hudson Hotel</b>	356 West 58th Street (8th and 9th Avenues)	(1-212) 554-6000	<a href="http://www.hudsonhotel.com">www.hudsonhotel.com</a>
<b>The Macaw Guesthouses</b>	106 E. 101 <sup>st</sup> Street	(1-212) 348-4643	<a href="http://www.themacawguesthouse.com">www.themacawguesthouse.com</a>
<b>Off SoHo Suites Hotel</b>	11 Rivington Street (Bowery and Chrystie Streets)	(1-800)-633-7646	<a href="http://www.offsoho.com">www.offsoho.com</a>
<b>The Time</b>	224 West 49th Street (Broadway and 8th Avenue)	(1-877)-846-3692	<a href="http://www.thetimeny.com">www.thetimeny.com</a>

### Hostels

Hostel	Address	Telephone	Website
<b>Central Park Hostel</b>	19 West 103 <sup>rd</sup> Street	(1-212) 678-0491 Fax: (1-212) 678-0453	<a href="http://www.centralparkhostel.com">www.centralparkhostel.com</a> e-mail: <a href="mailto:info@centralparkhostel.com">info@centralparkhostel.com</a>
<b>Hostelling International</b>	891 Amsterdam Avenue	(1-212) 932-2300 Fax: (1-12) 932-2574	<a href="http://www.hinewyork.org">www.hinewyork.org</a> e-mail: <a href="mailto:reserve@hinewyork.org">reserve@hinewyork.org</a>

## Apartment/Residences/International Houses/YMCA

Name	Address	Telephone	Website
<b>Chelsmore Apartments</b>	205 W. 15 <sup>th</sup> Street (between 7 <sup>th</sup> & 8 <sup>th</sup> Avenues)	(1-212) 924-7991 Fax: (1-212) 727-7284	<a href="http://www.chelsmore.com">www.chelsmore.com</a> e-mail: <a href="mailto:reservations@chelsmore.com">reservations@chelsmore.com</a>
<b>DeHirsch Residence</b> Operated by 92 <sup>nd</sup> Street YMCA	1395 Lexington Ave (at 92 <sup>nd</sup> St)	(1-212) 415-5650 (1-800) 858-4692 Fax: (1-212) 415-5578	e-mail: <a href="mailto:dehirsch@92ndsty.org">dehirsch@92ndsty.org</a>
<b>Harlem YMCA</b>	180 W. 135 <sup>th</sup> St.	(1-212) 281-4100	e-mail: <a href="mailto:harlemguestrooms@ymcanyc.org">harlemguestrooms@ymcanyc.org</a>
<b>Vanderbilt YMCA</b>	224 E. 47 <sup>th</sup> St (between 2 <sup>nd</sup> & 3 <sup>rd</sup> Avenues)	(1-212) 756-9600 Fax: (1-212) 752-0210	<a href="http://www.ymcanyc.org">www.ymcanyc.org</a>

### Airports

There are 3 major airports serving New York City. They are:

1. **John F. Kennedy International Airport:** Phone: 1-718-244-4444. Located in Queens, New York, about 15 miles from Midtown Manhattan.
2. **Newark Liberty International Airport:** Phone: 1-973-961-6000. Located in Newark, New Jersey, about 16 miles from Midtown Manhattan.
3. **La Guardia Airport:** Phone: 1-718-533-3400. Located in Queens, New York about 8 miles from Midtown Manhattan.

Information regarding these 3 airports can be accessed online at:

[www.panynj.gov/](http://www.panynj.gov/)

### Airport Transportation

Complete transportation information for the above 3 airports can be obtained by calling **Air-Ride** ph: 1-800-AIR RIDE (toll free number within the U.S.). Please find below the options of transportation from the airports to Midtown Manhattan:

## From JFK International Airport

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b><u>AirTrain JFK</u></b></p> <p>(www.panynj.gov/airtrain) Connection with NYC subway (www.mta.info/nyc/subway)</p> <p>Connection with Long Island Railroad (LIRR) direct to Penn Station (www.mta.info/lirr)</p>	<p>\$5 Enter/Exit Fare + Subway Fare (\$2.50*)</p> <p>\$5 Enter/Exit Fare + Train Fare (Peak hrs:\$7.25, off-peak hrs \$5.00)</p> <p>*SingleRide ticket</p>	<p>55 minutes</p> <p>40 minutes</p>	<p>Service available 24 hrs. Air Train:4-10 minutes</p> <p>Subway:4-12 minutes.</p> <p>LIRR: 2-22 minutes depending on the time of the day.</p>	<p>Connect to "E" subway train/LIRR at 'Jamaica Station'.</p> <p>Use pay-per-ride Metrocard is required to ride Air Train.</p>
<p><b><u>New York Airport Service Express Bus</u></b></p> <p>(1-718) 875-8200</p> <p>(http://www.panynj.gov)</p>	<p>\$15</p>	<p>45 - 65 minutes ( longer at peak hours)</p>	<p>Every 15-30 minutes 6:15 a.m. - 11:10 p.m.</p>	<p>Grand Central Terminal (bus stops at 125 Park Ave. between E. 41st and E. 42nd Streets) Transfer available to hotels between E. 27th and E. 63rd Streets.</p>
<p><b><u>SuperShuttle Manhattan</u></b></p> <p>Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$17 - \$19</p>	<p>45 – 75 minutes (depending on traffic)</p>	<p>Available 24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone.</p> <p>24-48 hours reservations required for return service.</p>
<p><b><u>Taxi</u></b></p>	<p>Flat rate \$45 plus tolls (\$4.00 each) and tips</p> <p>(10-15% is customary).</p>	<p>40 - 60 minutes (longer at peak hours).</p>	<p>Available 24 hours a day.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>

### From Newark Liberty International Airport

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b><u>AirTrain Newark</u></b></p> <p>(<a href="http://www.panynj.gov/airtrainnewark/what.index.html">http://www.panynj.gov/airtrainnewark/what.index.html</a>)</p> <p>1-800-AIR RIDE Connection with NJTransit (<a href="http://www.njtransit.com">www.njtransit.com</a>)</p> <p>1-800-772-2222 or (973) 762-5100</p>	<p>\$5 + NJ Transit Fare (\$6.55)</p>	<p>40 minutes</p>	<p>Air Train: 8-12 minutes. Available 24 hours.</p> <p>NJ Transit: 7-30 minutes depending on the time of the day between 4:46 a.m. and 1:55 a.m. For exact times check <a href="http://www.njtransit.com">www.njtransit.com</a> or call 1-800-626-RIDE</p>	<p>Take Air Train to 'Newark Int'l Airport Station' and transfer the NJ Transit Trains to New York Penn Station.</p>
<p><b><u>Olympia Airport Express</u></b></p> <p>1-877- 8-NEWARK</p> <p>1-877 863-9275</p> <p>(<a href="http://www.panynj.gov/aviation/egtsfram.htm">http://www.panynj.gov/aviation/egtsfram.htm</a>)</p>	<p>\$25 round-trip or \$15 one-way. \$16 one-way transfers to hotels via Grand Central Station.</p>	<p>30 - 60 minutes ( longer at peak hours)</p>	<p>Every 20-30 minutes 4:00 a.m. - 11:00 p.m.</p>	<p>Drop off service to Grand Central Terminal (120 E. 41<sup>st</sup> St, between Park and Lexington Ave.), Port Authority (E. 42<sup>nd</sup> St and 8<sup>th</sup> Ave) or Penn Station (W. 34<sup>th</sup> st and 8<sup>th</sup> Ave)</p>
<p><b><u>SuperShuttle Manhattan</u></b></p> <p>Shared door to door minibus 1-800-258-3826 <a href="http://www.supershuttle.com">www.supershuttle.com</a></p>	<p>\$15 - \$19</p>	<p>30 – 60 minutes (longer at peak hours)</p>	<p>Available on demand  24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone.</p> <p>24-48 hours reservations required for return service.</p>
<p><b><u>Taxi</u></b></p>	<p>Flat rate ranging from \$30 to \$45 plus tolls (\$6.00 each) and tips (10-15%).</p>	<p>40 minutes (longer at peak hours).</p>	<p>Available during flight hours.</p>	<p>Follow the signs to Taxi Stands outside arrival areas.</p>

**From La Guardia Airport:**

<b>Service</b>	<b>Fare</b>	<b>Estimated Time of Arrival</b>	<b>Frequency</b>	<b>Notes</b>
<p><b><u>New York Airport Service Express Bus</u></b> (1-718) 875-8200 (<a href="http://panynj.gov">http://panynj.gov</a>)</p>	\$12 - \$15	30 - 45 minutes, (longer at peak hours)	Every 20-30 minutes 7:00 a.m. - 11:00 p.m.	Grand Central Terminal (Vanderbilt Ave. and E. 42nd Streets) Transfer available to hotels between E. 31st and E. 59th Streets.
<p><b><u>SuperShuttle Manhattan</u></b>  Shared door to door minibus 1-800-258-3826 (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p>	\$15 - \$19	45 – 75 minutes (depending on traffic)	Available on demand 7:00 a.m. - 11:30 p.m.	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone.</p> <p>24-48 hours reservations required for return service.</p>
<b><u>Taxi</u></b>	\$21 - \$30 plus tolls (\$4.00) and tips -(10-15% is customary) plus night surcharge (\$0.50 from 8:00 p.m. to 6:00 a.m.) or weekday surcharge (\$1 Mon to Fri from 4:00 p.m. to 8:00 p.m.) if applicable.	20 - 30 minutes (longer at peak hours).	Available during flight hours.	Follow the signs to Taxi Stands in front of terminals.



### **Local Transportation**

**Subway and buses** <http://mta.info/> are a convenient way to get around Manhattan. **Metro Card** valid for subway and bus can be purchased at subway stations.

Single trip fare: \$2.25

7-Day Unlimited Ride Metro Card: \$29.00

**Yellow Cab Taxis** are readily available around Manhattan. Taxis are a safe alternative for late night travel when train and buses can be few and far between. It is advisable not to take taxis without meters (illegal taxi), as they could charge exorbitant fares. Taxis are cash only and it's a good idea to have small bills because taxi drivers usually cannot change anything higher than \$20. While taxis are relatively expensive for a single person, they are more affordable with 3 or more riders. The rates for taxis are as follows:

Initial fare.....	\$2.50
Each 1/5 mile (4 blocks).....	\$0.40
Each 1 minute idle.....	\$0.20
Night surcharge.....	\$0.50 (after 8:00 p.m. until 6:00 a.m.)
Additional riders.....	FREE

Pay only what's on the meter, plus a 15-20 per cent gratuity. On all trips within New York City, any bridge and tunnel tolls to the destination shall be paid by the passenger, who shall be so informed before the start of the trip. On all trips within the City of New York, return tolls shall not be charged except for trips over the Cross Bay Veterans, Marine Parkway-Gil Hodges Memorial, and Verrazano Narrows Bridges. On trips beyond the City of New York, all necessary tolls to and from the destination shall be paid by the passenger. There are additional charges for crossings outside the metropolitan area and New Jersey. Passengers are required to pay one way.

### **Money**

The majority of ATMs (Automated Teller Machines) networks in New York City are linked to a network that most likely includes your bank at home. Hence, you would be able to make a cash withdrawal if you have a cash card (ATM Card) that offers **Cirrus** ([www.mastercard.com/atmlocator/index.jsp](http://www.mastercard.com/atmlocator/index.jsp)) or **Plus** ([www.visa.com/atm](http://www.visa.com/atm)), the 2 most popular networks. There are fees and daily limits associated with withdrawing money using the above networks. Please check with your bank at home for this information.

Traveller's cheques are another good and safe alternative. Be sure to keep a record of their serial numbers, so you are ensured a refund in case they are lost or stolen. The 3 most popular traveller's cheque providers are **American Express** (American Express branches [www.americanexpress.com](http://www.americanexpress.com)), **Visa** (Citibank branches), **MasterCard** (Thomas Cook Currency Services).

Credit Cards are a convenient way to pay for transactions. **American Express, Visa and Master Card** (among others) are accepted virtually everywhere in New York.

### ***Postal Services***

United Nations Post Office  
UN Secretariat Building  
New York, NY 10017  
1<sup>st</sup> Avenue (between E. 45<sup>th</sup> and E. 46<sup>th</sup> St., entry via Visitor's Entrance)

US Postal Offices

884 2nd Ave  
New York, NY 10017  
(1-800) 275-8777

5 Tudor City Pl  
New York, NY 10017  
[\(1-800\) 275-8777](tel:18002758777)

### ***Confirmation of Return Flights***

Please contact the airline directly to reconfirm your flight.

### ***Time***

For the time difference between New York and your country, please refer to [http://www.worldtimeserver.com/convert\\_time\\_in\\_US-NY.aspx](http://www.worldtimeserver.com/convert_time_in_US-NY.aspx)

### ***Weather***

To check for current weather condition in New York, please refer to [www.weather.com/weather/local/10017?lsw=10017&lwsa=WeatherLocalUndeclared&from=whatwhere](http://www.weather.com/weather/local/10017?lsw=10017&lwsa=WeatherLocalUndeclared&from=whatwhere)

## 4 Registration Form

<b>REGISTRATION FORM</b>	
<b>NAME:</b>	
<b>TITLE:</b>	
<b>ORGANIZATION:</b>	
<b>ACCOMMODATION IN NEW YORK</b>	
<b>NAME OF HOTEL:</b>	
<b>CHECK IN DATE:</b>	
<b>CHECK OUT DATE:</b>	
<b>ADDRESS &amp; CONTACT NUMBERS<sup>1</sup></b>	

*Please submit this Registration Form to staff at the Registration Desk.*

Comments and suggestions on how to improve the resource guide:

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<sup>1</sup> If accommodation is other than Hotel