



## New York Resource Guide

### **United Nations Statistics Division**

#### **Tenth Regional Cartographic Conference for the Americas**

19-23 August 2013

Conference Room 3, Conference Building (CB), United Nations Headquarters, New York, NY

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## 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 10th United Nations Regional Cartographic Conference.

We would appreciate any comments or suggestions that you have on how to improve this resource guide. Feel free to send your comments or suggestions to the contact persons listed on pages 6 and 7 or write them on the Registration Form on page 19 of this guide.

## 2 Meeting Information

### *Title and Date*

The 10th United Nations Regional Cartographic Conference for the Americas,  
19-23 August 2013

### *Venue*

Conference Room 3, Conference Building, United Nations Headquarters, New York, NY.

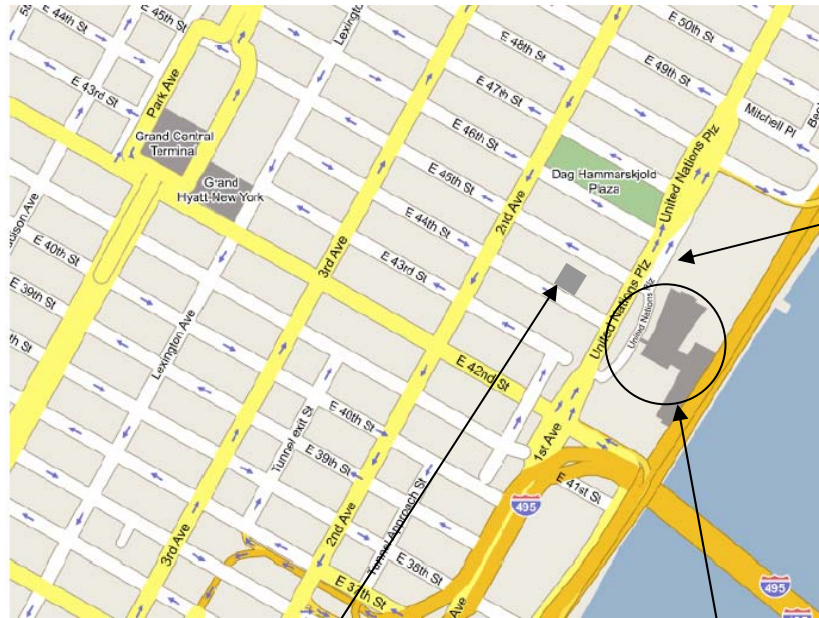
### *Date and time of the meeting*

The meetings will be held during the period of 19-23 August 2013. **The opening session will start at 10:30 a.m.** and on subsequent days the morning sessions will generally be from 10:00 AM to 1:00 PM and afternoon sessions will be from 3:00 PM to 6:00 PM.

### *Registration and Ground Passes*

We would like to remind you that you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to advise the Secretary-General in writing of your intention to participate in the meetings and provide the name(s) of all the members of your delegation. You can find the contact information for your Permanent Mission on the following website: <http://www.un.org/Overview/missions.htm>. Once your mission has informed the Secretary-General, they will then request a grounds pass to the United Nations premises for you. A grounds pass is required at all times to enter all United Nations buildings.

Please fill in the Registration Form on page 19, the last page of these notes, and submit it to the UN Staff at the Registration Desk before the start of the meeting.

***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:

Mr. Amor Laaribi

Room: DC2-1676

Phone: (1-212) 963-3042

Fax: (1-212) 963-1940

Email: laaribi@un.org

Ms. Cecille Blake

Room: DC2-1678

Phone: +1 212 963 5823

Fax: + 1 212 963 9851

Email: blake1@un.org

For financial and travel issues (for UN-funded participants): Ms. Corazon Cabigao  
Room: DC2 - 1657C  
Phone: + 1 212 963 9120  
Fax: + 1 212 963 3326  
Email: [cabigao@un.org](mailto:cabigao@un.org)

For administrative issues: Ms. Vilma Frani  
Room: DC2 - 1664B  
Phone: + 1 917 367 2903  
Fax: + 1 212 963 9851  
Email: [frani@un.org](mailto:frani@un.org)

### ***Working Languages of the Meeting***

The meeting will be conducted in English. Translation will be provided in Spanish and English. All official documentation will be in the 6 UN official languages. All the other meetings will be conducted in English only.

### ***Documentation (Papers/Literature for Distribution)***

Participants wishing to circulate any papers or literature at the meeting are requested to consult UNSD, GGIM Secretariat, Cecille Blake, [blake1@un.org](mailto:blake1@un.org).

To allow sufficient time for participants to read and discuss papers with their local counterparts, it is suggested that documents for the meeting be submitted to UNSD GGIM Secretariat before 15<sup>th</sup> July 2013.

### ***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.

### 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 (E-mail: [unsec@aexp.com](mailto:unsec@aexp.com), 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/en/members](http://www.un.org/en/members)). 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.                            | (1-800) 221.6881 | <a href="http://www.bedfordhotel.com">www.bedfordhotel.com</a>       |
| BEEKMAN    | 3 Mitchell Place<br>(E. 49th and 1st Ave.) | (1-212) 355.7300 | <a href="http://www.thebeekmanhotel.com">www.thebeekmanhotel.com</a> |
| BENJAMIN   | 125 E. 50th St.                            | (1-212) 715.2700 | <a href="http://www.thebenjamin.com">www.thebenjamin.com</a>         |



| Hotel                         | Address                               | Telephone        | Website  |
|-------------------------------|---------------------------------------|------------------|--|
| BENTLEY                       | 500 E. 62nd St.                       | (1-212) 644.6000 | <a href="http://www.bentleyhotelnyc.com">www.bentleyhotelnyc.com</a>                     |
| DIPLOMAT RESIDENCE            | 210 E. 47 <sup>th</sup> St.           | (1-212) 371.6029 | -  |
| 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 | <a href="http://www.envoyclub.com">www.envoyclub.com</a>                                 |
| FITZPATRICK                   | 141 E. 44th St.                       | (1-800) 367.7701 | <a href="http://www.fitzpatrickhotels.com">www.fitzpatrickhotels.com</a>                 |
| HELMSLEY PARK LANE            | 36 Central Park South                 | (1-212) 521.6640 | <a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>                       |
| MARCEL                        | 201 E. 24th St.                       | (1-212) 696.3800 | <a href="http://www.themarcelatgramercy.com">www.themarcelatgramercy.com</a>             |
| 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.                       | (1-800) 230.4134 | -  |
| MILLENNIUM HOTEL              | 1 UN Plaza<br>(E. 44th St at 1st Ave) | (1-212) 758.1234 | <a href="http://www.millenniumhotels.com">www.millenniumhotels.com</a>                   |
| WESTIN NEW YORK GRAND CENTRAL | 212 E. 42nd St.                       | (1-212) 490.8900 | <a href="http://www.westinnewyorkgrandcentral.com">www.westinnewyorkgrandcentral.com</a> |
| THE POD                       | 230 E. 51 <sup>st</sup> St.           | (1-212) 355.0300 | <a href="http://www.thepodhotel.com">www.thepodhotel.com</a>                             |
| THE LEXINGTON                 | 511 Lexington Ave.                    | (1-212) 755.4400 | <a href="http://www.lexingtonhotelnyc.com">www.lexingtonhotelnyc.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.warwickhotelnyc.com">www.warwickhotelnyc.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  |
|-------------------------|---|---|--|
| Affinia Dumont          | 150 East 34th Street<br>(Lexington and Third Avenues)           | (1-212) 481.7600                          | <a href="http://www.affinia.com">www.affinia.com</a>   |
| Belleclaire Hotel       | 250 W. 77 <sup>th</sup> Street                                  | (1-212) 362.7700                          | <a href="http://www.hotelbelleclaire.com">www.hotelbelleclaire.com</a><br>e-mail: <a href="mailto:reservations@hotelbelleclaire.com">reservations@hotelbelleclaire.com</a> |
| Carlton Arms Hotel      | 160. E. 25 <sup>th</sup> Street                                 | (1-212) 679.0680                          | <a href="http://www.carltonarms.com">www.carltonarms.com</a><br>e-mail: <a href="mailto:artbreakhotel@aol.com">artbreakhotel@aol.com</a>                                   |
| Chelsea Hotel           | 222 West 23rd Street<br>(7th and 8th Avenues)                   | (1-646) 918.8770                          | <a href="http://www.hotelchelsea.com">www.hotelchelsea.com</a>   |
| Doubletree Metropolitan | 569 Lexington Avenue<br>(51st Street)                           | (1-212) 752.7000                          | <a href="http://www.metropolitanhotelnyc.com">www.metropolitanhotelnyc.com</a>   |
| Excelsior Hotel         | 45 West 81st Street<br>(Central Park West and Columbus Avenue)  | (1-212) 362.9200                          | <a href="http://www.excelsiorhotelny.com">www.excelsiorhotelny.com</a><br>e-mail: <a href="mailto:reservations@excelsiorhoyelny.com">reservations@excelsiorhoyelny.com</a> |
| Gershwin Hotel          | 7 East 27th Street<br>(Madison & 5th Avenues)                   | (1-212) 545.8000<br>Fax: (1-212) 684.5546 | <a href="http://www.gershwinhotel.com">www.gershwinhotel.com</a><br>e-mail: <a href="mailto:reservations@gershwinhotel.com">reservations@gershwinhotel.com</a>             |
| Room Mate Grace         | 125 West 45th Street<br>(Avenue of the Americas and 7th Avenue) | (1-212) 354.2323                          | <a href="http://www.grace.room-matehotels.com">www.grace.room-matehotels.com</a>   |

| Hotel                 | Address  | Telephone        | Website  |
|-----------------------|--|------------------|--|
| Hotel Stanford        | 43 West 32nd Street<br>(Broadway and 5th Avenue)     | (1-212) 563.1500 | <a href="http://www.hotelstanford.com">www.hotelstanford.com</a>           |
| Hudson Hotel          | 356 West 58th Street<br>(8th and 9th Avenues)        | (1-212) 554.6000 | <a href="http://www.hudsonhotel.com">www.hudsonhotel.com</a>               |
| The Macaw Guesthouses | 106 E. 101 <sup>st</sup> Street                      | (1-212) 348.4643 | <a href="http://www.themacawguesthouse.com">www.themacawguesthouse.com</a> |
| Off SoHo Suites Hotel | 11 Rivington Street<br>(Bowery and Chrystie Streets) | (1-212) 353.0860 | <a href="http://www.offsoho.com">www.offsoho.com</a>                       |
| The Time              | 224 West 49th Street<br>(Broadway and 8th Avenue)    | (1-877)-846.3692 | <a href="http://www.thetimeny.com">www.thetimeny.com</a>                   |

### Hostels

| Hostel                   | Address                          | Telephone                                 | Website  |
|--------------------------|----------------------------------|---|--|
| Central Park Inn         | 19 West 103 <sup>rd</sup> Street | (1-212) 678.0491                          | <a href="http://www.centralparkinn.com">www.centralparkinn.com</a> |
| Hostelling International | 891 Amsterdam Avenue             | (1-212) 932.2300<br>Fax: (1-212) 932.2574 | <a href="http://www.hinewyork.org">www.hinewyork.org</a>           |

### Apartment/Residences/International Houses/YMCA

| Name  | Address  | Telephone                                 | Website   |
|---|--|---|---|
| Chelsmore Apartments  | 205 W. 15 <sup>th</sup> Street<br>(between 7 <sup>th</sup> & 8 <sup>th</sup><br>Avenues) | (1-212) 924.7991<br>Fax: (1-212) 727.7284 | <a href="http://www.chelsmore.com">www.chelsmore.com</a>  |
| DeHirsch Residence<br>Operated by 92 <sup>nd</sup> Street<br>YMCA | 1395 Lexington Ave (at<br>92 <sup>nd</sup> St)   | (1-212) 415.5660<br>(1-800) 858.4692      | <a href="http://www.92y.org/Residence.aspx">www.92y.org/Residence.aspx</a><br>e-mail: <a href="mailto:dehirsch@92ndsty.org">dehirsch@92ndsty.org</a>  |
| Harlem YMCA   | 180 W. 135 <sup>th</sup> St.   | (1-212) 912 2100<br>(1-917) 441.8800      | <a href="http://www.ymcanyc.org/harlem">www.ymcanyc.org/harlem</a><br>e-mail:<br><a href="mailto:gvillaverde@ymcanyc.org">gvillaverde@ymcanyc.org</a> |
| Vanderbilt YMCA   | 224 E. 47 <sup>th</sup> St (between<br>2 <sup>nd</sup> & 3 <sup>rd</sup> Avenues)        | (1-212) 912.2500<br>(1-917) 441.8800      | <a href="http://www.ymcanyc.org/vanderbilt">www.ymcanyc.org/vanderbilt</a>  |

### Airports

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

1. **John F. Kennedy International Airport:** Located in Queens, New York, about 15 miles from Midtown Manhattan.
2. **Newark Liberty International Airport:** Located in Newark, New Jersey, about 16 miles from Midtown Manhattan.
3. **La Guardia Airport:** Located in Queens, New York about 8 miles from Midtown Manhattan.

Information regarding these 3 airports can be accessed online at:

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

### 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   |
|---|---|--|--|---|
| <b><u>AirTrain JFK</u></b><br><a href="http://www.panynj.gov/airports/jfk-airtrain.html">http://www.panynj.gov/airports/jfk-airtrain.html</a><br>Connection with NYC subway<br><a href="http://www.mta.info/nyct/subway">www.mta.info/nyct/subway</a><br>Connection with Long Island Railroad (LIRR) direct to Penn Station<br><a href="http://www.mta.info/lirr">www.mta.info/lirr</a> | \$5 Enter/Exit Fare + Subway Fare (\$2.50)<br><br>\$15.50 (Includes the \$5 AirTrain fee and LIRR peak period fair) | 55 minutes<br><br>40 minutes           | Service available 24 hrs. Air Train: 4-10 minutes<br><br>Subway: 4-12 minutes.<br><br>LIRR: 2-22 minutes depending on the time of the day. | Connect to "E" subway train/LIRR at 'Jamaica Station'.<br><br>Use pay-per-ride MetroCard is required to ride Air Train.   |
| <b><u>New York Airport Service Express Bus</u></b><br>(1-718) 875-8200<br><br><a href="http://www.panynj.gov/">www.panynj.gov/</a>  | \$15  | 45 - 65 minutes (longer at peak hours) | Every 15-30 minutes<br>6:15 a.m. - 11:10 p.m.  | 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.   |
| <b><u>SuperShuttle Manhattan</u></b><br><br>Shared door to door minibus<br>1-800-258-3826<br><a href="http://www.supershuttle.com">www.supershuttle.com</a>   | \$23 and tips (10-15% is customary)   | 45 – 75 minutes (depending on traffic) | Available 24 hours.  | 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.<br><br>24-48 hours reservations required for return service. |
| <b><u>Taxi</u></b>  | Flat rate \$52 plus tolls (\$6.50) and tips (10-15% is customary) plus  | 40 - 60 minutes (longer at peak)       | Available 24 hours a day.  | Follow the signs to Taxi Stands in front of terminals.  |

|  |   |         |  |  |
|--|---|---------|--|--|
|  | night surcharge (\$0.50 from 8:00 p.m. to 6:00 a.m.) or peak hour weekday surcharge (\$1 Mon to Fri from 4:00 p.m. to 8:00 p.m.) if applicable. | hours). |  |  |
|--|---|---------|--|--|

### From Newark Liberty International Airport

| Service   | Fare  | Estimated Time of Arrival              | Frequency  | Notes  |
|---|---|--|--|--|
| <b><u>AirTrain Newark</u></b><br><br><a href="http://www.panynj.gov/airports/ewr-airtrain.html">http://www.panynj.gov/airports/ewr-airtrain.html</a><br><br>1-800-AIR RIDE<br>Connection with NJTransit<br><a href="http://www.njtransit.com">www.njtransit.com</a><br><br>1-800-772-2287 or (973) 275-5555 | \$12.50 (Cost includes \$5.50 AirTrain fee + Connection to Midtown Manhattan Penn Station via NJ Transit) | 30 minutes                             | Air Train: Every 3 minutes from 5 am to midnight; every 15 minutes between midnight and 5 am; Sundays: the train arrives and departs approximately every 15 minutes from midnight to 7 am. Available 24 hours.<br><br>NJ Transit: 7-30 minutes depending on the time of the day between 4:46 am and 1:55 am. For exact times check <a href="http://www.njtransit.com">www.njtransit.com</a> or call 1-800-626-RIDE | Take Air Train to 'Newark Int'l Airport Station' and transfer the NJ Transit Trains to New York Penn Station.  |
| <b><u>Olympia Airport Express</u></b><br><br>1-888-701-5346<br><br><a href="http://coachusa1.reachlocal.net/olympia/ss.newarkairport.asp">http://coachusa1.reachlocal.net/olympia/ss.newarkairport.asp</a>  | \$28 round-trip or \$16 one-way. \$16 one-way transfers to hotels via Grand Central Station.              | 30 - 60 minutes (longer at peak hours) | Every 20-30 minutes 4:00 a.m. - 11:00 p.m.   | Drop off service to Grand Central Terminal (120 E. 41 <sup>st</sup> St, between Park and Lexington Ave.), Port Authority (E. 41st St between 8 <sup>th</sup> and 9 <sup>th</sup> Ave.) or Bryant Park (42 <sup>nd</sup> Street and 5 <sup>th</sup> Ave.) |

|                    |  |                                    |                                |  |
|--------------------|--|------------------------------------|--------------------------------|--|
| <b><u>Taxi</u></b> | Around \$75 and tips (10-15%).<br>*There is a \$17.50 surcharge, plus all tolls going to and returning from the airport. | 40 minutes (longer at peak hours). | Available during flight hours. | Follow the signs to Taxi Stands outside arrival areas. |
|--------------------|--|------------------------------------|--------------------------------|--|

## From La Guardia Airport:

| Service   | Fare  | Estimated Time of Arrival             | Frequency                                     | Notes   |
|---|---|---------------------------------------|---|---|
| <b><u>New York Airport Service Express Bus</u></b><br>(1-718) 875-8200<br><br>(http://panynj.gov)                   | \$10 - \$12   | 30-45 minutes, (longer at peak hours) | Every 20-30 minutes<br>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.  |
| <b><u>SuperShuttle Manhattan</u></b><br><br>Shared door to door minibus<br>1-800-258-3826<br>(www.supershuttle.com) | \$15 and tips -(10-15% is customary)  | 45-75 minutes (depending on traffic)  | Available on demand<br>7:00 a.m. - 11:30 p.m. | 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.<br><br>24-48 hours reservations required for return service. |
| <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 peak hour 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** ([www.mta.nyc.ny.us](http://www.mta.nyc.ny.us)) are a convenient way to get around Manhattan. MetroCard valid for subway and bus can be purchased at subway stations. Single trip fare: \$2.50 sold only at vending machines and/or the booth. 7-Day Unlimited Ride Metro Card: \$30.00

**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) ..... | \$0.50   |
| Each 1 minute idle .....       | \$0.50   |
| Night surcharge.....           | \$0.50 (after 8 p.m. until 6 a.m.)               |
| Peak hour surcharge .....      | \$1.00 (in effect 4 p.m.- 8 p.m., Monday-Friday) |
| 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?lswe=10017&lwsa=WeatherLocalUndeclared&from=whatwhere](http://www.weather.com/weather/local/10017?lswe=10017&lwsa=WeatherLocalUndeclared&from=whatwhere)

## 4 Registration Form

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

*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