



New York Resource Guide

United Nations Statistics Division

United Nations Expert Group Meeting on Industrial Statistics

15 - 17 July 2008

Conference Room A, UN Secretariat Building, New York, NY 10017

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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 Expert Group Meeting on Industrial 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

United Nations Expert Group Meeting on Industrial Statistics, 15 - 17 July 2008

Venue

Conference Room A, UN Secretariat Building, 1st Avenue and 45th Street, New York, NY 10017

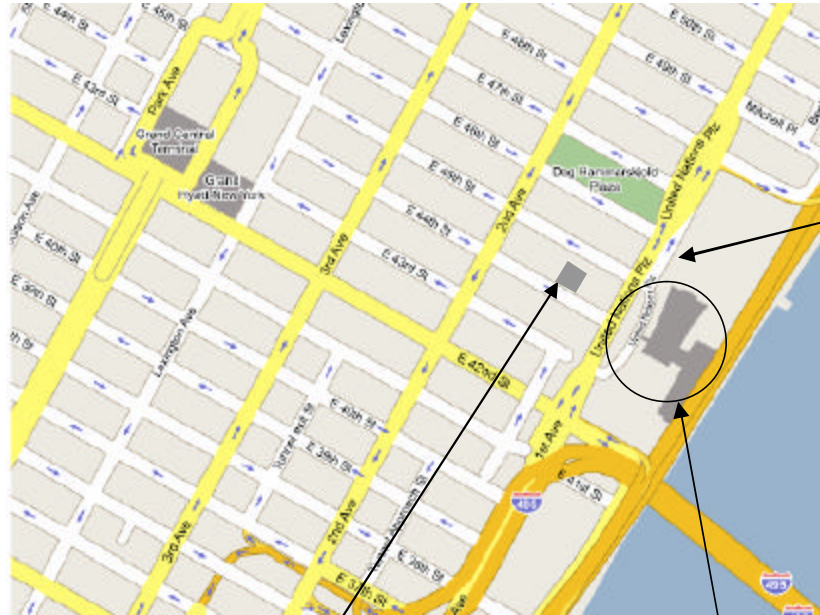
Date, time and place of the meeting

The meetings will be held during the period 15 - 17 July 2008. Morning sessions will be from 9:00 AM to 12:30 PM and afternoon sessions will be from 2:00 PM to 5:30 PM. The meeting will take place at Conference Room A, UN Secretariat Building.

Registration and Ground Passes

Participants will be met at the lobby of the UN DC2 building (2 UN Plaza on East 44th Street between 1st and 2nd 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

Substantive Officer: Mr. Marcel van Kints
Room: DC2-1528
Phone: +1 917 367 2316
Fax: + 1 212 963 1374
Email: vankints@un.org

Programme Assistant: Ms. Jennifer Tungol
Room: DC2 - 1664B
Phone: + 1 212 963 9120
Fax: + 1 212 963 9851
Email: tungol@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\$347 (this amount is subject to change at any time).

On the first day of the meeting, eligible participants need to present to Ms. Jennifer Tungol, the originals and copies of their passport, tickets and boarding passes for verification purposes. After verification, the applicable DSA will be paid to the participant. Please note that no Daily Subsistence Allowance or Terminal Expenses can be paid out until copies of the above have been received by UNSD.

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). 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 , www.hotels.com , 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	www.algonquinhotel.com
AMBASSADOR	140 E. 63rd St.	(1-212) 838.5700	-
BEDFORD	118 E. 40th St.	(1-212) 697.8100	www.bedfordhotel.com
BEEKMAN	3 Mitchell Place (E. 48th and 1st Ave.)	(1-212) 355.7300	www.affinia.com

BENJAMIN	125 E. 50th St.	(1-212) 753.2700	www.thebenjamin.com
Hotel	Address	Telephone	Website
BENTLEY	500 E. 62nd St.	(1-212) 644.6000	-
CROWNE PLAZA AT THE UNITED NATIONS	304 E. 42nd St.	(1-212) 986.8800	www.ichotelsgroup.com
DIPLOMAT RESIDENCE	210 E. 47 th St.	(1-212) 371.6029	-
EASTGATE TOWER	222 E. 39th St.	(1-212) 687.8000	www.affinia.com
DYLAN	52 E. 41st St.	(1-212) 338.0500	www.dylanhotel.com
ENVOY CLUB	377 E. 33rd St.	(1-212) 481.4600	-
FITZPATRICK	141 E. 44th St.	(1-212) 351.6872	www.fitzpatrickhotels.com
HELMSLEY PARK LANE	36 Central Park South	(1-212) 521.6239	www.helmsleyhotels.com
MARCEL	201 E. 24th St.	(1-212) 696.3800	-
MELROSE HOTEL	140 E. 63rd St.	(1-212) 838.5700	www.melrosehotelnewyork.com
METROPOLITAN	569 Lexington Ave.	(1-212) 752.7000	www.metropolitanhotelnyc.com
MIDDLETOWN HELMSLEY	148 E. 48th St.	(1-212) 755.3000	www.helmsleyhotels.com
MILLENNIUM HOTEL	1 UN Plaza (E. 44th St at 1st Ave)	(1-212) 758.1234	www.millenniumhotels.com
NEW YORK HELMSLEY	212 E. 42nd St.	(1-212) 490.8900	www.helmsleyhotels.com
PICKWICK ARMS	230 E. 51 st St.	(1-212) 355.0300	www.pickwickarms.com
RADISSON	511 Lexington Ave.	(1-212) 755.4400	www.radisson.com
ROGER SMITH*	501 Lexington Ave.	(1-212) 755.1400	www.rogersmith.com
SAN CARLOS	150 E. 50 th St.	(1-212) 755.1800	www.sancarloshotel.com

WARWICK	65 W. 54 th St.	(1-212) 247.2700	www.warwickhotelnyc.com
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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 (Lexington and Third Avenues)	(1-212) 481-7600	www.affinia.com
Belleclaire Hotel	250 W. 77 th Street	(1-212) 362-7700 Fax: (1-212) 362-1004	www.hotelbelleclaire.com e-mail: reservations@hotelbelleclaire.com
Carlton Arms Hotel	160. E. 25 th Street	(1-212) 679-0680	www.carltonarms.com e-mail: artbreakhotel@aol.com
Chelsea Hotel	222 West 23rd Street (7th and 8th Avenues)	(1-212) 243-3700	www.hotelchelsea.com
Doubletree Metropolitan	569 Lexington Avenue (51st Street)	(1-212) 752-7000	www.metropolitanhotelnyc.com
Excelsior Hotel	45 West 81st Street (Central Park West and Columbus Avenue)	(1-212) 362-9200	www.excelsiorhotelnyc.com
Gershwin Hotel	7 East 27th Street (Madison & 5th Avenues)	(1-212) 545-8000 Fax: (1-212) 684-5546	www.gershwinhotel.com e-mail: reservations@gershwinhotel.com
Hotel QT	125 West 45th Street (Avenue of the Americas and 7th Avenue)	(1-212) 354-2323	www.hotelqt.com

Hotel Riverview	113 Jane Street (between W. 12 & 14 th Streets)	(1-212) 929-0060 Fax: (1-212) 675-8581	www.hotelriverview.com e-mail: Hriverview@aol.com
Hotel	Address	Telephone	Website
Hotel Stanford	43 West 32nd Street (Broadway and 5th Avenue)	(1-800)-365-1114	www.hotelstanford.com
Hudson Hotel	356 West 58th Street (8th and 9th Avenues)	(1-212) 554-6000	www.hudsonhotel.com
The Macaw Guesthouses	106 E. 101 st Street	(1-212) 348-4643	www.themacawguesthouse.com
Off SoHo Suites Hotel	11 Rivington Street (Bowery and Chrystie Streets)	(1-800)-633-7646	www.offsoho.com
The Time	224 West 49th Street (Broadway and 8th Avenue)	(1-877)-846-3692	www.thetimeny.com

Hostels

Hostel	Address	Telephone	Website
Central Park Hostel	19 West 103 rd Street	(1-212) 678-0491 Fax: (1-212) 678-0453	www.centralparkhostel.com e-mail: info@centralparkhostel.com
Hostelling International	891 Amsterdam Avenue	(1-212) 932-2300 Fax: (1-12) 932-2574	www.hinewyork.org e-mail: reserve@hinewyork.org

Apartment/Residences/International Houses/YMCA

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

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/aviation.html

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><u>AirTrain JFK</u></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 (\$2.00)</p> <p>\$5 Enter/Exit Fare + Train Fare (Peak hrs:\$6.75, off-peak hrs \$4.75)</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><u>New York Airport Service Express Bus</u></p> <p>(1-718) 875-8200</p> <p>(http://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><u>SuperShuttle Manhattan</u></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><u>Taxi</u></p>	<p>Flat rate \$45 plus tolls (\$4.00 each) and tips</p>	<p>40 - 60 minutes (longer at peak)</p>	<p>Available 24 hours a day.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>

	(10-15% is customary).	hours).		
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From Newark Liberty International Airport

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>AirTrain Newark</u></p> <p>(http://www.panynj.gov/airtrainnewark/what.index.html)</p> <p>1-800-AIR RIDE Connection with NJTransit (www.njtransit.com)</p> <p>1-800-772-2222 or (973) 762-5100</p>	\$5 + NJ Transit Fare (\$6.55)	40 minutes	<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 www.njtransit.com or call 1-800-626-RIDE</p>	Take Air Train to 'Newark Int'l Airport Station' and transfer the NJ Transit Trains to New York Penn Station.
<p><u>Olympia Airport Express</u></p> <p>1-877- 8-NEWARK</p> <p>1-877 863-9275</p> <p>(http://www.panynj.gov/aviation/egtsfram.htm)</p>	\$20 round-trip or \$12 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 st St, between Park and Lexington Ave.), Port Authority (E. 42 nd St and 8 th Ave) or Penn Station (W. 34 th st and 8 th Ave)
<p><u>SuperShuttle Manhattan</u></p> <p>Shared door to door minibus 1-800-258-3826 www.supershuttle.com</p>	\$15 - \$19	30 – 60 minutes (longer at peak hours)	Available on demand 24 hours.	<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>
<u>Taxi</u>	Flat rate ranging from \$30 to \$45 plus tolls (\$6.00)	40 minutes (longer at	Available during flight hours.	Follow the signs to Taxi Stands outside arrival areas.

	each) and tips (10-15%).	peak hours).		
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From La Guardia Airport:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://panynj.gov)</p>	\$10 - \$12	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><u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	\$15 - \$19	45 – 75 minutes (depending on traffic)	Available on demand 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. 24-48 hours reservations required for return service.
<p><u>Taxi</u></p>	\$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 (www.mta.nyc.ny.us) are a convenient way to get around Manhattan. **Metro Card** valid for subway and bus can be purchased at subway stations.

Single: trip fare is \$2.00.

7-Day Metro Card costs \$24.00 (unlimited ride for one week for one person)

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) or **Plus** (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), **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
1st Avenue (between E. 45th and E. 46th 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

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

4 Registration Form

REGISTRATION FORM	
NAME:	
TITLE:	
ORGANIZATION:	
ACCOMMODATION IN NEW YORK	
NAME OF HOTEL:	
CHECK IN DATE:	
CHECK OUT DATE:	
ADDRESS & CONTACT NUMBERS¹	

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

Comments and suggestions on how to improve the resource guide:

¹ If accommodation is other than Hotel