



## **NEW YORK RESOURCE GUIDE**

# **27<sup>TH</sup> SESSION OF UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES AND 10<sup>TH</sup> UNITED NATIONS CONFERENCE ON THE STANDARDIZATION OF GEOGRAPHICAL NAMES NEW YORK**

as of: 4 June 2012

## UNITED NATIONS HEADQUARTERS, NEW YORK

These information notes have been compiled to assist you in the preparation for your trip to New York to participate in the **27<sup>th</sup> Session of United Nations Group of Experts on Geographical Names** and **10<sup>th</sup> United Nations Conference on the Standardization of Geographical Names** and the side events.

We would appreciate any comments or suggestions that you have on how to improve these.

### MEETING DETAILS

- **27th session of the United Nations Group of Experts on Geographical Names**  
Date: 30 July and 10 August 2012  
Venue: Conference Room 2, Temporary North Lawn Building. (Enter through the Visitor's Entrance at First Avenue, between E. 45 & E. 46 Streets).  
Times: 10:00 am – 1:00 pm  
3:00 pm – 6:00 pm
- **10th United Nations Conference on the Standardization of the Geographical Names**  
Date: 31 July – 9 August 2012  
Venue: Conference Room 2, Temporary North Lawn Building. (Enter through the Visitor's Entrance at First Avenue, between E. 45 & E. 46 Streets).  
Times: 10:00 am – 1:00 pm  
3:00 pm – 6:00 pm

### ADMINISTRATIVE ARRANGEMENTS FOR THE MEETINGS

#### Credentials and Grounds Passes to the UN Premises

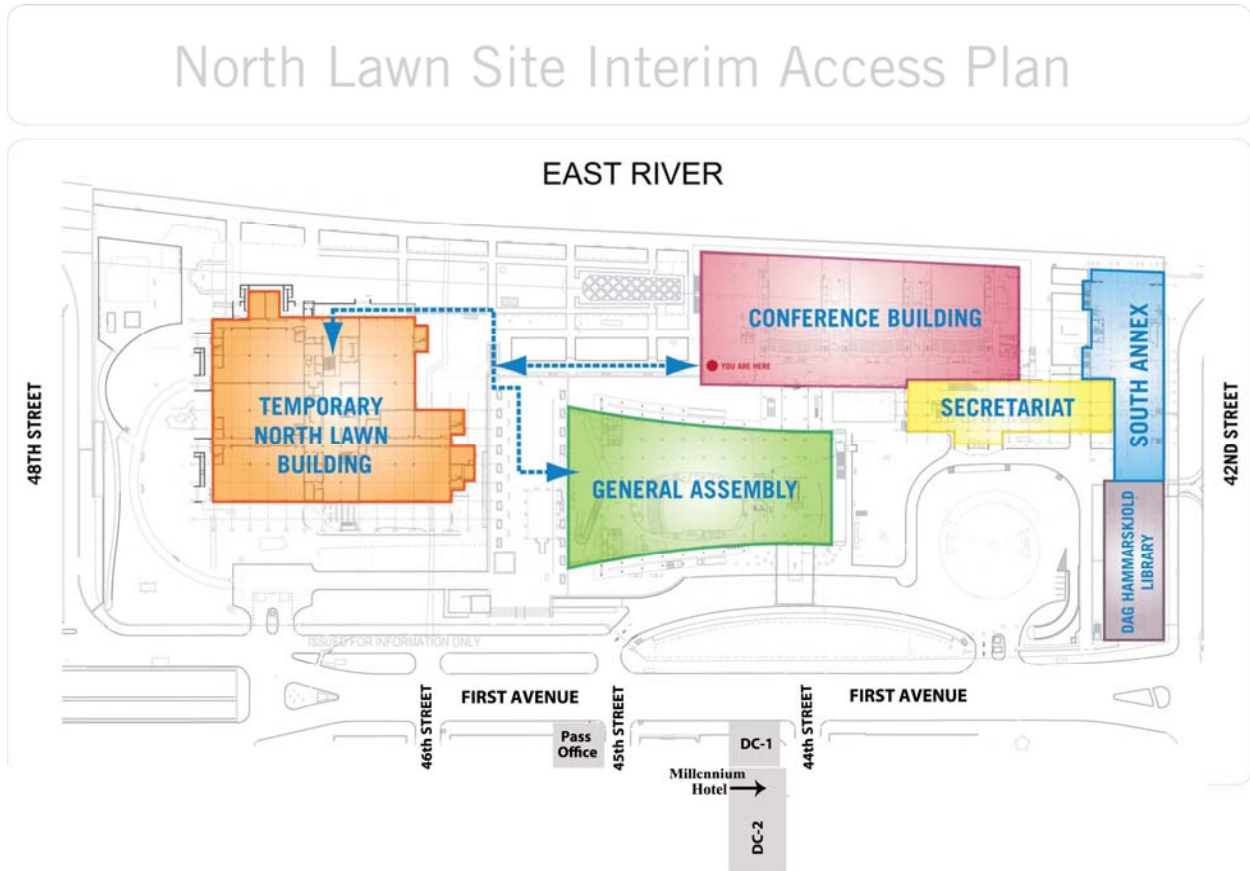
We would like to remind you that you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to advise the Secretary-General in writing of your intention to participate in the meetings and provide the name(s) of all the members of your delegation. The contact information for the Permanent Missions can be found on the following website: <http://www.un.org/en/members/>. Once your mission has informed the Secretary-General, they will then request a grounds pass(es) to the United Nations premises for each member of your delegation.

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UNITED NATIONS STATISTICS DIVISION**

For representatives from UN agencies, official nominations can be sent directly to our Office (see contact details above). You may use your UN Laissez-Passer to facility entrance to the UN premises or request your representative office in New York to make arrangements for your grounds pass.

For representatives from non-UN organizations, our Office will make arrangements for your grounds pass upon receipt of your official nominations from your organization.

**Map of United Nations Vicinity**



**Address and Contact Numbers**

Ms. Sabine Warschburger  
Room: DC2-1682  
Phone: (1-212) 963-4297  
Fax: (1-212) 963-4569  
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**Administrative Assistant:**

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Fax: (1-212) 963-9851  
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## Working Language(s) of the meetings

The 27<sup>th</sup> Session of United Nations Group of Experts on Geographical Names and 10<sup>th</sup> United Nations Conference on the Standardization of Geographical Names will be conducted in Arabic, Chinese, English, French, Russian and Spanish.

All the other meetings (side events) will be conducted in English only.

## GENERAL INFORMATION

### Immigration Requirements

Participants should contact relevant 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 (note verbale) 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.

### 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** (<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.

### Hotels

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

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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 American Express, United Nations New York, (Tel. 1-877-418-9652, Outside the US: 1-336-291-1394, Fax. 1-917 967 9693 and Email [unsec@aexp.com](mailto:unsec@aexp.com)), saying that you are attending the 27<sup>th</sup> Session of United Nations Group of Experts on Geographical Names and 10<sup>th</sup> United Nations Conference on the Standardization of Geographical Names and specifying your preference(s).

Participants can also contact your country's Mission to the United Nations which may be able to assist you (contact details for missions can be found at <http://www.un.org/en/members/>). Participants should make the necessary reservations at least one week prior to the event.

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

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)

**United Nations Hotel List 2012**

| Hotel Name                  | Hotel Address            | Telephone#   |
|-----------------------------|--------------------------|--------------|
| Affinia                     | 155 East 50th St         | 212-751-5710 |
| Affinia Dumont              | 150th West34th St        | 212-481-7600 |
| Algonquin                   | 59West 44th St           | 212-840-6800 |
| Ambassador                  | 140 East 63rd St         | 212-838-5700 |
| Ameritania Hotel            | 230 West 54th St         | 212-247-5000 |
| Amsterdam Court             | 226West50th St           | 212-459-1000 |
| Beekman Hotel               | 3 Mitchell Place         | 212-355-7300 |
| Benjamin                    | 125 East 50th St         | 212-753-2700 |
| Bentley                     | 500 East 62nd St         | 212-644-6000 |
| Crown Plaza Hotel           | 304 East 42nd St         | 212-986-8800 |
| D/Tree Metropolitan         | 569 Lexington Ave 53rd   | 212-752-7000 |
| Eastgate Tower Hotel        | 222East 39th St          | 212-687-8000 |
| Envoy Club                  | 377 East 33rd St         | 212-481-4600 |
| Fitzpatrick                 | 141East 44th St          | 212-784-2520 |
| Grand Hyatt New York        | 42nd - Park Avenue       | 212-883-1234 |
| Hemsley Middle Town         | 148 East 48th St         | 212-755-3000 |
| Hemsley New York            | 212 East 42nd St         | 212-490-8900 |
| Hemsley Park Lane           | 36 Central               | 212-521-6239 |
| Hilton Manhattan(Tudor)     | 304 East 42nd Street     | 212-986-8800 |
| Marriott East Side          | 525 Lexington Ave        |              |
| Marriott Courtyard          | 866 Third Ave, NY NY     |              |
| Marcel                      | 201 East 24th St 3rd Av. | 212-696-3800 |
| Melrose Hotel               | 140 East 63rd St         | 212-838-5700 |
| Milleniun Un Plaza          | 1 Un Plaza               | 212-758-1234 |
| Moderine                    | 243 West 55th St         | 212-397-6767 |
| Paramount Hotel             | 235 West 46th St         | 212-764-5500 |
| Pod Hotel                   | 230 E 51ST STREET        | 212-755-5029 |
| Renaissance(Hotel 57        | 130 East 57th St, NY NY  |              |
| Radisson Lexington          | 511 Lexington Avenue     | 212-755-4400 |
| Roosevelt Hotel             | 45 East 45th at Madisson | 212-661-9600 |
| Roger Smith                 | 501 Lexington Avenue     | 212-755-1400 |
| Shelburne Murray Hill       | 303 Lexington Avenue     | 212-689-5200 |
| Southgate Tower Hotel       | 371 7th Avenue           | 212-563-1800 |
| Surrey Hotel                | 20 East 76th St          | 212-288-3700 |
| Warwick                     | 65 West 54th St          | 212-247-2700 |
| Dylan Hotel                 | 52 East 44th St          | 212-338-0500 |
| The Alex                    | 205 East 45th st,NY      | 212-867-5100 |
| Dream Hotel                 | 210 West 55th Street     | 212-247-2000 |
| 70 Park Avenue -Kempton Htl | 70 Park Avenue NY        | 212-973-2400 |

**A GUIDE TO FOOD IN THE UNITED NATIONS COMPLEX AND  
 NEIGHBOURHOOD**

| <b>Snacks / Cafés / Delicatessens</b>  | <b>Restaurants</b>  |
|--|---|
| Café Austria<br>Temporary North Lawn Building, 2 <sup>nd</sup> Floor<br>United Nations<br>1 <sup>st</sup> Avenue at 47 <sup>th</sup> St.<br><b>Hours: M-F: 8am-6pm</b> | Dean's Family Style Restaurant and Pizzeria<br>801 2 <sup>nd</sup> Avenue between 42 <sup>nd</sup> and 43 <sup>rd</sup> St.<br>(212) 878-9600                                       |
| DC1 Cafeteria<br>One UN Plaza, 3 <sup>rd</sup> Floor<br>1 <sup>st</sup> Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> St.<br><b>Hours: M-F: 8am-4pm</b>         | Keats (Irish Pub)<br>2 <sup>nd</sup> Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> St.<br>(212) 682-5490   |
| UNICEF Café<br>Three UN Plaza, 1 <sup>st</sup> Floor<br>44 <sup>th</sup> St. between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue<br><b>Hours: M-F: 8:30am-4:30pm</b>    | Sushi Yasuda (Japanese)<br>204 E 43 <sup>rd</sup> St between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>(212) 972-1001   |
| Shih Lee's Chinese Eatery<br>311 W. 45 <sup>th</sup> between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue  | Aburiya Kinnoy (Japanese)<br>213 E 45 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>(212) 867-5454  |
| John's Coffee Shop<br>823 2 <sup>nd</sup> Avenue at 44 <sup>th</sup> St.   | Ali Baba's Terrace (Turkish)<br>862 2 <sup>nd</sup> Avenue at 46 <sup>th</sup> St.<br>(212) 888-8622  |
| Pizza Rustica<br>817 2 <sup>nd</sup> Avenue between 43 <sup>rd</sup> and 44 <sup>th</sup> St.  | Pheonix Garden (Chinese)<br>242 E. 40 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>212-983-6666  |
| Amish Market<br>45 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue  | Sparks Steak House<br>210 E 46 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>(212) 687-4855   |
| Garden Plaza<br>303 E 44 <sup>th</sup> St. between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue<br>(212)338-9604   | Grand Central Oyster Bar<br>98 E at 42 <sup>nd</sup> St. at Grand Central Terminal<br>Enter at Vanderbilt Avenue between 42 <sup>nd</sup> and 43 <sup>rd</sup> St<br>(212) 490-6650 |
| East Japanese Restaurant<br>210 E 44 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Aveune<br>212) 687-5075   | The Palm<br>2 <sup>nd</sup> Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> St.<br>(212).687-2953  |

## 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. **LaGuardia Airport:** Phone: 1-718-533-3400.  
Located in Queens, about 8 miles from Midtown Manhattan.
3. **Newark International Airport:** Phone: 1-973-961-6000  
Located in New Jersey, about 16 miles from Midtown Manhattan.

### 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:



## TRANSPORTATION FROM AIRPORTS TO MANHATTAN

(Fares are subject to change)

### FROM JFK AIRPORT:

| Service  | Fare   | Estimated Time of Arrival   | Frequency  | Notes   |
|--|--|---|--|---|
| <p><b><u>AirTrain JFK</u></b><br/>                     (www.panynj.gov/airtrain)</p> <p>Connection with NYC subway<br/>                     (www.mta.info/nyct/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:\$8.75, off-peak hrs \$6.25)</p> | <p>55 minutes</p> <p>40 minutes</p>                                     | <p>Service available 24 hrs.</p> <p>Air Train:4-10 minutes<br/>                     Subway:4-12 minutes.<br/>                     LIRR: 2-22 minutes depending on the time of the day.</p> | <p>Connect to "E" subway train/LIRR at 'Jamaica Station'.<br/>                     Use pay-per-ride Metrocard is required to ride Air Train.</p>  |
| <p><b><u>New York Airport Service Express Bus</u></b><br/>                     (1-718) 875-8200<br/>                     (http://www.nyairportservice.com)</p>   | <p>\$15</p>  | <p>45 - 65 minutes<br/>                     ( longer at peak hours)</p> | <p>Every 15-30 minutes<br/>                     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><br/>                     Shared door to door minibus<br/>                     1-800-258-3826<br/>                     (www.supershuttle.com)</p>   | <p>\$ 23</p>   | <p>45 – 75 minutes<br/>                     (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. 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 (10-15% is customary).</p>   | <p>40 - 60 minutes<br/>                     (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 INTERNATIONAL AIRPORT:**

| Service   | Fare  | Estimated Time of Arrival                     | Frequency  | Notes  |
|---|---|---|--|--|
| <p><b><u>AirTrain Newark</u></b><br/>                     (<a href="http://www.panynj.gov/airtrainnewark/what.index.html">http://www.panynj.gov/airtrainnewark/what.index.html</a>)<br/>                     1-800-AIR RIDE</p> <p>Connection with NJTransit (<a href="http://www.njtransit.com">www.njtransit.com</a>)<br/>                     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.<br/>                     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><br/>                     1-877- 8-NEWARK<br/>                     1-877 863-9275<br/>                     (<a href="http://www.coachusa.com/olympia/ss.newarkairport.asp">http://www.coachusa.com/olympia/ss.newarkairport.asp</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<br/>                     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><br/>                     Shared door to door minibus<br/>                     1-800-258-3826<br/>                     (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p>  | <p>\$23</p>   | <p>30 – 60 minutes (longer at peak hours)</p> | <p>Available on demand<br/>                     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.<br/>                     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% is customary).</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:**

| Service  | Fare   | Estimated Time of Arrival  | Frequency  | Notes   |
|--|--|--|--|---|
| <p><b><u>New York Airport Service Express Bus</u></b><br/>                     (1-718) 875-8200<br/>                     (<a href="http://www.nyairportsservice.com">http://www.nyairportsservice.com</a>)</p>                     | <p>\$12</p>  | <p>30 - 45 minutes,<br/>                     ( longer at peak hours)</p> | <p>Every 20-30 minutes<br/>                     7:00 a.m. - 11:00 p.m.</p> | <p>Grand Central Terminal (Vanderbilt Ave. and E. 42nd Streets) Transfer available to hotels between E. 31st and E. 59th Streets.</p>   |
| <p><b><u>SuperShuttle Manhattan</u></b><br/>                     Shared door to door minibus<br/>                     1-800-258-3826<br/>                     (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p> | <p>\$15 - \$19</p>   | <p>45 – 75 minutes<br/>                     (depending on traffic)</p>   | <p>Available on demand<br/>                     7:00 a.m. - 11:30 p.m.</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. 24-48 hours reservations required for return service.</p> |
| <p><b><u>Taxi</u></b></p>  | <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.</p> | <p>20 - 30 minutes<br/>                     (longer at peak hours).</p>  | <p>Available during flight hours.</p>                                      | <p>Follow the signs to Taxi Stands in front of terminals.</p>   |

## LOCAL TRANSPORTATION

**Subway and buses** (<http://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 \$2.50.
- 7-Day Metro Card costs \$29.00 (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 accept cash and credit card for payment. 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.

## POSTAL SERVICES

### United Nations Post Office

UN Secretariat Building

(Basement)

1<sup>st</sup> Avenue (between E. 45<sup>th</sup> & E. 46<sup>th</sup> Street, entry via Visitor's Entrance)

Grand Central Station

450 Lexington Ave.

New York, NY 10017

(1-800) 275-8777

## 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.timeanddate.com/worldclock/>

## WEATHER

To check for current weather condition in New York, please refer to <http://www.weather.com/weather/local/10017?lswe=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>