



# **NEW YORK RESOURCE GUIDE**

**UNITED NATIONS STATISTICS DIVISION**

**9<sup>TH</sup> UNITED NATIONS CONFERENCE ON THE  
STANDARDIZATION OF GEOGRAPHICAL NAMES  
24<sup>TH</sup> SESSION OF THE UNITED NATIONS GROUP  
OF EXPERTS ON GEOGRAPHICAL NAMES**

## 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 9<sup>th</sup> United Nations Conference on the Standardization of the Geographical Names (21-30 August, 2007) and 24<sup>th</sup> session of the United Nations Group of Experts on Geographical Names (20 and 31 August, 2007).

### MEETING DETAILS

- **9<sup>th</sup> United Nations Conference on the Standardization of the Geographical Names**  
Date: 21 - 30 August 2007  
Venue: Conference Room 2, UN Secretariat Building (Enter through the Visitor's Entrance at 1<sup>st</sup> Avenue and E. 45<sup>th</sup> Street)  
Times: 10:00 am – 1:00 pm  
3:00 pm – 6:00 pm
- **24<sup>th</sup> session of the United Nations Group of Experts on Geographical Names**  
Date: 20 and 31 August 2007  
Venue: Conference Room 2, UN Secretariat Building (Enter through the Visitor's Entrance at 1<sup>st</sup> Avenue & E. 45<sup>th</sup> Street)  
Times: 10:00 am – 1:00 pm  
3:00 pm – 6:00 pm

### ADMINISTRATIVE ARRANGEMENTS FOR THE MEETINGS

#### Address and Contact Numbers

**Substantive Officer:** Mr. Yacob Zewoldi

Room: DC2-1644

Phone: (1-212) 963-0445

Fax: (1-212) 963-4569

Email: zewoldi@un.org

**Administrative Assistant:** Ms. Sabine Kacha

Room: DC2-1641A

Phone: (1-212) 963-2052

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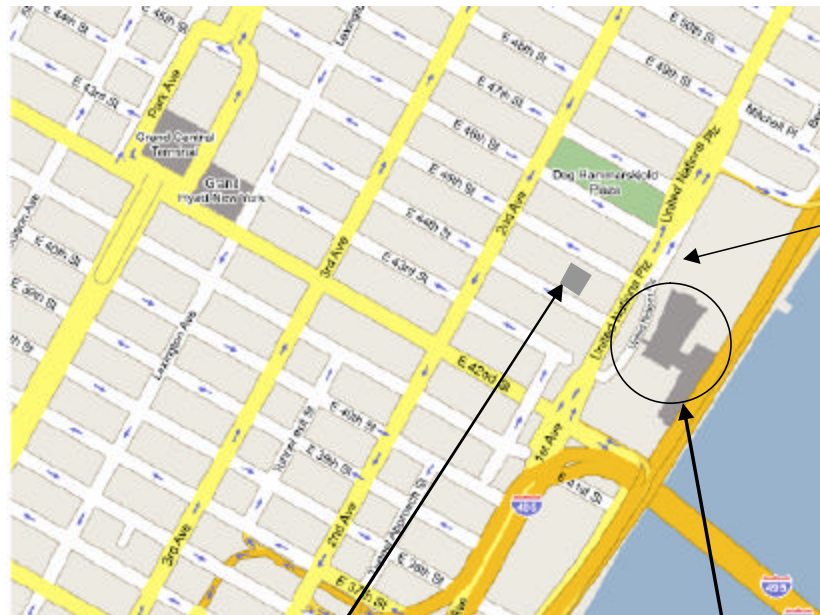
## Credentials and Grounds Passes to the UN Premises

All delegations of the State Members of the United Nations 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/members/missions.shtml>. The nomination can be sent through your Mission to the contact details above. Once your mission has informed the Secretary-General, they will then request grounds pass(es) to the United Nations premises for each member of your delegation.

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



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

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

United Nations  
Headquarters  
Visitors Entrances  
1st Avenue & 45th Street

## Working Language(s) of the meetings

Both the 9<sup>th</sup> Conference and the 24<sup>th</sup> UNGEGN will be conducted in Arabic, Chinese, English, French, Russian and Spanish.

## **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 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 the meetings.

### 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.

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 Ms. Brendalin Blair, American Express, United Nations, New York, Tel. 1-917-367-3510, Fax. 1-917-367-9693 and Email [Brendalin.E.Blair@AEXP.com](mailto:Brendalin.E.Blair@AEXP.com)

saying that you are attending the 9<sup>th</sup> Conference and the 24<sup>th</sup> UNGEGN 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/members/missions.shtml>>). 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 (walking distance to the UN). These following rates are subject to change at any time and subject to availability. Local taxes are not included in these rates; furthermore a few hotels have additional charges, such as energy charges.

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

Hotel	Address	Telephone	Price from	Website
ALGONQUIN	59 W. 44th St.	(1-212) 840.6800	\$269.00	<a href="http://www.algonquinhotel.com">www.algonquinhotel.com</a>
AMBASSADOR	140 E. 63rd St.	(1-212) 838.5700	\$185.00	-
BEDFORD	118 E. 40th St.	(1-212) 697.8100	\$175.00	<a href="http://www.bedfordhotel.com">www.bedfordhotel.com</a>
BEEKMAN	3 Mitchell Place (E. 48th and 1st Ave.)	(1-212) 355.7300	\$284.00	<a href="http://www.affinia.com">www.affinia.com</a>
BENJAMIN	125 E. 50th St.	(1-212) 753.2700	\$300.00	<a href="http://www.thebenjamin.com">www.thebenjamin.com</a>
BENTLEY	500 E. 62nd St.	(1-212) 644.6000	\$159.00	-
CROWNE PLAZA AT THE UNITED NATIONS	304 E. 42nd St.	(1-212) 986.8800	\$199.00	<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	\$244.00	<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	\$205.00	-
FITZPATRICK	141 E. 44th St.	(1-212) 351.6872	\$199.00	<a href="http://www.fitzpatrickhotels.com">www.fitzpatrickhotels.com</a>
HELMSLEY PARK LANE	36 Central Park South	(1-212) 521.6239	\$195.00	<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	\$150.00	<a href="http://www.melrosehotelnewyork.com">www.melrosehotelnewyork.com</a>
METROPOLITAN	569 Lexington Ave.	(1-212) 752.7000	\$189.00	<a href="http://www.metropolitanhotelnyc.com">www.metropolitanhotelnyc.com</a>
MIDDLETOWN HELMSLEY	148 E. 48th St.	(1-212) 755.3000	\$210.00	<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	\$169.00	<a href="http://www.millenniumhotels.com">www.millenniumhotels.com</a>
NEW YORK HELMSLEY	212 E. 42nd St.	(1-212) 490.8900	\$170.00	<a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>
PICKWICK ARMS	230 E. 51 <sup>st</sup> St.	(1-212) 355.0300	\$114.00	<a href="http://www.pickwickarms.com">www.pickwickarms.com</a>
RADISSON	511 Lexington Ave.	(1-212) 755.4400	\$209.00	<a href="http://www.radisson.com">www.radisson.com</a>
ROGER SMITH*	501 Lexington Ave.	(1-212) 755.1400	\$159.00	<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	\$169.00 - \$189.00	<a href="http://www.warwickhotelnyc.com">www.warwickhotelnyc.com</a>

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

The hotels listed below are located further from the United Nations premises (long walk and non-walking distance to the UN). These following rates are subject to change at any time and subject to availability. Local taxes are not included in these rates; furthermore a few hotels have additional charges, such as energy charges.

Hotel	Address	Telephone	Price From	Website
<b>Affinia Dumont</b>	150 East 34th Street (Lexington and Third Avenues)	(1-212) 481-7600	\$199.00	<a href="http://www.affinia.com">www.affinia.com</a>
<b>Chelsea Hotel</b>	222 West 23rd Street (7th and 8th Avenues)	(1-212) 243-3700	\$195.00	<a href="http://www.hotelchelsea.com">www.hotelchelsea.com</a>
<b>Doubletree Metropolitan</b>	569 Lexington Avenue (51st Street)	(1-212) 752-7000	\$159.00	<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	\$229.00	<a href="http://www.excelsiorhotelnyc.com">www.excelsiorhotelnyc.com</a>
<b>Gershwin Hotel</b>	7 East 27th Street (5th and Madison Avenues)	(1-212) 545-8000	\$119.00	<a href="http://www.gershwinhotel.com">www.gershwinhotel.com</a>
<b>Hotel QT</b>	125 West 45th Street (Avenue of the Americas and 7th Avenue)	(1-212) 354-2323	\$125.00	<a href="http://www.hotelqt.com">www.hotelqt.com</a>
<b>Hotel Stanford</b>	43 West 32nd Street (Broadway and 5th Avenue)	(1-800)-365-1114	\$189.00	<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	\$199.00	<a href="http://www.hudsonhotel.com">www.hudsonhotel.com</a>
<b>Off SoHo Suites Hotel</b>	11 Rivington Street (Bowery and Chrystie Streets)	(1-800)-633-7646	\$189.00	<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	\$189.00	<a href="http://www.thetimeny.com">www.thetimeny.com</a>
<b>Rates subject to change, Subject to availability. Last up-date: 12 December, 2005</b>				

## 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.

Information regarding these 3 airports can be accessed online at <http://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:



## TRANSPORTATION FROM AIRPORTS TO MANHATTAN

### FROM JFK AIRPORT:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b>AirTrain JFK</b> (www.panynj.gov/airtrain)</p> <p>Connection with NYC subway (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 (\$2.00)</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 Subway:4-12 minutes. LIRR: 2-22 minutes depending on the time of the day.</p>	<p>Connect to “E” subway train/LIRR at ‘Jamaica Station’. Use pay-per-ride Metrocard is required to ride Air Train.</p>
<p><b>New York Airport Service Express Bus</b> (1-718) 875-8200 (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><b>SuperShuttle Manhattan</b> 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. 24-48 hours reservations required for return service.</p>
<p><b>Taxi</b></p>	<p>Flat rate \$45 plus tolls (\$4.00 each) and tips (10-15% is customary).</p>	<p>40 - 60 minutes (longer at peak hours).</p>	<p>Available 24 hours a day.</p>	<p>Follow the sings 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>                      (<a href="http://www.panynj.gov/airtrainnewark/what.index.html">http://www.panynj.gov/airtrainnewark/what.index.html</a>)                      1-800-AIR RIDE</p> <p>Connection with NJTransit (<a href="http://www.njtransit.com">www.njtransit.com</a>)                      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.                      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>                      1-877- 8-NEWARK                      1-877 863-9275                      (<a href="http://www.panynj.gov/aviation/egtsfram.htm">http://www.panynj.gov/aviation/egtsfram.htm</a>)</p>	<p>\$20 round-trip or \$12 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>                      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.                      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>                      (1-718) 875-8200                      (<a href="http://panynj.gov">http://panynj.gov</a>)</p>	<p>\$10 - \$12</p>	<p>30 - 45 minutes,                      ( longer at peak hours)</p>	<p>Every 20-30 minutes                      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>                      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>45 – 75 minutes                      (depending on traffic)</p>	<p>Available on demand                      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                      (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 \$2.00.
- 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.

## 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)

5 Tudor City Pl

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.whitepages.com.au/wp/search/time.html>

## WEATHER

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