

INFORMATION FOR PARTICIPANTS

Expert Group Meeting to Review the United Nations Demographic Yearbook System 10-14 November 2003, New York

This information note has been compiled to help you prepare for your trip to New York to participate in the Expert Group Meeting to Review the United Nations *Demographic Yearbook System*.

GENERAL INFORMATION

Requirements for entry to the United States

The U.S. Government requests nationals of certain countries to have proper visas to enter the U.S. territory. It is your responsibility to obtain the proper visa if it is required. An official invitation is generally sufficient to be used as supporting documentation for a visa request.

Weather

To check current and forecasted weather conditions in New York, please visit

<http://www.cnn.weather> or <http://www.weather.com>

Money

The majority of Automated Teller Machines (ATMs) in New York City are linked to networks that most likely include your bank at home. Hence you would be able to make a cash withdrawal if you have an ATM Card that is accepted by *Cirrus* (www.mastercard.com/atm) or *Plus* (www.visa.com/atm), the two most popular networks. There are fees and daily limits associated with withdrawing money from an ATM. Please check with your bank at home for this information.

Hotels

A list of selected hotels located in the United Nations vicinity (walking distance) is annexed to this information note. All of the hotel rates on the list, except for the Pickwick Arms Hotel and the Grand Hyatt, reflect special United Nations discount rates. Participants are expected to make their own hotel reservations. A credit card may be required for reservation.

To check current hotel rates, availability and any seasonal discount, please call the hotel directly or visit either of the following two web sites:

<http://www.areahotelguide.com/new-york-city-hotels.htm> or <http://www.hotels.com>

Airports

There are 3 major airports serving New York City:

1. John F. Kennedy (JFK) International Airport (telephone: 718 244 4444) in Queens, about 15 miles from midtown Manhattan
2. LaGuardia Airport (telephone: 718 533 3400) in Queens, about 8 miles from midtown Manhattan
3. Newark International Airport (telephone: 973 961 6000) in New Jersey, about 16 miles from midtown Manhattan.

Information regarding these 3 airports can be accessed online at www.panynj.gov.

Transportation from the airport

Complete transportation information for the above 3 airports can be obtained by calling Air-Ride (toll free number within US: 1 800 247 7433). The following are the most commonly used for transportation service between the airports and Manhattan:

Super Shuttle (Telephone: 800 258 3826 or 212 258 3826, www.graylinenewyork.com)

- Departs JFK, LaGuardia, and Newark every 15 to 30 minutes around the clock.
- Provides door-to-door service to Manhattan.
- No reservation is required for the trip from the Airport to Manhattan. Proceed to the Ground Transportation desk or courtesy telephone in the baggage claim area and ask for Super Shuttle. For pick-up on the return trip, advance reservation (24–48 hours) is required.
- One-way fare to and from JFK is \$19.00, LaGuardia is \$15.00 and Newark is \$19.00.

Taxi (from airports)

- Follow Ground Transportation or Taxi signs.
- Fares below do not include bridge and tunnel tolls (\$3.50 - \$6.00) and tips (15%) is customary).
 - ❖ From JFK: flat rate of \$35.00 to Manhattan (plus tolls and tips) (8 pm to 5 am - \$41).
 - ❖ From LaGuardia: around \$27 to Manhattan (plus tolls and tips) (8 pm to 5 am - \$34).
 - ❖ From Newark: The dispatcher from New Jersey Taxis will show you a fare list with flat rate ranging from \$40 to \$60 (excluding tolls and tips), depending on the destination in Manhattan.

Local Transportation

Subway and buses are a convenient way to get around Manhattan. A Metro Card valid for both subway and bus rides can be purchased at subway stations. A single trip fare is \$2.00; but when you purchase a \$10 card you get 6 rides and a \$20 card, 12 rides.

A Daily Fun Pass Metro Card (unlimited ride for the day for one person) costs \$7.00. A 7-day Metro Card (unlimited ride for one week for one person costs \$21.00)

Please refer to the following website for further information on subways and buses:

<http://www.mta.nyc.ny.us/>

Yellow Cab Taxis are readily available around Manhattan. Taxis are a safe alternative for late night travel when trains and buses can be few and far between. It is advisable not to go with taxis without a meter (illegal taxi), as they could charge exorbitant fares.

Confirmation of Return Flights

Please contact the airline directly to reconfirm your return flight.

MEETING DETAILS

Date, time and place of the Meeting

The meeting will be held on 10-14 November 2003 at the United Nations Headquarters. Morning sessions will be from 9:30 a.m. to 12:30 p.m. (10:00 a.m. to 12:30 p.m. on the first and last day of the meeting) and afternoon sessions will be from 2:30 p.m. to 5:30 p.m. The meeting will take place in Conference Room DC2-2330, located on the 23rd floor of Two United Nations Plaza, East 44th Street between First and Second Avenues.

Registration

All participants should first come to hand in their registration forms on Monday, 10 November 2003 no later than 9:30 a.m. in Conference Room DC2-2330, located on the 23th floor of Two United Nations Plaza. Participants who are not staff members of the United Nations will be met in the lobby of the building by one of our staff members who will give them a temporary United Nations grounds pass. A grounds pass is required at all times to enter United Nations buildings. Please fill in the Registration Form and New York Contact Information 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.

If you need assistance, please contact Ms. Margaret Mbogoni (212) 963-7845, Mr. Srdjan Mrkic (212) 963-4940 or Ms. Bizugenet Kassa (212) 963-8492.

List of Selected Hotels in the Vicinity of the United Nations

Hotel Name	Single Rate	Double Rate
DIPLOMAT CONDOMINIUM 210 East 47th Street at 3rd Ave Tel.: (212) 371-6029 Fax: (212) 371-6861	(Studio) \$140.00 + tax (one-bedroom) 165.00 + tax	
CROWNE AT THE UN (TUDOR HOTEL) 304 East 42nd Street (between 1st and 2nd Aves.) Telephone: (212) 986-8800 Fax: (212) 986-1758	* \$199.00 + tax includes breakfast.	
BEDFORD 118 East 40th Street (bet. Park & Lexington Aves.) Tel: (212) 697-4800 Fax: (212) 697-1093	\$165.00 + tax (13.25%)	
FITZPATRICK 141 E. 44 th Street (between 3 rd and Lexington Avenues) Telephone: (212) 351-6872	\$199.00	\$198.00
GRAND HYATT Park Avenue, Grand Central Terminal Telephone: (212) 883-1234 Fax: (212) 697-3772	\$260.00 + tax (13.25%) + \$2.00 energy rate per room per night	
MARIOTT COURTYARD 49th Street & Lexington Ave. Telephone: (212) 755-4000 Fax: (212) 751-3440	\$259.00 + tax (13.25%)	
NEW YORK HELMSLEY 212 East 42nd Street (between 2nd & 3rd Aves.) Telephone: (212) 490-8900 Fax: (212) 986-4792	\$185.00 + tax	

PICKWICK ARMS HOTEL 230 East 51st Street (between 2nd & 3rd Avenues) Telephone: (212) 355-0300 Fax No: (212) 755-5029	\$ 109.00 + tax	\$ 129.00 + tax
RADDISON HOTEL Lexington Avenue & 48th Street Telephone: (212) 755-4400 Fax No: (212) 751-4091	\$208.00 & up + tax	
ROGER SMITH HOTEL 501 Lexington Avenue (between 47th & 48th Streets) Telephone: (212) 755-1400 Fax No: (212) 319-9130	\$ 215.00 + tax (includes breakfast)	
ROOSEVELT HOTEL Madison Avenue & 45th Street Telephone: (212) 661-9600 Fax No: (212) 687-5064	\$ 200.00 + tax	
MILLIMIUM HOTEL (UN PLAZA HOTEL) 1 United Nations Plaza East 44th Street at First Ave. Telephone: (212) 758-1234 Fax: (212) 702-5051	\$ 219.00 + tax	

**REGISTRATION FORM &
NEW YORK CONTACT INFORMATION**

Please submit this Form at the Registration Desk on the first day of the Meeting.

NAME: _____

TITLE: _____

INSTITUTION: _____

MAILING ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

EMAIL: _____

ACCOMMODATION IN NEW YORK:

Name of hotel: _____

Check in date: _____

Check out date: _____

Address & contact numbers if
accommodation is other than
hotel: _____

