



Information Note for Participants

**United Nations Expert Group Meeting on Legal Framework for Civil
Registration, Vital Statistics and Identity Management Systems**

New York

17–19 December 2018

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 Expert Group Meeting on Legal Framework for Civil Registration, Vital Statistics and Identity Management Systems.

Administrative Arrangements for the Meeting

Venue and dates

The Expert Group Meeting will be held from 17 to 19 December 2018 in New York. The meeting will take place at the United Nations Headquarters in **Conference Room 8** in the Conference Building (CB).

Registration will take place on Monday, 17 December 2018 from 9:30 to 10:00 am. The opening session will begin at 10:00 am. On subsequent days the meeting will commence at 10:00 am and conclude at 6:00 pm.

Identification badges and grounds passes

Participants will be given temporary grounds passes on Monday, 17 December 2018 from 9:00 to 9:45am. Please come to the lobby of the DC2 Building (located at 2 UN Plaza on 44th Street, between 1st and 2nd Avenue) where UNSD staff members will be on hand to give the grounds passes. Participants will receive their identification badges inside Conference Room 8 during registration.

On subsequent days, please enter the UN premises through the Visitor's Entrance located on First Avenue (between East 45 and East 46 Streets). A grounds pass is required at all times to enter all United Nations buildings.

Working language of the meeting

The Expert Group Meeting on Management and Evaluation of Civil Registration and Vital Statistics Systems will be conducted in English only. Simultaneous interpretation in the other official languages of the United Nations will not be available.

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 this event.

Money

The majority of ATMs (Automated Teller Machines) 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), the two most popular networks. There may be 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 three most popular traveller's cheque providers are **American Express** (American Express branches, www.americanexpress.com), **Visa** (Citibank branches) and **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

Arrangement for hotel accommodation are being made by Vital Strategies

Guide to Food in the United Nations Complex and Neighborhood

Snacks / Cafés / Delicatessens	Restaurants
Vienna Café (UN Complex) General Assembly Building, 1st Basement Hours: M-F: 8:00am – 5:00pm	Delegates Dining Room (UN Complex) Conference Building, 4th Floor Hours: M-F from 11:30am - 2:30pm Reservations: 917-367-3314
Café de la Paix (UN Complex) Secretariat Building, 1st Basement Hours: M-F, 8:00 am - 4:00 pm	Piccolo Fiore (Italian) 230 E 44th St. (between 2nd and 3rd Ave.) (212) 922-0581
Lobby Café (UN Complex) Secretariat Building, 1st Floor Hours: M-F, 8:00 am - 5:00 pm	Sushi Tsushima (Japanese) 210 E 44th St. (between 2nd and 3rd Ave.) (212) 207-1938
Riverview Cafeteria (UN Complex) Conference Building, 4th Floor Hours: M-F, 8:00am – 3:00pm	Ali Baba's Terrace (Turkish) 2nd Avenue (at 46th St.) (212) 888-8622
Cafe Olympia 833 2nd Ave (between 44th and 45th St.)	Soba Totto (Japanese) 211 E 43rd Street (between 2nd and 3rd Ave.) (212) 557-8200
Amish Market 240 E 45th St. (between 2nd and 3rd Ave.)	Calico Jack's Cantina (Mexican) 2nd Avenue (between 42 nd and 43 rd St.) (212) 557-4300
Shih Lee's Chinese Eatery 311 E 45th Street (between 1st and 2nd Ave.)	Alcala Restaurant (Spanish) 246 E 44th Street (between 2nd and 3rd Ave.) (212) 370-1866
John's Coffee Shop 2nd Avenue (at 44th Street)	Phoenix Garden (Chinese) 242 E. 40th St. (between 2nd and 3rd Ave.) 212-983-6666
Garden Plaza 303 E 44th St. (between 1st and 2nd Ave.)	Patsy's Pizzeria (Italian) 2nd Avenue (between 42 nd and 43 rd St.) (212) 878-9600
Pizza Rustica 817 2nd Avenue (between 43rd and 44th St.)	The Palm (Steak House) 2nd Avenue (between 44th and 45th St.) (212) 687-2953
Subway 2nd Avenue (between 44th and 45th St.)	Aburiya Kinnosuke (Japanese) 213 E 45th St. (between 2nd and 3rd Ave.) (212) 867-5454
La Trattoria Pizza 2nd Avenue (at 45 th Street)	McFadden's Saloon (Irish Pub) 2nd Avenue (between 42 nd and 43 rd St.) (212) 986-1515
Sido 2nd Avenue (between 45th and 46th St.)	Keats (Irish Pub) 2nd Avenue (between 44th and 45th St.) (212) 682-5490

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.). In addition, 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 Travel Time	Frequency	Notes
<p><u>AirTrain JFK</u> (www.panynj.gov/airports/jfkairtrain.html)</p> <p>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 (\$2.50)</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. 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'.</p> <p>Use pay-per-ride MetroCard is required to ride Air Train.</p>
<p><u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://www.nyairportservice.com)</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> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$ 23</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><u>Taxi</u></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 signs to Taxi Stands in front of terminals.</p>

FROM NEWARK INTERNATIONAL AIRPORT:

Service	Fare	Estimated Travel Time	Frequency	Notes
<p><u>AirTrain Newark</u> (http://www.panynj.gov/airtrainnewark) 1-800-AIR RIDE</p> <p>Connection with NJTransit (www.njtransit.com) 1-800-772-2222 or (973) 7625100</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 www.njtransit.com 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><u>Olympia Airport Express</u> 1-877- 8-NEWARK 1-877 863-9275 (http://www.coachusa.com/olympia/ss.newarkairport.asp)</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 4:00 a.m. - 11:00 p.m.</p>	<p>Drop off service to Grand Central Terminal (120 E. 41st St, between Park and Lexington Ave.), Port Authority (E. 42nd St and 8th Ave) or Penn Station (W. 34th st and 8th Ave)</p>
<p><u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$23</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><u>Taxi</u></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 Travel Time	Frequency	Notes
<p><u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://www.nyairportservice.com)</p>	<p>\$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><u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</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><u>Taxi</u></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.info/>) are a convenient way to get around Manhattan. **Metro Card** is valid for subway and bus can be purchased at subway stations.

- Single: trip fare is \$2.75.
- 7-Day Metro Card costs \$31.00 (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. Taxi fees can be paid in cash or credit card, however, if paying in cash, it is 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.....	\$0.40
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

Grand Central Station 450
Lexington Ave.
New York, NY 10017
(1-800) 275-8777

United Nations Post Office
UN Secretariat Building
(Basement)
1st Avenue (between E. 45th & E. 46th Street, entry via Visitor's Entrance)

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?lsw=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>