



Information Note for Participants

**United Nations Expert Group Meeting on the Handbook on Civil
Registration, Vital Statistics and Identity Management Systems:
Communication for Development**

New York

29 –31 May 2019

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 the Handbook on Civil Registration, Vital Statistics and Identity Management Systems: Communication for Development.

Administrative Arrangements for the Meeting

Venue and dates

The Expert Group Meeting will be held from 29 to 31 May 2019 in New York. The meeting will take place at the United Nations Headquarters in **Conference Room 12** in the Conference Building (CB).

Registration will take place on Wednesday, 29 May 2019 from 9:00 to 09:45 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.

Temporary passes

Participants will be given temporary grounds passes on Wednesday, 29 May 2019 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 temporary passes.

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

Working language of the meeting

The Expert Group Meeting on the Handbook on Civil Registration, Vital Statistics and Identity Management Systems: Communication for Development 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.

NEW YORK RESOURCE GUIDE
UNITED NATIONS STATISTICS DIVISION
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 MasterCard** (among others) are accepted virtually everywhere in New York.

Hotels

Arrangement for hotel accommodation needs to be made by individual participants (or their Mission) at the hotel of their own choice. A list of hotels in the vicinity of the United Nations Secretariat is provided below.

Please note that a credit card is normally required to make a reservation and participants should plan accordingly.

Participants can contact hotels directly and make reservations. Participants can also contact their country's Mission to the United Nations which may be able to provide assistance in making arrangements for accommodations (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.

Some of the popular web sites for booking hotel rooms include: www.expedia.com, www.hotels.com, www.orbitz.com, www.travelocity.com

Participants looking for budget lodging options outside—but near—Manhattan (especially in **Long Island City** which is a few subway stops from the Grand Central Terminal) may wish to consider the Choice Hotels franchises <www.choicehotels.com>.

NEW YORK RESOURCE GUIDE
UNITED NATIONS STATISTICS DIVISION

Hotels located in the vicinity of the United Nations include:

| Hotel Name | Hotel Address | Telephone No. |
|--------------------------------|---|----------------------|
| Affinia 50 | 155 East 50 th Street | 212-751-5710 |
| Affinia Dumont | 150 th West 34 th Street | 212-481-7600 |
| Affinia Manhattan | 371 7 th Avenue | 212-563-1800 |
| Affinia Shelburne | 303 Lexington Avenue | 212-689-5200 |
| Algonquin Hotel | 59 West 44 th Street | 212-840-6800 |
| Amsterdam Court | 226 West 50 th Street | 212-459-1000 |
| Beekman Hotel | 3 Mitchell Place | 212-355-7300 |
| Benjamin Hotel | 125 East 50 th Street | 212-753-2700 |
| Bentley Hotel | 500 East 62 nd Street | 212-644-6000 |
| DoubleTree Metropolitan | 569 Lexington Avenue and 53 rd Street | 212-752-7000 |
| Dream Hotel | 210 West 55 th Street | 212-247-2000 |
| Dylan Hotel | 52 East 44 th Street | 212-338-0500 |
| Eastgate Tower Hotel | 222 East 39 th Street | 212-687-8000 |
| Envoy Club | 377 East 33 rd Street | 212-481-4600 |
| Fitzpatrick Hotel | 141 East 44 th Street | 212-784-2520 |
| Grand Hyatt New York | 109 East 42 nd Street at Grand Central Terminal | 212-883-1234 |
| Hampton Inn Manhattan | 231 East 43 rd Street | 212-897-3385 |
| Helmsley Park Lane | 36 Central Park South | 212-521-6239 |
| Hilton Manhattan East New York | 304 East 42 nd Street | 212-986-8800 |
| Marcel at Gramercy | 201 East 24 th Street and 3 rd Avenue | 212-696-3800 |
| Melrose Hotel | 140 East 63 rd Street | 212-838-5700 |
| Millennium UN Plaza | 1 UN Plaza | 212-758-1234 |
| Moderne Hotel | 243 West 55 th Street | 212-397-6767 |
| New York Marriott East Side | 525 Lexington Avenue | 212-755-4000 |
| Paramount Hotel | 235 West 46 th Street | 212-764-5500 |
| Pod 39 Hotel | 145 East 39 th Street | 212-865-5700 |
| Pod 51 Hotel | 230 E 51 st Street | 212-355-0300 |
| Roger Smith Hotel | 501 Lexington Avenue | 212-755-1400 |
| Roosevelt Hotel | 45 East 45 th Street at Madison Avenue | 212-661-9600 |
| 70 Park Avenue - Kimpton Hotel | 70 Park Avenue and 38 th Street | 212-973-2400 |
| Surrey Hotel | 20 East 76 th Street | 212-288-3700 |
| The Alex | 205 East 45 th Street | 212-867-5100 |
| The Lexington New York City | 511 Lexington Avenue at 48 th Street | 212-755-4400 |
| Vanderbilt YMCA | 224 East 47 th Street | 212-912-2500 |
| Warwick New York Hotel | 65 West 54 th Street | 212-247-2700 |
| Westin New York Grand Central | 212 East 42 nd Street | 212-490-8900 |

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 42nd and 43rd 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/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. 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 \$52 plus tolls (\$4.00 each), \$3.00 other surcharge and tips (15-20% 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. Trips between Manhattan and JFK in either direction is flat rate but charged the standard metered fare between JFK and other New York City destinations.</p> |

FROM NEWARK INTERNATIONAL AIRPORT:

| Service | Fare | Estimated Travel Time | Frequency | Notes |
|---|---|---|---|---|
| <p>AirTrain Newark 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>Olympia Airport Express 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>SuperShuttle Manhattan 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> |

| | | | | |
|--------------------|--|------------------------------------|--------------------------------|--|
| <u>Taxi</u> | Flat rate ranging from \$30 to \$45 plus tolls (\$6.00 each) and tips (10-15% is customary). | 40 minutes (longer at peak hours). | Available during flight hours. | Follow the signs to Taxi Stands outside arrival areas. |
|--------------------|--|------------------------------------|--------------------------------|--|

FROM LA GUARDIA AIRPORT:

| Service | Fare | Estimated Travel Time | Frequency | Notes |
|---|---|---|---|--|
| <u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://www.nyairportservice.com) | \$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. |
| <u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com) | \$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. |
| <u>Taxi</u> | \$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 (<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.

Detailed information could be found <https://www1.nyc.gov/site/tlc/passengers/taxi-fare.page>

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>