

**UNITED NATIONS
STATISTICS DIVISION**

**NEW YORK
INFORMATION PACK**

UNITED NATIONS HEADQUARTERS, NEW YORK

When, Where, What, How???

This information pack has been compiled to assist you in the preparation for your trip to New York to participate in the 2006 Expert Group Meeting on the 2010 World Programme on Population and Housing Censuses.

We would appreciate any comments or suggestions that you have on how to improve this pack. Feel free to write down your comments or suggestions in the Registration Form at the end of these notes.

For now we would like to wish you an enjoyable trip to New York and see you soon.

MEETING INFORMATION

Title

2006 Expert Group Meeting on the 2010 World Programme on Population and Housing Censuses

Dates

10 – 14 July 2006

Venue

United Nations Headquarters, ECOSOC Chambers (entrance on 46 Street and 1st Avenue).

Date, time and place of the meeting

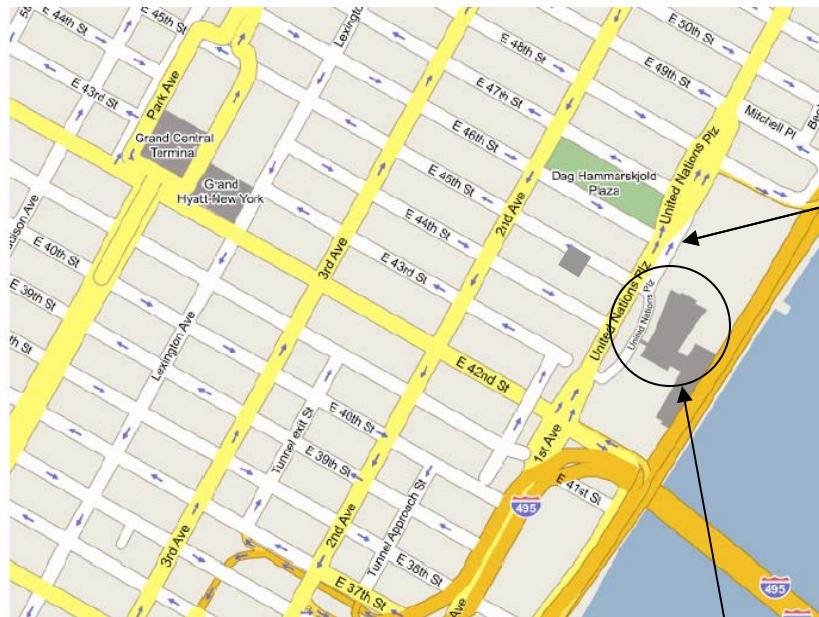
The meeting will be held during the period 10-14 July 2006 at the United Nations Headquarters Complex. Morning sessions will be from 9:30 a.m. to 1:00 p.m. and afternoon sessions will be from 2:30 p.m. to 6:00 p.m. The meeting will take place in the ECOSOC Chambers located on the 2nd Floor of conference rooms building, accessible through 46th Street and 1st Avenue.

Registration and Ground Passes

Participants will be met in the lobby of the Visitors' Lobby (accessible through the visitors' entrance on 46th Street and 1st Avenue), on Monday 10 July 2006 at 9:00 a.m. 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 all United Nations buildings. Please fill in the Registration 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. Please bring all the necessary documentation if you are being funded by United Nations Statistics Division (UNSD) (refer to information below).

Map of United Nations Vicinity



United Nations
Headquarters Complex
Visitors' Entrance
1st Avenue & 45th Street

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

Address and Contact Numbers

Substantive Officer: Ms. Margaret Mbogoni
Room: DC2-1558
Phone: (212) 963-7845
Fax: (212) 963-1940
Email: mbogoni@un.org

Administrative Officer: Ms. Luzmila Lambrano
Room: DC2-1664A
Phone: (212) 963-7992
Fax: (212) 963-9851
Email: lambrano@un.org

Working Language(s) of the meeting

The Meeting will be conducted in English (with simultaneous translation into Arabic, Chinese, French, Russian and Spanish) and all documentation will be in English.

Documentations (Papers/Literature for Distribution)

Participants wishing to circulate any papers or literature at the meeting are requested to consult UNSD as soon as possible. Please note the documents have to be submitted by 5 July 2006.

Daily Subsistence Allowance (DSA)

For those participants that are being funded by the United Nations, the UN will provide eligible participant(s) 6 days of daily subsistence allowance, subject to the actual day and time of arrival and departure, at the rate determined by the United Nations for New York at the time the Meeting will take place. Additionally the participant(s) will be provided with US\$202 to cover terminal expenses (airport transfers). At present, the DSA for New York is US\$275 (this amount is subject to change at any time).

On the first day of the meeting, eligible participants need to present to the UNSD representative their passport, original tickets and original boarding passes. UNSD will then photocopy these documents and return them to the participants and pay the applicable DSA. Please note that no Daily Subsistence Allowance or Terminal Expenses can be paid out until copies of the above have been received by UNSD.

Financial and Administrative Arrangements

Where participation costs are borne by UNSD, only travel expenses and DSA for the duration of the meeting plus terminal expenses will be covered by UNSD. UNSD will not assume responsibility for any other expenditure, such as:

- Salary and related allowances for the participants during the period of the meeting;
- Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Meeting;
- Compensation in the event of death or disability of participants in connection with their attending the Meeting;
- Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
- Any other expenses of a personal nature, not directly related to the purpose of the Meeting.

Immigration Requirements

Participants should contact their nearest 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) 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** (www.mastercard.com/atmlocator/index.jsp) or **Plus** (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), **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 hotels 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 The American Express Travel Agent at the United Nations (Telephone +1 212 963 6280) who will gladly assist you. Participants can also contact their country's Mission to the United Nations which may be able to assist them (contact details for missions can be found at www.un.org/Overview/missions.htm). Participants should make the necessary reservations at least one week prior to the event.

Below are some popular web sites for hotels:

www.expedia.com

www.hotels.com
www.orbitz.com

Hotels in the vicinity of the United Nations

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.

Hotel	Address	Telephone	Website
Algonquin	59 W. 44th St.	(1-212) 840.6800	www.algonquinhotel.com
Ambassador	140 E. 63rd St.	(1-212) 838.5700	-
Bedford	118 E. 40th St.	(1-212) 697.8100	www.bedfordhotel.com
Beekman	3 Mitchell Place (E. 48th and 1st Ave.)	(1-212) 355.7300	www.affinia.com
Benjamin	125 E. 50th St.	(1-212) 753.2700	www.thebenjamin.com
Bentley	500 E. 62nd St.	(1-212) 644.6000	-
Crown Plaza at the United Nations	304 E. 42nd St.	(1-212) 986.8800	www.ichotelsgroup.com
Diplomat Residence	210 E. 47 th St.	(1-212) 371.6029	-
Eastgate Tower	222 E. 39th St.	(1-212) 687.8000	www.affinia.com
Dylan	52 E. 41st St.	(1-212) 338.0500	www.dylanhotel.com
Envoy Club	377 E. 33rd St.	(1-212) 481.4600	-
Fitzpatrick	141 E. 44th St.	(1-212) 351.6872	www.fitzpatrickhotels.com
Helmsley Park Lane	36 Central Park South	(1-212) 521.6239	www.helmsleyhotels.com
Marcel	201 E. 24th St.	(1-212) 696.3800	-
Melrose Hotel	140 E. 63rd St.	(1-212) 838.5700	www.melrosehotelnewyork.com
Metropolitan Hotel	569 Lexington Ave.	(1-212) 752.7000	www.metropolitanhotelnyc.com
Middletown Hemsley	148 E. 48th St.	(1-212) 755.3000	www.helmsleyhotels.com
Millennium Hotel	1 UN Plaza (E. 44th St at 1st Ave)	(1-212) 758.1234	www.millenniumhotels.com
New York Hemsley	212 E. 42nd St.	(1-212) 490.8900	www.helmsleyhotels.com
Pickwick Arms	230 E. 51 st St.	(1-212) 355.0300	www.pickwickarms.com
Radisson	511 Lexington Ave.	(1-212) 755.4400	www.radisson.com
Roger Smith	501 Lexington Ave.	(1-212) 755.1400	www.rogersmith.com
San Carlos	150 E. 50 th St.	(1-212) 755.1800	www.sancarloshotel.com
Warwick	65 W. 54 th St.	(1-212) 247.2700	www.warwickhotelnyc.com

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

The hotels listed below are located further from the United Nations Complex (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	Website
Affinia Dumont	150 E 34th St (Lexington and 3 rd Ave)	(1-212) 481-7600	www.affinia.com
Chelsea Hotel	222 West 23rd St. (7th and 8th Ave.)	(1-212) 243-3700	www.hotelchelsea.com
Doubletree Metropolitan	569 Lexington Ave. (51st St.)	(1-212) 752-7000	www.metropolitanhotelnyc.com
Excelsior Hotel	45 West 81st St. (Central Park West and Columbus Ave.)	(1-212) 362-9200	www.excelsiorhotelny.com
Gershwin Hotel	7 East 27th St. (5th and Madison Ave.)	(1-212) 545-8000	www.gershwinhotel.com
Hotel QT	125 West 45th St. (Avenue of the Americas and 7th Ave.)	(1-212) 354-2323	www.hotelqt.com
Hotel Stanford	43 West 32nd St. (Broadway and 5th Ave.)	(1-800)-365-1114	www.hotelstanford.com
Hudson Hotel	356 West 58th St. (8th and 9th Ave.)	(1-212) 554-6000	www.hudsonhotel.com
Off SoHo Suites Hotel	11 Rivington St. (Bowery and Chrystie St.)	(1-800)-633-7646	www.offsoho.com
The Time	224 West 49th St. (Broadway and 8th Ave.)	(1-877)-846-3692	www.thetimeny.com

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

Information regarding these 3 airports can be accessed online at:

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 International Airport:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>AirTrain JFK</u> (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><u>New York Airport Service Express Bus</u> (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><u>SuperShuttle Manhattan</u> 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><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 sings to Taxi Stands in front of terminals.</p>

From Newark Liberty International Airport:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>AirTrain Newark</u> (http://www.panynj.gov/airtrain/newark/what.index.html) 1-800-AIR RIDE</p> <p>Connection with NJTransit (www.njtransit.com) 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 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.panynj.gov/aviation/egtsfram.htm)</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. 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>\$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><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 Time of Arrival	Frequency	Notes
<p><u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://panynj.gov)</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><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 (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)

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

US Postal Offices

884 2nd Ave
New York, NY 10017
(1-800) 275-8777

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

Weather

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

REGISTRATION FORM

NAME: _____

TITLE: _____

ORGANIZATION: _____

ACCOMODATION IN NEW YORK

NAME OF HOTEL: _____

CHECK IN DATE: _____

CHECK OUT DATE: _____

ADDRESS & CONTACT
NUMBERS¹ _____

Please submit this Contact Form to a United Nations staff member at the Registration Desk.

Comments and suggestions on how to improve information pack:

¹ If accommodation is other than Hotel