

**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 **UN Expert Group Meeting on 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**

UN Expert Group Meeting on the Principles and Recommendations for Housing Censuses

### **Dates**

5-8 June 2006

### **Venue**

2 United Nations Plaza (E. 44<sup>th</sup> Street, between 1<sup>st</sup> and 2<sup>nd</sup> avenues)  
Conference Room: DC2-1949 (19<sup>th</sup> floor)

### **Date, time and place of the meeting**

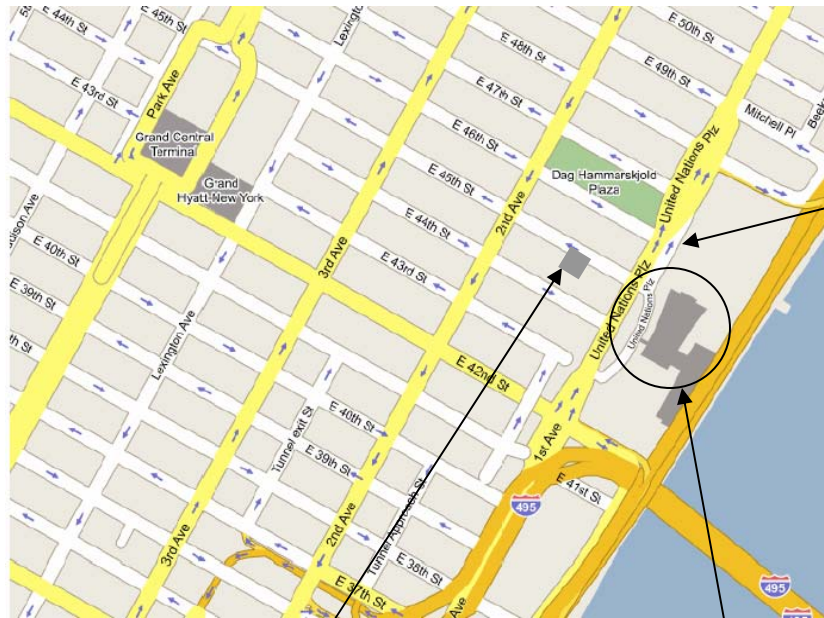
The meeting will be held during the period **Monday, 5 June to Thursday, 8 June 2006** at the United Nations Headquarters Complex. Morning sessions will be from 9:30 am to 1:00 pm and afternoon sessions will be from 2:30 pm to 5:30 pm. The meeting will take place in the Conference Room on the 19<sup>th</sup> floor, Room No. DC2-1949 of 2 United Nations Plaza (E. 44<sup>th</sup> Street, between 1<sup>st</sup> and 2<sup>nd</sup> avenues).

### **Registration and Ground Passes**

Participants will be met in the lobby of the building on **Monday, 5 June 2006 at 9:30 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 Ruby Santiago ([santiago@un.org](mailto:santiago@un.org)), or by fax at 212-963-1940, or 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)

**MEETING VENUE:**  
Conference Room DC2-1949  
United Nations Statistics Division  
Two United Nations Plaza  
44th Street (Between 1st & 2nd Avenues)

## Address and Contact Numbers

Substantive Officer: Mr. Yacob Zewoldi  
Room: DC2-1568  
Phone: (1-212) 963-0445  
Fax: (1-212) 963-1940  
Email: [zewoldi@un.org](mailto:zewoldi@un.org)  
[Globalcensus2010@un.org](mailto:Globalcensus2010@un.org)

Administrative Officer: Ms. Denise Quiroga  
Room: DC2-1657B  
Phone: (1-212) 963-8504  
Fax: (1-212) 963-9851  
Email: [quiroga@un.org](mailto:quiroga@un.org)

## Working Language(s) of the meeting

The Meeting will be conducted in English and all documentation will be in English.

## **Documentation (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 23 May 2006.

## **Daily Subsistence Allowance (DSA)**

For those participants that are being funded by the United Nations, the UN will provide eligible participant(s) 5 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\$160 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.**

## **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](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 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](http://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](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**

Below is the list of hotels located in the vicinity of the United Nations (walking distance to the UN).

Hotel	Address	Telephone	Website
<b>Algonquin</b>	59 W. 44th St.	(1-212) 840.6800	<a href="http://www.algonquinhotel.com">www.algonquinhotel.com</a>
<b>Ambassador</b>	140 E. 63rd St.	(1-212) 838.5700	-
<b>Bedford</b>	118 E. 40th St.	(1-212) 697.8100	<a href="http://www.bedfordhotel.com">www.bedfordhotel.com</a>
<b>Beekman</b>	3 Mitchell Place (E. 48th and 1st Ave.)	(1-212) 355.7300	<a href="http://www.affinia.com">www.affinia.com</a>
<b>Benjamin</b>	125 E. 50th St.	(1-212) 753.2700	<a href="http://www.thebenjamin.com">www.thebenjamin.com</a>
<b>Bentley</b>	500 E. 62nd St.	(1-212) 644.6000	-
<b>Crown Plaza at the United Nations</b>	304 E. 42nd St.	(1-212) 986.8800	<a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>
<b>Diplomat Residence</b>	210 E. 47 <sup>th</sup> St.	(1-212) 371.6029	-
<b>Eastgate Tower</b>	222 E. 39th St.	(1-212) 687.8000	<a href="http://www.affinia.com">www.affinia.com</a>

<b>Dylan</b>	52 E. 41st St.	(1-212) 338.0500	<a href="http://www.dylanhotel.com">www.dylanhotel.com</a>
<b>Envoy Club</b>	377 E. 33rd St.	(1-212) 481.4600	-
<b>Fitzpatrick</b>	141 E. 44th St.	(1-212) 351.6872	<a href="http://www.fitzpatrickhotels.com">www.fitzpatrickhotels.com</a>
<b>Helmsley Park Lane</b>	36 Central Park South	(1-212) 521.6239	<a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>
<b>Marcel</b>	201 E. 24th St.	(1-212) 696.3800	-
<b>Melrose Hotel</b>	140 E. 63rd St.	(1-212) 838.5700	<a href="http://www.melrosehotelnewyork.com">www.melrosehotelnewyork.com</a>
<b>Metropolitan Hotel</b>	569 Lexington Ave.	(1-212) 752.7000	<a href="http://www.metropolitanhotelnyc.com">www.metropolitanhotelnyc.com</a>
<b>Middletown Hemsley</b>	148 E. 48th St.	(1-212) 755.3000	<a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>
<b>Millennium Hotel</b>	1 UN Plaza (E. 44th St at 1st Ave)	(1-212) 758.1234	<a href="http://www.millenniumhotels.com">www.millenniumhotels.com</a>
<b>New York Hemsley</b>	212 E. 42nd St.	(1-212) 490.8900	<a href="http://www.helmsleyhotels.com">www.helmsleyhotels.com</a>
<b>Pickwick Arms</b>	230 E. 51 <sup>st</sup> St.	(1-212) 355.0300	<a href="http://www.pickwickarms.com">www.pickwickarms.com</a>
<b>Radisson</b>	511 Lexington Ave.	(1-212) 755.4400	<a href="http://www.radisson.com">www.radisson.com</a>
<b>Roger Smith</b>	501 Lexington Ave.	(1-212) 755.1400	<a href="http://www.rogersmith.com">www.rogersmith.com</a>
<b>San Carlos</b>	150 E. 50 <sup>th</sup> St.	(1-212) 755.1800	<a href="http://www.sancarloshotel.com">www.sancarloshotel.com</a>
<b>Warwick</b>	65 W. 54 <sup>th</sup> St.	(1-212) 247.2700	<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 Complex (long walk and non-walking distance to the UN).

<b>Hotel</b>	<b>Address</b>	<b>Telephone</b>	<b>Website</b>
<b>Affinia Dumont</b>	150 E 34th St (Lexington and 3 <sup>rd</sup> Ave)	(1-212) 481-7600	<a href="http://www.affinia.com">www.affinia.com</a>
<b>Chelsea Hotel</b>	222 West 23rd St. (7th and 8th Ave.)	(1-212) 243-3700	<a href="http://www.hotelchelsea.com">www.hotelchelsea.com</a>
<b>Doubletree Metropolitan</b>	569 Lexington Ave. (51st St.)	(1-212) 752-7000	<a href="http://www.metropolitanhotelnyc.com">www.metropolitanhotelnyc.com</a>
<b>Excelsior Hotel</b>	45 West 81st St. (Central Park West and Columbus Ave.)	(1-212) 362-9200	<a href="http://www.excelsiorhotelnyc.com">www.excelsiorhotelnyc.com</a>
<b>Gershwin Hotel</b>	7 East 27th St. (5th and Madison Ave.)	(1-212) 545-8000	<a href="http://www.gershwinhotel.com">www.gershwinhotel.com</a>
<b>Hotel QT</b>	125 West 45th St. (Avenue of the Americas and 7th Ave.)	(1-212) 354-2323	<a href="http://www.hotelqt.com">www.hotelqt.com</a>
<b>Hotel Stanford</b>	43 West 32nd St.	(1-800)-365-1114	<a href="http://www.hotelstanford.com">www.hotelstanford.com</a>

	(Broadway and 5th Ave.)		
<b>Hudson Hotel</b>	356 West 58th St. (8th and 9th Ave.)	(1-212) 554-6000	<a href="http://www.hudsonhotel.com">www.hudsonhotel.com</a>
<b>Off SoHo Suites Hotel</b>	11 Rivington St. (Bowery and Chrystie St.)	(1-800)-633-7646	<a href="http://www.offsoho.com">www.offsoho.com</a>
<b>The Time</b>	224 West 49th St. (Broadway and 8th Ave.)	(1-877)-846-3692	<a href="http://www.thetimeny.com">www.thetimeny.com</a>

## 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](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 International Airport:**

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b><u>AirTrain JFK</u></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><u>New York Airport Service Express Bus</u></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><u>SuperShuttle Manhattan</u></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><u>Taxi</u></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 Liberty International Airport:**

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b><u>AirTrain Newark</u></b>                      (<a href="http://www.panynj.gov/airtrain/newark/what.index.html">http://www.panynj.gov/airtrain/newark/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** ([www.mta.nyc.ny.us](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)

### **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](http://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?lsw=10017&lwsa=WeatherLocalUndeclared&from=whatwhere](http://www.weather.com/weather/local/10017?lsw=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  
NUMBERS<sup>1</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this Contact Form to Ruby Santiago by fax at 212-963-1940 or by e-mail at [santiago@un.org](mailto:santiago@un.org).

Comments and suggestions on how to improve information pack:

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\_\_\_\_\_  
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<sup>1</sup> If accommodation is other than Hotel