



# **Information Note for Participants**

**United Nations Expert Group Meeting on the Revision of the  
Handbook on the Management of Population and Housing Censuses**

New York

14–17 December 2015

## 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 United Nations Expert Group Meeting on the Revision of the Handbook on the Management of Population and Housing Censuses.

### Administrative Arrangements for the Meeting

#### Venue and dates

The United Nations Expert Group Meeting on the Revision of the Handbook on the Management of Population and Housing Censuses will be held from 14 to 17 December 2015 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, 14 December 2015 from 9:00 to 9:30 am. The opening session will begin at 9:30 am. On subsequent days the meeting will commence at 9:00 am and conclude at 5:00 pm.

#### Identification badges and grounds passes

Participants will be given temporary grounds passes on Monday, 14 December 2015 from 9:00 to 10:00am. Please come to the lobby of the DC2 Building (located at 2 UN Plaza on 44th Street, between 1<sup>st</sup> and 2nd Avenue) where UNSD staff members will be on hand to give the grounds passes and escort participants to the Conference Building.

Participants will receive their identification badges inside Conference Room 8 during registration from 9:00 to 9:30am.

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 United Nations Expert Group Meeting on the Revision of the Handbook on the Management of Population and Housing Censuses 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](http://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](http://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 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](http://www.expedia.com), [www.hotels.com](http://www.hotels.com), [www.orbitz.com](http://www.orbitz.com), [www.travelocity.com](http://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](http://www.choicehotels.com)>.

Hotels located in the vicinity of the United Nations include:

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

## A Guide to Food in the United Nations Complex and Neighbourhood

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 <sup>nd</sup> and 43 <sup>rd</sup> 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 <sup>th</sup> Street)	McFadden's Saloon (Irish Pub) 2nd Avenue (between 42 <sup>nd</sup> and 43 <sup>rd</sup> 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.). 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 Time of Arrival	Frequency	Notes
<p><b>AirTrain JFK</b> (<a href="http://www.panynj.gov/airports/jfk-airtrain.html">www.panynj.gov/airports/jfk-airtrain.html</a>)</p> <p>Connection with NYC subway (<a href="http://www.mta.info/nyct/subway">www.mta.info/nyct/subway</a>)</p> <p>Connection with Long Island Railroad (LIRR) direct to Penn Station (<a href="http://www.mta.info/lirr">www.mta.info/lirr</a>)</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'. Use pay-per-ride Metrocard is required to ride Air Train.</p>
<p><b>New York Airport Service Express Bus</b> (1-718) 875-8200 (<a href="http://www.nyairportservice.com">http://www.nyairportservice.com</a>)</p>	\$15	45 - 65 minutes ( longer at peak hours)	Every 15-30 minutes 6:15 a.m. - 11:10 p.m.	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><b>SuperShuttle Manhattan</b> Shared door to door minibus 1-800-258-3826 (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p>	\$ 23	45 – 75 minutes (depending on traffic)	Available 24 hours.	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><b>Taxi</b></p>	Flat rate \$45 plus tolls (\$4.00 each) and tips (10-15% is customary).	40 - 60 minutes (longer at peak hours).	Available 24 hours a day.	Follow the sings to Taxi Stands in front of terminals.

**FROM NEWARK INTERNATIONAL AIRPORT:**

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b><u>AirTrain Newark</u></b>                      (<a href="http://www.panynj.gov/airtrainnewark/what.index.html">http://www.panynj.gov/airtrainnewark/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.coachusa.com/olympia/ss.newarkairport.asp">http://www.coachusa.com/olympia/ss.newarkairport.asp</a>)</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. 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>\$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><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:**



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<b>Service</b>	<b>Fare</b>	<b>Estimated Time of Arrival</b>	<b>Frequency</b>	<b>Notes</b>
<p><b><u>New York Airport Service Express Bus</u></b> (1-718) 875-8200 (<a href="http://www.nyairportservice.com">http://www.nyairportservice.com</a>)</p>	\$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.
<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>	\$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.
<p><b><u>Taxi</u></b></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.	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** valid for subway and bus can be purchased at subway stations.

- Single: trip fare is \$2.50.
- 7-Day Metro Card costs \$30.00 (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)  
1<sup>st</sup> Avenue (between E. 45<sup>th</sup> & E. 46<sup>th</sup> 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?lswe=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>