

UNITED NATIONS  NATIONS UNIES
DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS (DESA)
STATISTICS DIVISION

NEW YORK

INFORMATION NOTES

UNITED NATIONS HEADQUARTERS, NEW YORK

When, Where, What, How???

These information notes have been compiled to assist you in the preparation for your trip to New York to participate in the United Nations Symposium on Population and Housing Censuses.

We would appreciate any comments or suggestions that you have on how to improve these notes simply by writing down your comments or suggestions in the NY Contact form at the end of these notes.

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

MEETING DETAILS

Title

United Nations Symposium on Population and Housing Censuses

Dates

13-14 September 2004

Venue

United Nations Secretariat, Visitors Entrance at 1st Avenue and 46th Street, New York, New York, 10017, Conference Room 3

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 a supporting documentation for a visa (entry permit) request. Please contact us, should there be any issues concerning obtaining a 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 offer **Cirrus** (<http://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 that 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 **MasterCard** are accepted virtually everywhere in New York.

Hotels

Below is the list of Hotels located in the United Nations vicinity (walking distance to the UN). Participants are encouraged to contact the hotels directly for reservations¹. A credit card will normally be required for reservation.

These following rates are subject to change at any time and subject to availability.. The tax rates ranges between 13% and 13.25%. A few hotels have additional charges such as energy charges.

Should there be a need for assistance in reserving the accommodation, please contact your country's Mission to the UN or Mr. Santiago Ferrer (refer to contact details below) at the latest 1-week prior to the start of the Event

Below are some popular web sites for hotels:

<http://www.areahotelguide.com/new-york-city-hotels.htm>,

www.hotels.com

www.priceline.com

www.hotwire.com

www.expedia.com

Hotel	Address	Telephone	Single	Double	Suite	Notes
BEEKMAN	3 Mitchell Place (48th and 1st Ave.)	212.355.7300	\$284.00	\$284.00	\$314.00	
BEDFORD	118 E. 40th St.	212.697.8100	\$	\$	\$	-
W. HOTEL	541 Lexington Ave.	212.755.1200	\$	\$		-No UN Rates
HELMSLEY PARK LANE	36 Central Park	212.521.6239	\$195.00	\$295.00		-Jan to 31 March
NEW YORK HELMSLEY	212 E. 42nd St.	212.490.8900	\$245.00	\$285.00	-	-April to Dec
PICKWICK ARMS	230 E. 51 St.	212.355.0300	\$175.00	\$175.00	-	-
PICKWICK ARMS	230 E. 51 St.	212.355.0300	\$109.00	\$129.00	-	-
ROGER SMITH	501 Lexington Ave.	212.755.1400	\$189.00	\$189.00		-
SAN CARLOS	150 E. 50th St.	212.755.1800	\$	\$		-Closed for Renovations
CROWNE PLAZA	304 E. 42nd St.	212.986.8800	\$159.00	\$189.00		-Jan to 1 Sept
CROWNE PLAZA	304 E. 42nd St.	212.986.8800	\$199.00	\$239.00	-	-02 Sept to 31 Dec
MILLENNIUM HOTEL	1 UN Plaza (44th St at 1st Ave)	212.758.1234	\$169.00	\$219.00	-	-Rates Seasonal
METROPOLITAN	569 Lexington Ave.	212.752.7000	\$210.00	\$199.00	-	-
FITZPATRICK	141 E. 44th St.	212.351.6872	\$199.00	\$198.00	-	-
RADISSON	511 Lexington Ave.	212.755.4400	\$209.00	\$209.00	-	-
AMBASSADOR	140 E. 63rd ST.	212.838.5700	\$185.00	\$185.00	-	-
ALGONQUIN	59 W. 44th St.	212.840.6800	\$269.00	\$269.00	-	-
DIPLOMAT RESIDENCE	210 E. 47 St.	212.371.6029	\$		-	-
DYLAN	52 E. 41st St.	212.338.0500	\$	-	-	-
BENJAMIN	125 E. 50th St.	212.753.2700	\$300.00	\$325.00	\$415.00	-
ENVOY CLUB	377 E. 33rd St.	212.481.4600	\$205.00	\$250.00		-Studio/1BDRM
EASTGATE TOWER	222 E. 39th St.	212.687.8000	\$244.00	\$264.00	\$384.00	-1 BDRM
MELROSE HOTEL	140 E. 63rd St.	212.838.5700	\$150.00	\$170.00		-Jan to March
MELROSE HOTEL	140 E. 63rd St.	212.838.5700	\$170.00	\$210.00		-March to June
MELROSE HOTEL	140 E. 63rd St.	212.838.5700	\$150.00	\$195.00		-June to Sept
MELROSE HOTEL	140 E. 63rd St.	212.838.5700	\$195.00	\$245.00		-Sept to Dec
BENTLEY	500 E. 62nd St.	212.644.6000	\$159.00	\$159.00		-Jan to 03 Sept
MARCEL	201 E. 24th St. & 3rd Ave	212.696.3800	\$189.00	\$189.00	-	-

AIRPORTS

There are 3 major airports serving New York City. They are:

1. **John F. Kennedy International Airport** (phone: 1 718 244 4444) in Queens, about 15 miles from midtown Manhattan);
2. **LaGuardia Airport** (phone: 1 718 533 3400) in Queens, about 8 miles from midtown Manhattan);
3. **Newark International Airport** (phone: 1 973 961 6000) in New Jersey, about 16 miles from midtown Manhattan.

Information regarding these 3 airports can be accessed online at <http://www.panynj.gov/aviation.html>

AIRPORT TRANSPORTATION

Complete transportation information for the above 3 airports can be obtained by calling **Air-Ride** ph: 1 800 247 7433 (toll free number within US).

Air Train (<http://www.panynj.gov/airtrain/>)

- Train service connecting JFK to New York Subway and Rail System.
- \$5 Enter/Exit Fare + Subway/Rail Fare
- Air Train has two destinations:
 - **Howard Beach Station:** Connect to "A" subway train. To JFK from Manhattan, use "A" train to "Far Rockaway."
 - **Jamaica Station:** Connect to "E," "J" or "Z" subway train or connect to Long Island Rail Road (LIRR) direct to Penn Station
- Refer to (<http://www.mta.nyc.ny.us/>) for information on connection Subway and Train Lines from above Stations
- Operation Times:
 - Operates every 4-8 minutes from 6 A.M. - 11 P.M.
 - Operates every 12 minutes from 11 P.M. - 6 A.M.

New York Airport Service Express Bus (ph: 1 800 451 0455 or 1 212 315 3006, www.graylinenewyork.com)

- Depart JFK and LaGuardia every 15-20 minutes between 6:15am and 11:00pm.
- No reservation is required; proceed to ground transportation desk or courtesy phone in baggage claim area and ask for New York Airport Service express Bus or hotel pick-up call 1 day in advance, pick up service available from most major midtown Manhattan hotels from 5am to 9pm.
- Drop off service to Port Authority Terminal (West 34th Street and Seventh Ave), Grand Central Terminal (East 42nd street and Park Ave) or Penn Station (34th Street and 7th Avenue). Transfer available at Grand Central terminal to hotels between 27th and 59th Street there is a \$2.00 additional charge.
- One-way fare to and from JFK is \$13.00, LaGuardia is \$10.00. There is a discount for pre-paying round trip fare and buying ticket through their website.

Super Shuttle (ph: 1 800 258 3826 or 1 212 258 3826, www.supershuttle.com)

- Departs JFK, LaGuardia, and Newark every 15 to 30 minutes around the clock.

- No reservation is required for trip from Airport - Manhattan; proceed to ground transportation desk or courtesy phone in baggage claim area and ask for Super Shuttle. 24 – 48 hours reservation is required for pick-up on the return trip.
- Provide door-to-door service to Manhattan.
- One-way fare to and from all airports is JFK is \$15.00 -\$19.00 (depending on destination),

Taxi

- Follow Ground Transportation or Taxi signs.
- Fares do not include bridge and tunnel tolls (\$3,50 - \$4.00) and tips (15% to 20% is customary). From 8pm to 6am a 50cents surcharge also applies on New York yellow cabs.
 - ❖ From JFK: \$35 flat rate to Manhattan (plus tolls and tips).
 - ❖ From LaGuardia: \$20. - \$26 metered to Manhattan (plus tolls and tips).
 - ❖ From Newark: The dispatcher from New Jersey Taxicabs will show a fare list with flat rate ranging from \$30 to \$45 (excluding tolls and tips), depending on the destination in Manhattan.

LOCAL TRANSPORTATION

Subway and buses (<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.
- Daily fun pass Metro Card (unlimited ride for the day for one person) costs \$7.00.
- 7-Day Metro Card costs \$21.00 (unlimited ride for one week for one person)
- Pay-per Ride: \$20.00 pay per ride Metro Card will give you 12 rides for the price of 10.

Yellow Cab Taxis are readily available around Manhattan. Taxis are a safe alternative for late night travel when train and busses can be few and far between. It is advisable not to go with other taxis without meter (illegal taxi), as they could charge exorbitant fare.

POSTAL SERVICES

United Nations Post Office

UN Secretariat Building

(Basement)

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

US Postal Offices

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

5 Tudor City Pl
New York, NY 10017
(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 <http://www.whitepages.com.au/wp/search/time.html>

WEATHER

To check for current weather condition in New York, please refer to <http://weather.cnn.com/weather/forecast.jsp?locCode=MANH>

ADMINISTRATIVE ARRANGEMENTS FOR THE MEETING

Date, time and place of the meeting

The meeting will be held during the period 13-14 September 2004 at the United Nations Headquarters. Morning sessions will be from 9:30 A.M. to 1:00 P.M. and afternoon sessions will be from 3:00 to 6:00 PM. The meeting will take place in Conference Room 3, located in the basement (1B area) of the United Nations Secretariat, which can be accessed from the Visitors Entrance at 1st Avenue and 46th Street. Please note that due to the commencement of the General Assembly, there may be long cues at the visitor's entrance to the Secretariat building. For this purpose, it is advisable that all participants arrive at the Secretariat with due advance.

Registration and Identification Badges

All participants should register on 13 September 2004 between 8:30 and 9:30 A.M. in the United Nations Secretariat Building. Please note that due to the start of the session of the General Assembly, admission to the Secretariat building may be restricted. If changes occur in these registration procedures, we shall notify you by e-mail.

Please ensure that you have completed the attached New York Contact Form, and you bring all the necessary documentation if you are being funded by UNSD (refer to information below).

A registration desk will be set up in the Lobby of the United Nations Secretariat Building and participants will be able to register and pick-up a temporary United Nations grounds pass. A grounds pass is required at all times to enter United Nations buildings. Please fill in the Registration Form and submit it to the UN Staff at the Registration Desk before the start of the meeting, if you have not yet sent us the completed form.

Address and Contact Numbers

Substantive Officer: Mr. Jeremiah Banda
Room: DC2-1552
Phone: +1 212 963 8338
Fax: +1 212 963 1940
Email: socialstat@un.org

Administrative Officer: Mr. Sanitago Ferrer
Room: DC2-1656
Phone: +1 212 963 70058
Fax : +1 212 963 9851
Email : ferrers@un.org

Working Language(s) of the meeting

The Meeting will be conducted in English 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 20 August 2004.

Financial Arrangements for UNSD Sponsored Participants:

Where participation costs are borne by the United Nations Statistics Division (UNSD), UNSD will organise the participant's travel and provide him/her with a Daily Subsistence Allowance for the duration of the meeting plus Terminal Expenses.

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

The UNSD will not assume responsibility for any other expenditure, such as:

- i. Salary and related allowances for the participants during the period of the meeting;
- ii. 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;
- iii. Compensation in the event of death or disability of participants in connection with their attending the Meeting;
- iv. 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;
- v. Any other expenses of a personal nature, not directly related to the purpose of the Meeting.

NEW YORK CONTACT FORM

NAME: _____

TITLE: _____

ORGANIZATION: _____

ACCOMODATION IN NEW YORK

NAME OF HOTEL: _____

CHECK IN DATE: _____

CHECK OUT DATE: _____

ADDRESS & CONTACT
NUMBERS² _____

Please submit this Contact Form to **Ms. Clare Menozzi** at the Registration Desk.

Comments and Suggestions on how to improve information pack:

² If accommodation is other than Hotel