



## DRAFT Guide for Participants

**United Nations Statistics Division**

**Expert Group Meeting on National Quality Assurance Frameworks**

Wednesday 28 September - Friday 30 September 2011

United Nations DC-2 Building (East 44<sup>th</sup> Street, between 1<sup>st</sup> and 2<sup>nd</sup> Avenues, New York, NY 10017)

## 1 Meeting information: Meeting of the Expert Group on National Quality Assurance Frameworks

### **Date and time of the meeting: 28-30 September 2011**

The meeting will be held from 9:00 a.m. - 6:00 p.m. on Wednesday and Thursday, and from 9:00 a.m. to 1:30 p.m. on Friday. This is a closed meeting for invited participants only.

### **Venue: UN DC-2 Building (East 44<sup>th</sup> Street, between 1<sup>st</sup> and 2<sup>nd</sup> Avenues, New York)**

The meeting is scheduled to be held in DC-2's 16<sup>th</sup> floor conference room, **Room DC-2-1684**. Note that the offices of the meeting's organizers from the UN Statistics Division (Mary Jane Holupka and Iliana Vaca-Trigo) are on the 16<sup>th</sup> floor of DC-2. (The Statistics Division also has offices on the 14<sup>th</sup> and 15<sup>th</sup> floors).

### **Registration form and Grounds passes to enter the UN building**

Participants will be met in the lobby of the UN DC-2 building (2 UN Plaza, East 44<sup>th</sup> Street) by one of our staff members **starting at about 8:35 a.m.** on Wednesday morning. If you happen to arrive late, and do not see a UNSD representative holding an "NQAF" sign, please call Mr. Andrew Campbell (dial 36782 from the lobby phone) or Ms. Anu Chimata (dial 34863) to come meet you. Participants will be given a temporary United Nations **grounds pass, which is required at all times to enter the building**. Please fill in the registration form (on the last page of this document) and give it to one of the meeting organizers at the beginning of the meeting.

### **Contact information**

Meeting organizers:

Ms. Mary Jane Holupka, DC2-1616; Phone: (212) 963 4578; Fax: (212) 963 4569; Email: [holupka@un.org](mailto:holupka@un.org)

Ms. Iliana Vaca-Trigo, DC2-1610; Phone: (212) 963 9266; Fax: (212) 963 4569; Email: [vaca-trigo@un.org](mailto:vaca-trigo@un.org)

Mr. Andrew Campbell (assistant) Phone: (212) 963 6782

Ms. Anu Chimata (assistant) Phone: (212) 963 4863

Participants whose travel has been funded by UNSD should contact:

Ms. Wailan Wu; DC2 - 1657B; Phone: (212) 963 0376; Fax: (212) 963 9851; Email: [wu16@un.org](mailto:wu16@un.org)

To call from the lobby of DC-2 or from anywhere inside the UN buildings, just dial 3 and the last 4 digits (e.g. 34578 for Mary Jane; 39266 for Iliana; 36782 for Andrew; 34863 for Anu; 39851 for Wailan). If you need to contact Mary Jane or Iliana during the meeting hours, please call Andrew or Anu; there is no phone in the meeting room.

### **Language of the meeting**

The meeting will be conducted in English only and all documentation will be in English.

***For participants receiving funding from UNSD***

On the first day of the meeting, “funded” participants should give Ms. Wailan Wu copies of: (1) your passport information page, (2) e-ticket and (3) boarding passes. 75% of the DSA will be paid to the eligible participants through a UN cheque. The remaining 25% of DSA and the Terminal Expense allowance must be claimed after the return trip to your country by submitting a completed F10 form (to be provided to you) with the return trip boarding passes.

***Immigration Requirements***

The official invitation letter is generally sufficient to be used as supporting documentation for visa (entry permit) requests. Please contact us should there be any issues with obtaining a visa for the purpose of attending this meeting.

## 2 New York information - hotels, airports, etc.

### **Hotels and Other Accommodations**

The meeting organizers cannot make hotel arrangements for participants. Hotel reservations and arrangements may be made by individual participants (or their missions to the United Nations if applicable) at hotels of their own choice. The American Express Travel agents at the United Nations may also be able to assist you (Telephone +1 212 963 6280); inform them that you are attending this meeting. Contact details for missions can be found at [www.un.org/Overview/missions.htm](http://www.un.org/Overview/missions.htm). Please note that the UN General Assembly will be in session at the time of the meeting, so many hotels in the area may already be booked - please reserve as soon as possible.

A list of hotels in Manhattan is provided, with estimated price ranges (all subject to change at any time). Please note that a credit card is normally required to make a reservation.

Several popular web sites for hotels are : [www.expedia.com](http://www.expedia.com) , [www.hotels.com](http://www.hotels.com) , [www.orbitz.com](http://www.orbitz.com)

### **Hotels in Manhattan and the vicinity of the United Nations**

Please refer to the [attachment](#).

### **Airports**

The 3 major airports serving New York City 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/](http://www.panynj.gov/)

### **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:

**From JFK International Airport - please double-check this information; it may have changed**

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b><u>SuperShuttle Manhattan (the Blue Van)</u></b></p> <p>Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	\$17 - \$19	45 – 75 minutes (depending on traffic)	Available 24 hours.	<p>No reservation is required for trips from airports to Manhattan. Follow the signs to the Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone.</p> <p>24-48 hours reservations required for return service.</p>
<p><b><u>AirTrain JFK</u></b></p> <p>(www.panynj.gov/airtrain) 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:\$7.25, off-peak hrs \$5.00)</p> <p>*SingleRide ticket</p>	<p>55 minutes</p> <p>40 minutes</p>	<p>Service available 24 hrs. Air Train:4-10 minutes</p> <p>Subway:4-12 minutes.</p> <p>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><b><u>New York Airport Service Express Bus</u></b></p> <p>(1-718) 875-8200</p> <p>(http://www.panynj.gov)</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><u>Taxi</u></b></p>	<p>Flat rate \$45 plus tolls (\$4.00 each) and tips</p> <p>(10-15% is customary).</p>	40 - 60 minutes (longer at peak hours).	Available 24 hours a day.	Follow the signs to Taxi Stands in front of terminals.

**From Newark Liberty International Airport** please double-check this information; it may have changed

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b><u>AirTrain Newark</u></b></p> <p>(<a href="http://www.panynj.gov/airtrainnewark/what.index.html">http://www.panynj.gov/airtrainnewark/what.index.html</a>)</p> <p>1-800-AIR RIDE Connection with NJTransit (<a href="http://www.njtransit.com">www.njtransit.com</a>)</p> <p>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.</p> <p>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>SuperShuttle Manhattan</u></b></p> <p>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 trips from the Airport to Manhattan. Follow the signs to the Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone.</p> <p>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%).</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: please double-check this information; it may have changed**

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>	\$12 - \$15	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.	<p>No reservation is required for trips from the Airport to Manhattan. Follow the signs to the Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone.</p> <p>24-48 hours reservations required for return service.</p>
<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://mta.info/> are a convenient way to get around Manhattan. A **Metro Card**, valid for subways and buses, can be purchased at subway stations.

\* The cost of a SingleRide ticket is \$2.50. Sold at vending machines only.

**Pay-Per-Ride MetroCard:** Buy as many rides as you want from \$4.50 to \$80\*. Put \$10 or more on your card and receive a 7 percent bonus. For example, a \$20 purchase gives you \$21.40 on your card. Refill your card to use the balance. You get an automatic free transfer between subway and bus, or between buses.

**7-Day Unlimited Ride Metro Card: \$29.00** Good for unlimited subway and local bus rides until midnight, 7 days from day of first use.

**Yellow Taxi cabs** are readily available around Manhattan. Taxis are a safe alternative for late night travel. Do not take taxis without meters (illegal taxis). If paying by cash, 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 meter is required to be engaged or "hired" when a taxicab is occupied by anyone in addition to the driver. The rates for taxis are as follows:

Initial fare upon entry.....	\$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.

[http://www.ny.com/frame?url=http://www.nyc.gov/html/tlc/html/passenger/taxicab\\_rate.shtml](http://www.ny.com/frame?url=http://www.nyc.gov/html/tlc/html/passenger/taxicab_rate.shtml)

## Money

The majority of ATM (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.

### ***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.worldtimeserver.com/convert\\_time\\_in\\_US-NY.aspx](http://www.worldtimeserver.com/convert_time_in_US-NY.aspx)

### ***Weather***

To check for current weather conditions 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)

### 3 Registration Form - Expert Group Meeting on NQAF

<b>REGISTRATION FORM</b>	
<b>NAME:</b>	
<b>TITLE:</b>	
<b>ORGANIZATION:</b>	
<b>email</b>	
<b>ACCOMMODATION IN NEW YORK</b>	
<b>NAME OF HOTEL:</b>	
<b>CHECK IN DATE:</b>	
<b>CHECK OUT DATE:</b>	
<b>ADDRESS &amp; CONTACT</b>	
<b>Phone NUMBERS<sup>1</sup></b>	

*Please submit this Registration Form to meeting staff.*

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