



# **NEW YORK RESOURCE GUIDE**

**UNITED NATIONS STATISTICS DIVISION**

**28<sup>TH</sup> SESSION UNITED NATIONS  
GROUP OF EXPERTS  
ON GEOGRAPHICAL NAMES**

## 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 **28<sup>th</sup> session of the UN Group of Experts on Geographical Names** and the side events.

We would appreciate any comments or suggestions that you have on how to improve these.

### ADMINISTRATIVE ARRANGEMENTS FOR THE MEETINGS

#### Meeting Details

Date: **28 April to 2 May 2014**  
Venue: United Nations Headquarters in Conference Room 2, in the Conference Building. (Delegates enter at 43<sup>rd</sup> Street and First Avenue, and participants and NGO's with a day pass enter at 47<sup>th</sup> Street)  
Times: 10:00 am – 1:00 pm  
3:00 pm – 6:00 pm

**The opening session will start at 10:30 a.m.** and on subsequent days the meeting will start at 10:00 a.m.

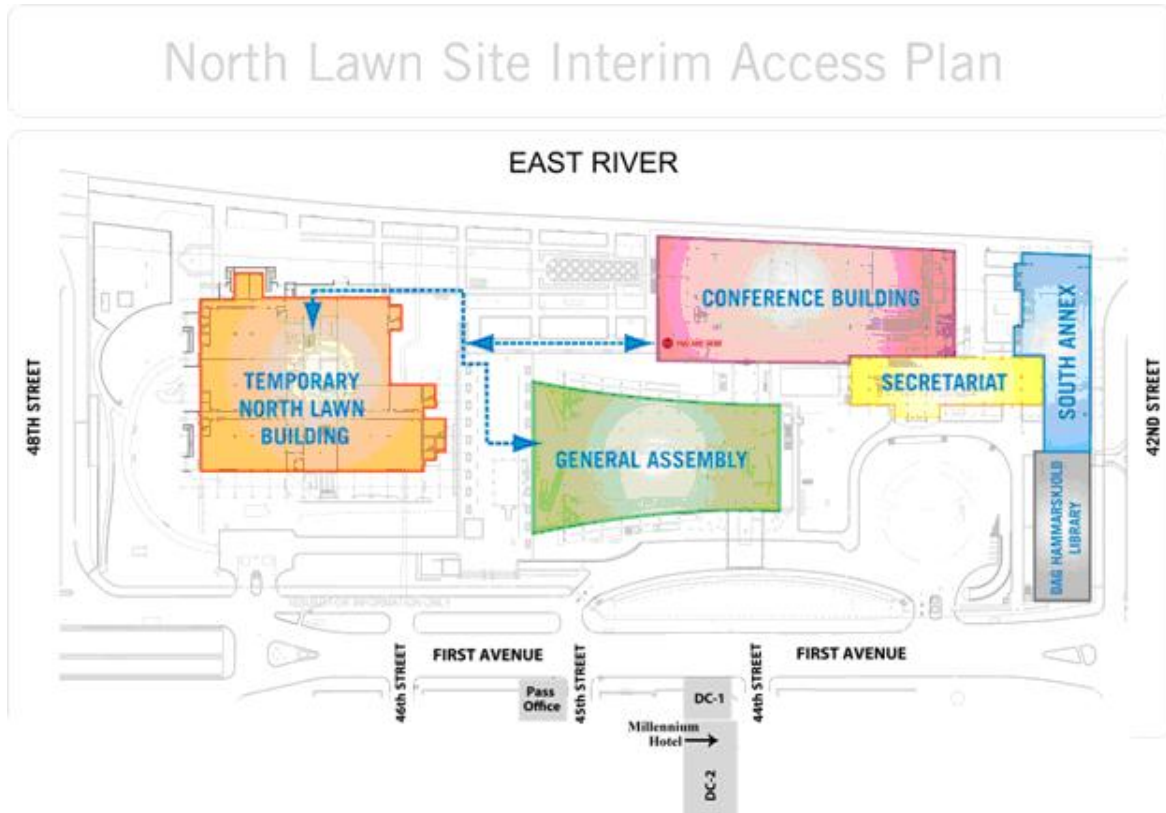
#### Identification Badges and Grounds Passes

We would like to remind you that you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to advise the Secretary-General in writing of your intention to participate in the meetings and provide the name(s) of all the members of your delegation. You can find the contact information for your Permanent Mission on the following website: <<http://www.un.org/en/members/>>. Once your mission has informed the Secretary-General, they will then request a grounds pass to the United Nations premises for you.

For representatives from UN agencies, official nominations can be sent directly to our Office (see contact details above). You may use your UN Laissez-Passer to facility entrance to the UN premises or request your representative office in New York to make arrangements for your grounds pass.

For representatives from non-UN organizations, our Office will make arrangements for your grounds pass upon receipt of your official nominations from your organization.

## Map of United Nations Vicinity



### Address and Contact Numbers

Ms. Cecille Blake  
Room: DC2-1678  
Phone: (1-212) 963-5823  
Fax: (1-212) 963-9851  
Email: [blake1@un.org](mailto:blake1@un.org)

Ms. Vilma Frani  
Room: DC2-1664B  
Phone: (1-917) 367-2903  
Fax: (1-212) 963-9851  
Email: [frani@un.org](mailto:frani@un.org)

## Working Language(s) of the Meetings

The 28th **Session of the United Nations Group of Experts on Geographical Names** will be conducted in Arabic, Chinese, English, French, Russian and Spanish and all official documentation will be in the six UN official languages.

All the other meetings (side events) will be conducted in English only.

## 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 notification 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** (<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 hotel 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. Participants can also contact your country's Mission to the United Nations which may be able to assist you (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.

Below is the list of hotels located in the vicinity of the United Nations.

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)

NEW YORK RESOURCE GUIDE  
 UNITED NATIONS STATISTICS DIVISION

| HOTEL NAME                    | HOTEL ADDRESS                                       | TELEPHONE NO. |
|-------------------------------|---|---------------|
| Affinia                       | 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  |
| Algonquin                     | 59 West 44 <sup>th</sup> Street                     | 212-840-6800  |
| Ambassador                    | 140 East 63 <sup>rd</sup> Street                    | 212-838-5700  |
| Amsterdam Court               | 226 West 50 <sup>th</sup> Street                    | 212-459-1000  |
| Beekman Hotel                 | 3 Mitchell Place                                    | 212-355-7300  |
| Benjamin                      | 125 East 50 <sup>th</sup> Street                    | 212-753-2700  |
| Bentley                       | 500 East 62 <sup>nd</sup> Street                    | 212-644-6000  |
| Crown Plaza Hotel             | 304 East 42 <sup>nd</sup> Street                    | 212-986-8800  |
| D/Tree Metropolitan           | 569 Lexington Avenue<br>and 53 <sup>rd</sup> Street | 212-752-7000  |
| 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                   | 141 East 44 <sup>th</sup> Street                    | 212-784-2520  |
| Grand Hyatt New York          | 42nd - Park Avenue                                  | 212-883-1234  |
| Hemsley Middle Town           | 148 East 48 <sup>th</sup> Street                    | 212-755-3000  |
| Hemsley New York              | 212 East 42 <sup>nd</sup> Street                    | 212-490-8900  |
| Hemsley Park Lane             | 36 Central  | 212-521-6239  |
| Hilton Manhattan East         | 304 East 42 <sup>nd</sup> Street                    | 212-986-8800  |
| Marcel                        | 201 East 24th Street and<br>3rd Avenue              | 212-696-3800  |
| Melrose Hotel                 | 140 East 63 <sup>rd</sup> Street                    | 212-838-5700  |
| Millenium Un Plaza            | 1 Un Plaza  | 212-758-1234  |
| Moderine                      | 243 West 55 <sup>th</sup> Street                    | 212-397-6767  |
| Paramount Hotel               | 235 West 46 <sup>th</sup> Street                    | 212-764-5500  |
| Pod Hotel                     | 230 E 51 <sup>st</sup> Street                       | 212-755-5029  |
| Radisson Lexington            | 511 Lexington Avenue                                | 212-755-4400  |
| Roger Smith                   | 501 Lexington Avenue                                | 212-755-1400  |
| Shelburne Murray Hill         | 303 Lexington Avenue                                | 212-689-5200  |
| Southgate Tower Hotel         | 371 7 <sup>th</sup> Avenue                          | 212-563-1800  |
| Surrey Hotel                  | 20 East 76 <sup>th</sup> Street                     | 212-288-3700  |
| Warwick                       | 65 West 54 <sup>th</sup> Street                     | 212-247-2700  |
| Dylan Hotel                   | 52 East 44 <sup>th</sup> Street                     | 212-338-0500  |
| The Alex                      | 205 East 45 <sup>th</sup> Street                    | 212-867-5100  |
| Dream Hotel                   | 210 West 55 <sup>th</sup> Street                    | 212-247-2000  |
| 70 Park Avenue -Kempton Hotel | 70 Park Avenue                                      | 212-973-2400  |
| Roosevelt Hotel               | 45 East 45H Street at<br>Madison Avenue             | 212-661-9600  |

**A GUIDE TO FOOD IN THE UNITED NATIONS COMPLEX AND  
 NEIGHBOURHOOD**

| <b>Snacks / Cafés / Delicatessens</b>   | <b>Restaurants</b>  |
|---|---|
| Café Austria<br>Temporary North Lawn Building, 2 <sup>nd</sup> Floor<br>United Nations<br>1 <sup>st</sup> Avenue at 47 <sup>th</sup> St.<br><b>Hours: M-F: 8am-6pm</b>  | East Japanese Restaurant<br>210 E 44th St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>212) 687-5075  |
| DC1 Cafeteria<br>One UN Plaza, 3 <sup>rd</sup> Floor<br>1 <sup>st</sup> Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> St.<br><b>Hours: M-F: 8am-4pm</b><br><b>(Closed temporarily for renovation)</b>  | Dean's Family Style Restaurant and Pizzeria<br>801 2 <sup>nd</sup> Avenue between 42 <sup>nd</sup> and 43 <sup>rd</sup> St.<br>(212) 878-9600                                       |
| UNICEF Café<br>Three UN Plaza, 1 <sup>st</sup> Floor<br>44 <sup>th</sup> St. between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue<br><b>Hours: M-F: 8:30am-4:30pm</b><br><b>(Closed temporarily for renovation)</b>   | Keats (Irish Pub)<br>2 <sup>nd</sup> Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> St.<br>(212) 682-5490   |
| United Nations Secretariat Main Cafeteria<br>United Nations Secretariat Building 1 <sup>st</sup> floor<br>46 <sup>th</sup> Street and 1 <sup>st</sup> Ave<br><b>Hours: M-F</b><br><b>Breakfast 8:00AM- 10:00AM</b><br><b>Lunch 11:00AM - 2:30PM</b><br><b>Snacks 2:30PM- 4:00PM</b> | Sushi Yasuda (Japanese)<br>204 E 43 <sup>rd</sup> St between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>(212) 972-1001   |
| United Nations delegates dinner room<br>1 <sup>st</sup> floor of the Secretariat Building (left of the Main Cafeteria)<br><b>Hours: M-F from 11:30 a.m. to 2:30 p.m.</b>  | Aburiya Kinnosuke (Japanese)<br>213 E 45 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>(212) 867-5454   |
| Shih Lee's Chinese Eatery<br>311 W. 45 <sup>th</sup> between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue   | Ali Baba's Terrace (Turkish)<br>862 2 <sup>nd</sup> Avenue at 46 <sup>th</sup> St.<br>(212) 888-8622  |
| John's Coffee Shop<br>823 2 <sup>nd</sup> Avenue at 44 <sup>th</sup> St.  | Pheonix Garden (Chinese)<br>242 E. 40 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>212-983-6666  |
| Pizza Rustica<br>817 2 <sup>nd</sup> Avenue between 43 <sup>rd</sup> and 44 <sup>th</sup> St.   | Sparks Steak House<br>210 E 46 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue<br>(212) 687-4855   |
| Amish Market<br>45 <sup>th</sup> St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue   | Grand Central Oyster Bar<br>98 E at 42 <sup>nd</sup> St. at Grand Central Terminal<br>Enter at Vanderbilt Avenue between 42 <sup>nd</sup> and 43 <sup>rd</sup> St<br>(212) 490-6650 |
| Garden Plaza<br>303 E 44 <sup>th</sup> St. between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue<br>(212)338-9604  | The Palm<br>2 <sup>nd</sup> Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> St.<br>(212).687-2953  |

## 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><u>AirTrain JFK</u></b><br/>                     (www.panynj.gov/airports/jfk-airtrain.html)</p> <p>Connection with NYC subway<br/>                     (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:\$8.75, off-peak hrs \$6.25)</p> | <p>55 minutes</p> <p>40 minutes</p>                                     | <p>Service available 24 hrs.<br/>                     Air Train:4-10 minutes<br/>                     Subway:4-12 minutes.<br/>                     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><br/>                     (1-718) 875-8200<br/>                     (http://www.nyairportservice.com)</p>   | <p>\$15</p>  | <p>45 - 65 minutes<br/>                     ( longer at peak hours)</p> | <p>Every 15-30 minutes<br/>                     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)<br/>                     Transfer available to hotels between E. 27th and E. 63rd Streets.</p>   |
| <p><b><u>SuperShuttle Manhattan</u></b><br/>                     Shared door to door minibus<br/>                     1-800-258-3826<br/>                     (www.supershuttle.com)</p>   | <p>\$ 23</p>   | <p>45 – 75 minutes<br/>                     (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 \$52 plus tolls and tips (10-15% is customary).</p>   | <p>40 - 60 minutes<br/>                     (longer at peak hours).</p> | <p>Available 24 hours a day.</p>   | <p>Follow the signs to Taxi Stands in front of terminals.</p>   |

FROM NEWARK INTERNATIONAL AIRPORT:

| Service   | Fare  | Estimated Time of Arrival                      | Frequency  | Notes  |
|---|---|--|--|--|
| <p><b><u>AirTrain Newark</u></b><br/>                     (<a href="http://www.panynj.gov/airtrainnewark/what.index.html">http://www.panynj.gov/airtrainnewark/what.index.html</a>)<br/>                     1-800-AIR RIDE</p> <p>Connection with NJTransit (<a href="http://www.njtransit.com">www.njtransit.com</a>)<br/>                     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.<br/>                     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><br/>                     1-877- 8-NEWARK<br/>                     1-877 863-9275<br/>                     (<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<br/>                     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><br/>                     Shared door to door minibus<br/>                     1-800-258-3826<br/>                     (<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<br/>                     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.<br/>                     24-48 hours reservations required for return service.</p> |
| <p><b><u>Taxi</u></b></p>   | <p>Flat rate ranging from \$50 plus tolls 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><br/>                     (1-718) 875-8200<br/>                     (<a href="http://www.nyairportservice.com">http://www.nyairportservice.com</a>)</p>                       | <p>\$12</p>   | <p>30 - 45 minutes,<br/>                     ( longer at peak hours)</p> | <p>Every 20-30 minutes<br/>                     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><br/>                     Shared door to door minibus<br/>                     1-800-258-3826<br/>                     (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p> | <p>\$15 - \$19</p>  | <p>45 – 75 minutes<br/>                     (depending on traffic)</p>   | <p>Available on demand<br/>                     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 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<br/>                     (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** (<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 \$29.00 (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

### 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)

Grand Central Station

450 Lexington Ave.

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 <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>