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 28th 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 43rd Street and First Avenue, and participants and NGO’s with a day pass enter at 47th 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

Ms. Vilma Frani
Room: DC2-1664B
Phone: (1-917) 367-2903
Fax: (1-212) 963-9851
Email: 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), 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), 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. 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
www.hotels.com
www.orbitz.com
<table>
<thead>
<tr>
<th>HOTEL NAME</th>
<th>HOTEL ADDRESS</th>
<th>TELEPHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affinia</td>
<td>155 East 50th Street</td>
<td>212-751-5710</td>
</tr>
<tr>
<td>Affinia Dumont</td>
<td>150th West 34th Street</td>
<td>212-481-7600</td>
</tr>
<tr>
<td>Algonquin</td>
<td>59 West 44th Street</td>
<td>212-840-6800</td>
</tr>
<tr>
<td>Ambassador</td>
<td>140 East 63rd Street</td>
<td>212-838-5700</td>
</tr>
<tr>
<td>Amsterdam Court</td>
<td>226 West 50th Street</td>
<td>212-459-1000</td>
</tr>
<tr>
<td>Beekman Hotel</td>
<td>3 Mitchell Place</td>
<td>212-355-7300</td>
</tr>
<tr>
<td>Benjamin</td>
<td>125 East 50th Street</td>
<td>212-753-2700</td>
</tr>
<tr>
<td>Bentley</td>
<td>500 East 62nd Street</td>
<td>212-644-6000</td>
</tr>
<tr>
<td>Crown Plaza Hotel</td>
<td>304 East 42nd Street</td>
<td>212-986-8800</td>
</tr>
<tr>
<td>D/Tree Metropolitan</td>
<td>569 Lexington Avenue and 53rd Street</td>
<td>212-752-7000</td>
</tr>
<tr>
<td>Eastgate Tower Hotel</td>
<td>222 East 39th Street</td>
<td>212-687-8000</td>
</tr>
<tr>
<td>Envoy Club</td>
<td>377 East 33rd Street</td>
<td>212-481-4600</td>
</tr>
<tr>
<td>Fitzpatrick</td>
<td>141 East 44th Street</td>
<td>212-784-2520</td>
</tr>
<tr>
<td>Grand Hyatt New York</td>
<td>42nd - Park Avenue</td>
<td>212-883-1234</td>
</tr>
<tr>
<td>Hemsley Middle Town</td>
<td>148 East 48th Street</td>
<td>212-755-3000</td>
</tr>
<tr>
<td>Hemsley New York</td>
<td>212 East 42nd Street</td>
<td>212-490-8900</td>
</tr>
<tr>
<td>Hemsley Park Lane</td>
<td>36 Central</td>
<td>212-521-6239</td>
</tr>
<tr>
<td>Hilton Manhattan East</td>
<td>304 East 42nd Street</td>
<td>212-986-8800</td>
</tr>
<tr>
<td>Marcel</td>
<td>201 East 24th Street and 3rd Avenue</td>
<td>212-696-3800</td>
</tr>
<tr>
<td>Melrose Hotel</td>
<td>140 East 63rd Street</td>
<td>212-838-5700</td>
</tr>
<tr>
<td>Millenium Un Plaza</td>
<td>1 Un Plaza</td>
<td>212-758-1234</td>
</tr>
<tr>
<td>Moderine</td>
<td>243 West 55th Street</td>
<td>212-397-6767</td>
</tr>
<tr>
<td>Paramount Hotel</td>
<td>235 West 46th Street</td>
<td>212-764-5500</td>
</tr>
<tr>
<td>Pod Hotel</td>
<td>230 E 51st Street</td>
<td>212-755-5029</td>
</tr>
<tr>
<td>Radisson Lexington</td>
<td>511 Lexington Avenue</td>
<td>212-755-4400</td>
</tr>
<tr>
<td>Roger Smith</td>
<td>501 Lexington Avenue</td>
<td>212-755-1400</td>
</tr>
<tr>
<td>Shelburne Murray Hill</td>
<td>303 Lexington Avenue</td>
<td>212-689-5200</td>
</tr>
<tr>
<td>Southgate Tower Hotel</td>
<td>371 7th Avenue</td>
<td>212-563-1800</td>
</tr>
<tr>
<td>Surrey Hotel</td>
<td>20 East 76th Street</td>
<td>212-288-3700</td>
</tr>
<tr>
<td>Warwick</td>
<td>65 West 54th Street</td>
<td>212-247-2700</td>
</tr>
<tr>
<td>Dylan Hotel</td>
<td>52 East 44th Street</td>
<td>212-338-0500</td>
</tr>
<tr>
<td>The Alex</td>
<td>205 East 45th Street</td>
<td>212-867-5100</td>
</tr>
<tr>
<td>Dream Hotel</td>
<td>210 West 55th Street</td>
<td>212-247-2000</td>
</tr>
<tr>
<td>70 Park Avenue -Kempton Hotel</td>
<td>70 Park Avenue</td>
<td>212-973-2400</td>
</tr>
<tr>
<td>Roosevelt Hotel</td>
<td>45 East 45H Street at Madison Avenue</td>
<td>212-661-9600</td>
</tr>
</tbody>
</table>
A GUIDE TO FOOD IN THE UNITED NATIONS COMPLEX AND NEIGHBOURHOOD

<table>
<thead>
<tr>
<th><strong>Snacks / Cafés / Delicatessens</strong></th>
<th><strong>Restaurants</strong></th>
</tr>
</thead>
</table>
| Café Austria                      | East Japanese Restaurant  
Temporary North Lawn Building, 2nd Floor  
United Nations 1st Avenue at 47th St.  
**Hours**: M-F: 8am-6pm |
| DC1 Cafeteria                     | Dean's Family Style Restaurant and Pizzeria  
One UN Plaza, 3rd Floor  
1st Avenue between 44th and 45th St.  
**Hours**: M-F: 8am-4pm  
(Closed temporarily for renovation) |
| UNICEF Café                       | Keats (Irish Pub)  
Three UN Plaza, 1st Floor  
44th St. between 1st and 2nd Avenue  
**Hours**: M-F: 8:30am-4:30pm  
(Closed temporarily for renovation) |
| United Nations Secretariat Main Cafeteria  
United Nations Secretariat Building 1st floor  
46th Street and 1st Ave  
**Hours**: M-F  
Breakfast 8:00AM - 10:00AM  
Lunch 11:00AM - 2:30PM  
Snacks 2:30PM - 4:00PM |
| United Nations delegates dinner room  
1st floor of the Secretariat Building (left of the Main Cafeteria)  
**Hours**: M-F from 11:30 a.m. to 2:30 p.m. |
| Shih Lee’s Chinese Eatery          | Aburiya Kinmosuke (Japanese)  
311 W. 45th between 1st and 2nd Avenue  
**Hours**: M-F |
| John’s Coffee Shop                 | Ali Baba’s Terrace (Turkish)  
823 2nd Avenue at 44th St.  
**Hours**: M-F |
| Pizza Rustica                     | Pheonix Garden (Chinese)  
817 2nd Avenue between 43rd and 44th St.  
**Hours**: M-F |
| Amish Market                      | Sparks Steak House  
45th St. between 2nd and 3rd Avenue  
210 E 44th St. between 2nd and 3rd Avenue  
212) 687-5075 |
| Garden Plaza                      | The Palm  
303 E 44th St. between 1st and 2nd Avenue  
(212)338-9604  
**Hours**: M-F |
| Ali Baba’s Terrace (Turkish)      | 2nd Avenue between 44th and 45th St.  
(212) 682-5490 |
| Sushi Yasuda (Japanese)           | 204 E 43rd St between 2nd and 3rd Avenue  
(212) 972-1001 |
| Keats (Irish Pub)                 | 2nd Avenue between 44th and 45th St.  
(212) 682-5490 |
| United Nations Secretariat Main Cafeteria  
United Nations Secretariat Building 1st floor  
46th Street and 1st Ave  
**Hours**: M-F  
Breakfast 8:00AM - 10:00AM  
Lunch 11:00AM - 2:30PM  
Snacks 2:30PM - 4:00PM |
| United Nations delegates dinner room  
1st floor of the Secretariat Building (left of the Main Cafeteria)  
**Hours**: M-F from 11:30 a.m. to 2:30 p.m. |
| Shih Lee’s Chinese Eatery          | Aburiya Kinmosuke (Japanese)  
311 W. 45th between 1st and 2nd Avenue  
**Hours**: M-F |
| John’s Coffee Shop                 | Ali Baba’s Terrace (Turkish)  
823 2nd Avenue at 44th St.  
**Hours**: M-F |
| Pizza Rustica                     | Pheonix Garden (Chinese)  
817 2nd Avenue between 43rd and 44th St.  
**Hours**: M-F |
| Amish Market                      | Sparks Steak House  
45th St. between 2nd and 3rd Avenue  
210 E 44th St. between 2nd and 3rd Avenue  
212) 687-5075 |
| Garden Plaza                      | The Palm  
303 E 44th St. between 1st and 2nd Avenue  
(212)338-9604  
**Hours**: M-F |
| Ali Baba’s Terrace (Turkish)      | 2nd Avenue between 44th and 45th St.  
(212) 682-5490 |
| Sushi Yasuda (Japanese)           | 204 E 43rd St between 2nd and 3rd Avenue  
(212) 972-1001 |
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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fare</th>
<th>Estimated Time of Arrival</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AirTrain JFK</td>
<td>$5 Enter/Exit Fare + Subway Fare ($2.50)</td>
<td>55 minutes</td>
<td>Service available 24 hrs.</td>
<td>Connect to “E” subway train/LIRR at ‘Jamaica Station’. Use pay-per-ride Metrocard is required to ride Air Train.</td>
</tr>
<tr>
<td>(<a href="http://www.panynj.gov/airports/jfk-airtrain.html">www.panynj.gov/airports/jfk-airtrain.html</a>)</td>
<td>$5 Enter/Exit Fare + Train Fare (Peak hrs:$8.75, off-peak hrs $6.25)</td>
<td>40 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York Airport Service Express Bus</td>
<td>$15</td>
<td>45 - 65 minutes (later at peak hours)</td>
<td>Every 15-30 minutes 6:15 a.m. - 11:10 p.m.</td>
<td>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.</td>
</tr>
<tr>
<td>(1-718) 875-8200</td>
<td>(<a href="http://www.nyairportservice.com">http://www.nyairportservice.com</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SuperShuttle Manhattan</td>
<td>$23</td>
<td>45 – 75 minutes (depending on traffic)</td>
<td>Available 24 hours.</td>
<td>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.</td>
</tr>
<tr>
<td>Shared door to door minibus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-800-258-3826</td>
<td>(<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>Flat rate $52 plus tolls and tips (10-15% is customary)</td>
<td>40 - 60 minutes (later at peak hours.)</td>
<td>Available 24 hours a day.</td>
<td>Follow the signs to Taxi Stands in front of terminals.</td>
</tr>
</tbody>
</table>
### FROM NEWARK INTERNATIONAL AIRPORT:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fare</th>
<th>Estimated Time of Arrival</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AirTrain Newark</strong></td>
<td>$5 + NJ Transit Fare ($6.55)</td>
<td>40 minutes</td>
<td>Air Train: 8-12 minutes. Available 24 hours.</td>
<td>Take Air Train to ‘Newark Int’l Airport Station’ and transfer the NJ Transit Trains to New York Penn Station.</td>
</tr>
<tr>
<td>(<a href="http://www.panynj.gov/airtrainnewark/what.index.html">http://www.panynj.gov/airtrainnewark/what.index.html</a>) 1-800-AIR RIDE</td>
<td>Connection with NJTransit (<a href="http://www.njtransit.com">www.njtransit.com</a>) 1-800-772-2222 or (973) 762-5100</td>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td><strong>Olympia Airport Express</strong></td>
<td>$25 round-trip or $15 one-way. $16 one-way transfers to hotels via Grand Central Station.</td>
<td>30 - 60 minutes (longer at peak hours)</td>
<td>Every 20-30 minutes 4:00 a.m. - 11:00 p.m.</td>
<td>Drop off service to Grand Central Terminal (120 E. 41st St, between Park and Lexington Ave.), Port Authority (E. 42nd St and 8th Ave) or Penn Station (W. 34th st and 8th Ave)</td>
</tr>
<tr>
<td>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>)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SuperShuttle Manhattan</strong></td>
<td>$23</td>
<td>30 – 60 minutes (longer at peak hours)</td>
<td>Available on demand 24 hours.</td>
<td>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.</td>
</tr>
<tr>
<td>Shared door to door minibus 1-800-258-3826 (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Taxi</strong></td>
<td>Flat rate ranging from $50 plus tolls and tips (10-15% is customary).</td>
<td>40 minutes (longer at peak hours).</td>
<td>Available during flight hours.</td>
<td>Follow the signs to Taxi Stands outside arrival areas.</td>
</tr>
</tbody>
</table>
### FROM LA GUARDIA AIRPORT:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fare</th>
<th>Estimated Time of Arrival</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New York Airport Service</strong></td>
<td>$12</td>
<td>30 - 45 minutes, (longer at peak hours)</td>
<td>Every 20-30 minutes 7:00 a.m. - 11:00 p.m.</td>
<td>Grand Central Terminal (Vanderbilt Ave. and E. 42nd Streets) Transfer available to hotels between E. 31st and E. 59th Streets.</td>
</tr>
<tr>
<td>Express Bus</td>
<td>(1-718) 875-8200 (<a href="http://www.nyairportservice.com">http://www.nyairportservice.com</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SuperShuttle Manhattan</td>
<td>$15 - $19</td>
<td>45 – 75 minutes (depending on traffic)</td>
<td>Available on demand 7:00 a.m. - 11:30 p.m.</td>
<td>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.</td>
</tr>
<tr>
<td>Shared door to door minibus</td>
<td>1-800-258-3826 (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>$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.</td>
<td>20 - 30 minutes (longer at peak hours).</td>
<td>Available during flight hours.</td>
<td>Follow the signs to Taxi Stands in front of terminals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LOCAL TRANSPORTATION

Subway and buses ([http://www.mta.info/](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)
1st Avenue (between E. 45th & E. 46th 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