



## INFORMATION FOR PARTICIPANTS

Updated 20 October 2016

### TIME AND VENUE OF THE MEETING

The United Nations Headquarters is located on 1st Avenue between 42nd and 48th Streets in New York, NY 10017. The meeting will take place in the **DC-2 Building, located at Two United Nations Plaza on 44<sup>th</sup> street between the 1<sup>st</sup> and 2<sup>nd</sup> Avenues**, on the 19<sup>th</sup> Floor (room DC2-1949).

The opening session starts at 9 a.m. on Thursday, 3 November. Registration of participants is from 8.45 a.m. of the same day (please refer to the Organization of work for the detailed time schedule). Non-United Nations participants **will be given temporary ground passes prior to registration**.

### TEMPORARY PASSES FOR NON-UNITED NATIONS PARTICIPANTS

Participants will be met in the lobby of the **DC-2 Building**, located at Two United Nations Plaza on **44th Street (323 East) between 1st and 2nd Avenues on 3 November (Thursday) between 8 to 8.45 a.m.** by one of our staff members who will give them a temporary United Nations grounds pass. A grounds pass is required at all times to enter the United Nations buildings. Please, visit: <http://visit.un.org/content/location> and map of [United Nations locations in New York City](#) (see light blue icon #3).

### BIOS

If your name is listed on the programme, please send a brief biographical note (150 words maximum) to Mr. Victor Gaigbe-Togbe (gaigbe-togbe@un.org) cc Ms. Donna Culpepper (culpepper@un.org), no later than 28 October.

### WORKING LANGUAGE OF THE MEETING

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

### IMMIGRATION REQUIREMENTS

Participants coming from abroad should contact their nearest United States of America embassy or consulate 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 meeting.

### FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

Where participation costs are borne by the United Nations Population Division (UNPD), the UNPD will provide a daily subsistence allowance (DSA) for the duration of the meeting, at the prevailing United Nations rate for New York. DSA shall be used for accommodation, meals and incidental costs during the meeting. Terminal Expenses and travel will be provided as well, where applicable.

**Please bring a copy of your passport, the original ticket and the original boarding pass (first part of the trip) on the first day of the meeting.** The DSA and Terminal Expenses will be transferred to the bank account of the participants upon presentation of the respective documents.

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

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

### **HOTEL RESERVATION**

Participants are requested to make their own arrangements for accommodation during the meeting (please refer to the list provided on page four). Some hotels may offer special rates. Upon your arrival to the hotel, you may be requested to show a copy of the invitation letter to the meeting or your temporary ID card/pass in order to receive the special United Nations rates.

### **LUGGAGE**

Participants are no longer allowed to bring luggage into the Secretariat building. Participants should therefore make arrangements with their respective hotels if they need to store their luggage.

### **CONFIRMATION OF RETURN FLIGHTS**

Please contact the airline directly to reconfirm your flight.

### **TIME ZONING AND WEATHER**

For the time difference between New York and your country, please refer to <http://www.timeanddate.com/worldclock/>

To check for current weather condition in New York, please refer to <http://www.cnn.com/WEATHER/>

### **CONTACT INFORMATION**

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E-mail: [gaigbe-togbe@un.org](mailto:gaigbe-togbe@un.org)

As organizers may be difficult to reach during the meeting, you may also contact the:

Office of the Director  
Population Division, United Nations  
Room DC2-1950, New York, NY 10017, USA  
Tel: 212-963-3209  
Fax: 212-963-2147

**HOTELS**

Below is a list of hotels located near the United Nations Headquarters in New York. You can also use some popular websites for hotels such as: [www.expedia.com](http://www.expedia.com), [www.hotels.com](http://www.hotels.com), [www.orbitz.com](http://www.orbitz.com).

<b>Hotel</b>	<b>Address</b>	<b>Telephone #</b>
Affinia	155 East 50th Street	212-751-5710
Affinia Dumont	150th West 34th Street	212-481-7600
Algonquin	59 West 44th Street	212-840-6800
Ambassador	140 East 63rd Street	212-838-5700
Ameritania Hotel	230 West 54th Street	212-247-5000
Amsterdam Court	226 West 50th Street	212-459-1000
Beekman Hotel	3 Mitchell Place	212-355-7300
Benjamin	125 East 50th Street	212-753-2700
Bentley	500 East 62nd Street	212-644-6000
Crown Plaza Hotel	304 East 42nd Street	212-986-8800
Double Tree Metropolitan	569 Lexington Avenue	212-752-7000
Eastgate Tower Hotel	222 East 39th Street	212-687-8000
Envoy Club	377 East 33rd Street	212-481-4600
Fitzpatrick	141 East 44th Street	212-784-2520
Grand Hyatt New York	109 E 42nd Street	212-883-1234
Hemsley Middle Town	148 East 48th Street	212-755-3000
Hemsley New York	212 East 42nd Street	212-490-8900
Hemsley Park Lane	36 Central Park S	212-521-6239
Hilton Manhattan(Tudor)	304 East 42nd Street	212-986-8800
Marriott East Side	525 Lexington Avenue	212-755-4000
Marriott Courtyard	866 Third Avenue	212-644-1300
Marcel	201 East 24th Street	212-696-3800
Melrose Hotel	140 East 63rd Street	212-838-5700
Millennium Un Plaza	1 UN Plaza	212-758-1234
Moderine	243 West 55th Street	212-397-6767
Paramount Hotel	235 West 46th Street	212-764-5500
Renaissance New York Hotel 57	130 East 57th Street	212-753-8841
Radisson Lexington	511 Lexington Avenue	212-755-4400
Roosevelt Hotel	45 East 45th Street	212-661-9600
Roger Smith	501 Lexington Avenue	212-755-1400
Shelburne Murray Hill	303 Lexington Avenue	212-689-5200
Southgate Tower Hotel	371 Seventh Avenue	212-563-1800
Surrey Hotel	20 East 76th Street	212-288-3700
Warwick	65 West 54th Street	212-247-2700
Dylan Hotel	52 East 44th Street	212-338-0500
The Alex	205 East 45th Street	212-867-5100
The Pod Hotel	230 East 51st Street	212-755-5029
70 Park Avenue -Kempton Hotel	70 Park Avenue	212-973-2400