

**SIXTEENTH COORDINATION MEETING  
ON INTERNATIONAL MIGRATION**

**United Nations, New York  
15-16 February 2018**

*Information for participants*

**Time and venue of the meeting**

The meeting will take place at United Nations Headquarters in New York. The meeting will be held in the Trusteeship Council of the Conference Building in the 15<sup>th</sup>, in conference room 5 in the morning of the 16<sup>th</sup> and in Conference Room 3 in the afternoon of the 16<sup>th</sup>, in the Conference Building. The Conference Building is located in the United Nations Headquarters. Please check conference room monitors and the Journal (<http://www.un.org/Docs/journal/En/lateste.pdf>) for any last minute changes of venue.

**Temporary passes for non-United Nations participants**

Persons without a valid United Nations grounds pass or a United Nations Laissez Passer are required to come to the lobby of the DC-2 Building, located at Two United Nations Plaza, 44th Street between 1st and 2nd Avenues on 15 February 2018 (Thursday) from 9:00 am to 9:30 am in order to pick up a temporary UN grounds pass. Persons with a valid United Nations grounds pass or a United Nations Laissez Passer are required to bring these with them in order to obtain access to the meeting venue. Persons who are unable to pick up their temporary passes on Thursday from 9:00 am to 9:30 am, should contact Ms. Teresa Talo ([migrationp@un.org](mailto:migrationp@un.org)) or the Office of the Director (tel: 212-963-3209).

**Map of the United Nations vicinity**



**United Nations Headquarters**  
Visitors Entrances  
1st Avenue and 46th Street

**United Nations Population Division**  
19th Floor  
Two United Nations Plaza, DC2  
44th Street between 1st and 2nd Avenue

## **Website of the meeting**

We encourage you to regularly check the website of the meeting for papers and additional information at: <http://www.un.org/en/development/desa/population/migration/events/coordination/16/index.shtml>

## **Online registration**

To improve the efficiency of our registration process, we kindly ask you to complete the registration form available at: <https://esa.un.org/unmigration/registration.aspx>

## **Contributed papers**

Participating organizations are invited to submit a written contribution of no more than four single-spaced pages **by Friday, 9 February 2018**. In the paper, organizations are requested to (a) present recent data initiatives and research findings relevant to the implementation of the New York Declaration for Refugees and Migrants (A/71/1) and (b) summarize recent and future activities to support the implementation of the migration-related commitments of the 2030 Agenda (A/70/1). These contributions will be posted on the website of the Population Division without formal editing.

## **PowerPoint presentations**

If you have been requested to make a presentation, please send your PowerPoint presentation to Ms. Julia Ferre (migrationp@un.org) by **Friday, 9 February 2018**.

## **Working languages of the meeting**

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

## **Immigration requirements**

Participants should contact their nearest 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 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.

## **Hotel reservation**

Participants are requested to make their own arrangements for accommodation during the meeting. Below is a list of hotels located near the United Nations. Some of them 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 later your temporary ID card in order to receive the special United Nations rates. You can also use some popular websites for hotels: [www.expedia.com](http://www.expedia.com), [www.hotels.com](http://www.hotels.com), [www.orbitz.com](http://www.orbitz.com).

## **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.

## **Contact information**

Ms. Julia Ferre  
Migration Section  
Population Division, United Nations  
E-mail: [migrationp@un.org](mailto:migrationp@un.org)

During meeting hours, please 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 you can find a list of hotels in the vicinity of the UN Headquarters.

Hotel		Hotel	
(Street Address)	Phone	(Street Address)	Phone
1 ACCOR Hotels (Novotel) (226 West 52nd Street)	(212) 315-0100	17 GRAND HYATT (42nd Street / Park Avenue)	(212) 883-1234
2 AFFINIA 50 (155 East 50th Street)	(212) 751-5710	18 HELMSLEY MIDDLETOWNE (148 East 48th Street)	(212) 688-4004
3 AFFINIA DUMONT (150 West 34th Street)	(212) 481-7600	19 HELMSLEY PARK LANE (36 Central Park South)	(212) 521-6239
4 AFFINIA GARDENS (215 East 64th Street)	(212) 355-1230	20 KORMAN COMMUNITIES (123 West 44th Street)	(212) 764-5700
5 AFFINIA MANHATTAN (371 Seventh Avenue)	(212) 563-1800	21 MARCEL (201 East 24th Street)	(212) 696-3800
6 ALGONQUIN Hotel (59 West 44th Street)	(212) 840-6800	22 ONE UN New York (UN Plaza, 44th Street)	(212) 758-1234
7 AMERITANIA Hotel (230 West 54th Street)	(212) 247-5000	23 MODERNE (243 West 55th Street)	(212) 397-6767
8 AMSTERDAM COURT (226 West 50th Street)	(212) 459-1000	24 WESTIN Grand Central (212 East 42nd Street)	(212) 490-8900
9 BEEKMAN TOWER (3 Mitchell Place)	(212) 355-7300	25 PARAMOUNT Hotel (235 West 46th Street)	(212) 764-5500
10 The BENJAMIN (125 East 50th Street)	(212) 715-2500	26 PICKWICK ARMS / Pod 51 (230 East 51st Street)	(212) 355-0300
11 BENTLEY (500 East 62nd Street)	(212) 644-6000	27 RADISSON LEXINGTON (511 Lexington Avenue)	(212) 755-4400
12 CROWNE PLAZA (1605 Broadway)	(212) 977-4000	28 ROGER SMITH (501 Lexington Avenue)	(212) 755-1400
13 DOUBLETREE METROPOLITAN (569 Lexington Avenue)	(212) 752-7000	29 SHELBURNE MURRAY HILL (303 Lexington Avenue)	(212) 689-5200
14 EASTGATE TOWER Hotel (222 East 39th Street)	(212) 687-8000	30 SURREY Hotel (20 East 76th Street)	(212) 288-3700
15 ENVOY CLUB (377 East 33rd Street)	(212) 481-4600	31 The WARWICK (65 West 54th Street)	(212) 247-2700
16 FITZPATRICK GRAND CENTRAL (141 East 44th Street)	(212) 203-6800	32 Tudor Hotel at the United Nations (304 East 42nd Street)	(212) 986-8800