



2010 DEVELOPMENT COOPERATION FORUM

United Nations Headquarters, 29 and 30 June 2010

LOGISTICAL INFORMATION FOR PARTICIPANTS

Opening Date and Venue of the Symposium

As part of the High-level Segment of the Economic and Social Council (ECOSOC), the second biennial Development Cooperation Forum (DCF) will be held on 29 and 30 June at the United Nations Headquarters in New York. The United Nations Headquarters is located on 1st Avenue between 42nd and 46th Street. Due to renovation of the main Secretariat building the DCF will take place in the ECOSOC Chamber in the **New Conference Building**, officially called the North Lawn Temporary Building (NLTB).

For more details on the event please visit: www.un.org/ecosoc/newfunct/2010DCF0.shtml

Registration for the Meeting

Participants are required to enter the Headquarters at the “Visitors’ Entrance” located on 1st Avenue between 45th and 46th Streets (via the security tents). External participants attending the Development Cooperation Forum should plan to arrive at the latest at 8 a.m. on 29 June to allow time to pass through security. Once granted access, participants should proceed to the ECOSOC Chamber in the New Conference Building, situated on the ground floor.

In order to confirm your participation at the Forum please contact the United Nations Secretariat at: +1 (212) 963-2812 or send it by email to Ms. Margo Kemp (kemp@un.org) by **no later than 18 June 2010**.

Participants with grounds passes organized through the Permanent Missions to the United Nations or NGOs in ECOSOC status are kindly asked to confirm their participation to Ms. Kemp. Participants without grounds passes, are requested to **complete the registration form on the last page of this note** and send it to Ms. Kemp. Representatives of international organizations are requested to send the SG.6 form to the Office of Protocol ([http://www.un.int/protocol/forms/SG6%20\(5-05\)%20-%20E%20FINAL.DOC](http://www.un.int/protocol/forms/SG6%20(5-05)%20-%20E%20FINAL.DOC)) together with the delegation list to fax Nr. + 1 (212) 963-1921 and, in addition, inform Ms. Kemp about their participation.

Upon confirmation of registration and presentation of a valid photo identification on the day of the DCF, participants without grounds passes will be issued a conference pass with their name, country and/or

organization. Conference passes are necessary to enter and leave UN buildings and they should be worn visibly at all times while on the premises. Please note that passes will only be issued to those who have confirmed participation by submitting their registration form prior to the meeting.

Any questions concerning grounds passes can also be addressed to Ms. Kemp.

Documentation

Participants will receive information folders at the Forum, containing the programme, the analytical background report of the Secretary-General and other background documentation. Please also check the DCF website prior to the event for updated information.

Passport and VISA Requirements

Each participant is responsible for providing a valid passport to enter the United States. It is recommended that participants either contact the nearest United States Embassy or Consulate to determine whether a visa is required to enter the United States, or visit the US State Department website at: <http://www.unitedstatesvisas.us/>. To obtain a visa to attend the DCF, you will need to present a Letter of Invitation for the Forum, along with the visa application form, any accompanying documentation and a valid passport to then nearest United States Embassy or Consulate in the country of departure (<http://www.usembassy.gov/>). Note that visa application procedures need to be started well ahead of time.

Citizens of the following countries need to apply for an Electronic Travel Authorization: Andorra, Austria, Australia, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, United Kingdom, Republic of Malta, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Slovakia, South Korea. For details see:

<https://ssl.onlinevisaservices.com/unitedstatesvisas/apply.php>

Please also check whether you need a **visa for countries in which you may have to transfer** during your trip to/from New York.

Transportation in New York

- **Subway**: Number 4, 5, 6 or 7 trains to Grand Central Station: walk east to 1st Avenue.
- **Buses**: Coming from Lower Manhattan, M15 will stop on 1st Avenue in front of the United Nations. From Uptown, M15 will run on 2nd Avenue and stop on 46th Street and 42nd. M42 or M104 will both stop on 42nd and 1st Avenue in both directions.
- New York City **taxis** are available from any destination.

Hotel Accommodation

Attached below is a non-exhaustive list of hotels close to the United Nations. Please note that you will be responsible for making your own reservations directly with the hotel of your choice. Participants are encouraged to inquire about special rates when attending a United Nations conference. When making hotel reservations, you may wish to inquire if there is a hotel shuttle bus to and from the airport. Please note that hotel reservations will only be guaranteed with a credit card.

Other logistical information

Banks	Chase Manhattan Bank has an office located at the corner of 44 th Street and 1 st Avenue. There are ATMs and foreign currency exchange at the bank. It is open from 8 a.m. to 4 p.m.
Post Office	The United Nations has postal services in the basement of the Secretariat. One office is located near the Bookstore near the General Assembly Lobby.
Medical Services	Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. Make sure that you are covered by your health insurance provider during your stay. The United Nations does not take responsibility for the ill health of any participants during their stay. Medical attention is available during regular working hours from 8:30 a.m. to 6:00 p.m.
Dining	The United Nations has a Cafeteria in the North Lawn Building (first floor) and vending automats on the ground floor. Restaurants are available within short walking distance of the United Nations Headquarters.

Contact Information

If you have any questions pertaining to the issuance or distribution of documents prior to, or at the meeting, or for any other logistical queries, please contact:

Ms. Margo Kemp
Office for ECOSOC Support and Coordination
Tel: +1 (212) 963-3135
Fax: +1 (212) 963-2812
Email: kemp(at)un.org

For any questions regarding the substantive preparations of the DCF, please contact:

Ms. Marion Barthélemy
Chief, Development Cooperation Policy Branch
Office for ECOSOC Support and Coordination
Tel: + 1 (212) 963-4005
Fax: +1 (212) 963-2812
Email: barthelemy1(at)un.org

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Development Cooperation Forum Team
Phone +1 (212) 963-4005 .Fax: 1 (212) 963-2812
Email: barthelemy1@un.org
www.un.org/ecosoc/newfunct/develop.shtml

2010 DCF High-Level Symposium
United Nations Headquarters
29 – 30 June 2010

REGISTRATION FORM

Mr./Mrs./Ms. (Title)	
First Name (as it appears in the passport)	
Last Name (as it appears in the passport)	
Nationality	
Date of Birth	
Position/Job Title	
Organization	
Street Address	
Postcode and Country	
e-mail Address	
Phone Number	
Fax Number	
Contact info while in New York	
City of Departure	

Submitting this form confirms my participation.

Please return a registration form for *each* member of the delegation to:
Mrs. Margo Kemp at kemp@un.org fax: + 1(212) 963-2812.

UNITED NATIONS HOTEL 2010 Hotel Name	ALL RATES SUBJECT TO AVAILABILITY Hotel Address	Telephone#	Season 2 (May- August)
Affinia	155 East 50th St	212-751-5710	
Affinia Dumont	150th West 34th St	212-481-7600	
Algonquin	59 West 44th St	212-840-6800	
Ambassador	140 East 63rd St	212-838-5700	Close
Ameritania Hotel	230 West 54th St	212-247-5000	\$185.00-\$215.00
Amsterdam Court	226 West 50th St	212-459-1000	
Beekman Hotel	3 Mitchell Place	212-355-7300	
Benjamin	125 East 50th St	212-753-2700	\$399.00
Bentley	500 East 62nd St	212-644-6000	\$200.00-\$230.00
Crown Plaza Hotel	304 East 42nd St	212-986-8800	
D/Tree Metropolitan	569 Lexington Ave 53rd	212-752-7000	
Eastgate Tower Hotel	222 East 39th St	212-687-8000	
Envoy Club	377 East 33rd St	212-481-4600	
Fitzpatrick	141 East 44th St	212-784-2520	\$289.00
Grand Hyatt New York	Park Ave , NY, NY	212-883-1234	\$284.05-\$322.05
Hemsley Middle Town	148 East 48th St	212-755-3000	\$215.00 - 205
Hemsley New York	212 East 42nd St	212-490-8900	\$240.00
Hemsley Park Lane	36 Central	212-521-6239	\$300.00
Tudor Hotel Marcel	304 East 42nd Street 201 East 24th St 3rd Av.	212-986-8800 212-696-3800	\$209.00-\$249.00
Melrose Hotel	140 East 63rd St	212-838-5700	\$270.00
Millenium Un Plaza	1 Un Plaza	212-758-1234	\$279.00 superior
Moderine	243 West 55th St	212-397-6767	
Paramount Hotel	235 West 46th St	212-764-5500	\$315.00
Pod Hotel (Pickwick Arms)	230 East 51st St	212-355-0300	
Radisson Lexington	511 Lexington Avenue	212-755-4400	\$239.00
Roger Smith	501 Lexington Avenue	212-755-1400	
Shelburne Murray Hill	303 Lexington Avenue	212-689-5200	
Southgate Tower Hotel	371 7th Avenue	212-563-1800	
Surrey Hotel	20 East 76th St	212-288-3700	\$359.00
War Wick	65 West 54th St		
Dylan Hotel	52 East 44th St	212-338-0500	\$275-290
The Alex	205 East 45th St	212-867-5100	\$305.00
70 Park Ave -Kimpton Htl	70 Park Ave, NY	212-973-2400	
Morgan (Hudson Group)	356 West 58th Street, NY	212-686-6000	\$195.00-\$235.00
Morgan Royalton	44 West 58th Street, NY	212-869-4400	\$275.00
Morgan Original	237 Madison Ave, NY NY	212-686-0300	\$195.00\$295.00
Carvi Hotel	152 East 55th St, NY NY	212-752-0600	\$\$295.00-\$345.00