



Special Policy Dialogue

The role of philanthropic organizations in the post-2015 setting

23 April 2013, United Nations Headquarters, New York

LOGISTICAL INFORMATION FOR PARTICIPANTS

Venue

The Special Policy Dialogue will take place on Tuesday **23 April from 10 a.m. to 5:30 p.m.** at the United Nations Headquarters in New York. The meeting will be held in **Conference Room 3**, which is located on the ground floor of the North Lawn Building.

Online registration

To register, please send an e-mail to Ms. Karolina Mzyk (Karolina.mzyk@undp.org) with copy to philanthropy@undp.org with a subject title: “*registration request for conference 23 April*” followed by the name of the participant. You will then receive login information for the UNDP Teamworks website for online registration for the event. When registering online, please ensure that you use the name as it appears in your passport.

Accessing the United Nations Headquarters and distribution of grounds pass

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 meeting should plan to arrive 30 to 45 minutes before the start of the meeting to allow time to pass through security. Once granted access, participants should proceed to pick up their grounds passes. Grounds passes for the UN Headquarters will be distributed against the participants list from 9:00 AM – 10:15 AM on the ground floor of the General Assembly building next the visitor’s information booth by a UN representative. A table will be set up for the event.

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 event of the Economic and Social Council, you will need to present your letter of invitation for the meeting, along with the visa application form, any accompanying documentation (e.g. recent passport photos) 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 (ESTA)**: 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 generally 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 cash machines (ATMs) and foreign currency exchange counter at the bank. The bank is open from 8 a.m. to 4 p.m.
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. The United Nations medical service is available during regular working hours from 8:30 a.m. to 6:00 p.m.
Dining	The United Nations has a Cafe in the North Lawn Building and vending machines on the ground floor. The UN Cafeteria in the UN Secretariat Building provides hot food till 2:15 p.m. and is open till 4 p.m.. Restaurants are available within short walking distance of the United Nations Headquarters.

Contact Information

If you have any questions pertaining to the meeting, or for any other logistical queries, please contact:

Philanthropy@undp.org or T +1 212 906 6853

Contact person: Karolina Mzyk, Programme Specialist
Foundations Coordinator
Bureau of External Relations and Advocacy
UN Development Programme (UNDP)
Karolina.mzyk@undp.org

List of New York Hotels near the United Nations Headquarters

Hotel Name	Address	Telephone#	Season 1 (Jan-Apr)
Affinia	155 East 50th St	212-751-5710	
Affinia Dumont	150th West34th St	212-481-7600	
Algonquin	59West 44th St	212-840-6800	
Ambassador	140 East 63rd St	212-838-5700	
Ameritania Hotel	230 West 54th St	212-247-5000	
Amsterdam Court	226West50th St	212-459-1000	
Beekman Hotel	3 Mitchell Place	212-355-7300	
Benjamin	125 East 50th St	212-753-2700	
Bentley	500 East 62nd St	212-644-6000	\$189.00-\$219.00
Crown Plaza Hotel	304 East 42nd St	212-986-8800	
D/Tree Metropolitan	569 Lexington Ave 53rd	212-752-7000	
Eastgate Tower Hotel	222East 39th St	212-687-8000	
Envoy Club	377 East 33rd St	212-481-4600	
Fitzpatrick	141East 44th St	212-784-2520	
Grand Hyatt New York	42nd - Park Avenue	212-883-1234	
Hemsley Middle Town	148 East 48th St	212-755-3000	
Hemsley New York	212 East 42nd St	212-490-8900	
Hemsley Park Lane	36 Central	212-521-6239	
Hilton Manhattan(Tudor)	304 East 42nd Street	212-986-8800	\$259.00-\$279.00
Marriott East Side	525 Lexington Ave		\$241.00-\$216.00
Marriott Courtyard	866 Third Ave, NY NY		\$241.00-\$216.00
Marcel	201 East 24th St 3rd Av.	212-696-3800	
Melrose Hotel	140 East 63rd St	212-838-5700	
Millenium Un Plaza	1 Un Plaza	212-758-1234	\$271.00-\$289.00
Moderine	243 West 55th St	212-397-6767	
Paramount Hotel	235 West 46th St	212-764-5500	
Pod Hotel	230 E 51ST STREET	212-755-5029	
Renaissance(Hotel 57	130 East 57th St, NY NY		\$241.00-\$216.00
Radisson Lexington	511 Lexington Avenue	212-755-4400	
Roosevelt Hotel	45 East 45th at Madisson	212-661-9600	\$179.00-\$209.00
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	
Warwick	65 West 54th St	212-247-2700	
Dylan Hotel	52 East 44th St	212-338-0500	
The Alex	205 East 45th st,NY	212-867-5100	
Dream Hotel	210 West 55th Street	212-247-2000	
70 Park Avenue - Kempton Htl	70 Park Avenue NY	212-973-2400	