



## UNITED NATIONS EXPERT GROUP MEETING ON "INTERNATIONAL MIGRATION AND DEVELOPMENT"

### Information for Participants (1)

#### **Date and place of the Meeting**

The meeting will be held from Wednesday, 6 July 2005 through Friday, 8 July 2005, at United Nations Headquarters in New York.

#### **Travel arrangements**

For those participants whose trip is funded by the United Nations, you will be contacted by our travel agent, American Express. Meeting participants are normally authorized to arrive on the day preceding the first day of the Meeting. Return travel is authorized for the day following the close of the meeting, i.e. 9 July 2005. In order to expedite the process of travel arrangements, please send us the following information: your date of birth, place of birth, sex, nationality, current addresses and contact details.

#### **Visas**

The U. S. Government requests nationals of certain countries to have proper visas to enter the U.S. territory. It is your responsibility to obtain the proper visa, if it is required. Please apply for visa as soon as possible.

#### **Subsistence payment**

You are entitled to receive Daily Subsistence Allowance (DSA) at the prevailing United Nations rate, currently US\$275 per night, and terminal and other incidental expenses. You will receive an advance payment, which we hope to arrange for the first day of the meeting. The balance will be paid through submission of a claim form, which you will be asked to complete on the first day. Although we hope to settle on the last day of the Meeting, it may well be that you will be asked to claim upon return to your country. It is essential that you bring your ticket and boarding pass(es).

#### **Hotel accommodation**

Participants are requested to make their own arrangements for accommodation during the Meeting. Attached is a list of hotels located near the United Nations that offer special rates.

#### **Submission of paper**

Participants are requested to submit a paper of about 20 pages (single-spaced). The Guidelines on Editorial Style should assist you in the preparation of your paper. Following these Guidelines will facilitate your finalization of the paper later. Please submit a paper in electronic form through e-mail in MS Word with tables or graphs in MS Excel.

The due date for the paper is 20 June 2005.

#### **Address for contact:**

Mr. Anatoly Zoubanov  
Population Affairs Officer  
Migration Section  
Population Division, United Nations  
Room DC2-1982, New York, NY 10017, USA  
Tel: (212) 963-3214  
Fax: (212) 963-2147  
e-mail: zoubanov@un.org