

United Nations Nations Unies

POPULATION DIVISION, UNITED NATIONS, NEW YORK, NY 10017

tel.: 1 (212) 963.3179 • fax: 1 (212) 963.2147

SEVENTH COORDINATION MEETING ON INTERNATIONAL MIGRATION **United Nations, New York** **20-21 November 2008**

Information for participants *10 November 2008*

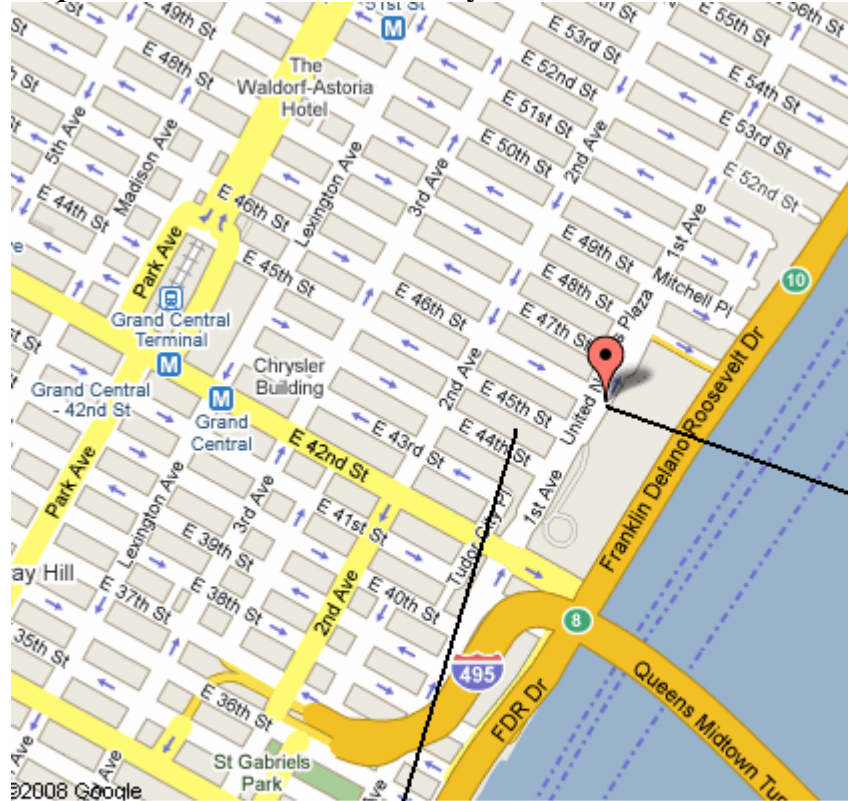
Time and venue of the meeting

The Meeting will take place at United Nations Headquarters in New York, on 20 and 21 November, from 10:00 am to 1:00 pm and from 3:00 pm to 6:00 pm in Conference Room A (subject to change), located in the basement of the conference area of the United Nations Secretariat. The Conference Room can be accessed through the visitor's entrance to the United Nations located on First Avenue, opposite 46th Street. Unless you already have a United Nations grounds pass, you will need to get a United Nations temporary grounds pass to enter the United Nations complex. As explained below, passes will be distributed in the lobby of the DC2 Building (2 United Nations Plaza) from 8:45 am to 9:15 am on Thursday 20 November 2008. Because you need to allow enough time to collect the pass and make a queue at the United Nations building to undergo a security check, it is advisable to arrive at the DC2 building on time. If you have a valid United Nations grounds pass or United Nations Laissez Passer, you do not have to come to the DC2 building. However, please bring either both in order to enter the United Nations building.

Temporary passes for non-United Nations participants

All participants are required to have a valid grounds pass to enter the United Nations buildings. A temporary grounds pass will be given to participants who are not United Nations staff members. Passes will be distributed on Thursday, 20 November 2008 from 8:45 am to 9:15 am in the lobby of the DC2 Building (2 United Nations Plaza) which is located on the North side of 44th Street between First and Second Avenues. The offices of the Population Division are located on the 19th floor of the DC2 building. If you arrive later than 9:15 am on Thursday 20 November, you can get the grounds pass by calling the Office of the Director of the Population Division, tel. 212-963-3179. If you are in the lobby of the DC2 building and use the phones located there, you need to dial only the last five digits, 3-3179.

Map of the United Nations vicinity



**United Nations
Headquarters Complex**
1st Avenue between 42nd and 48th
Streets

Visitor's Entrance
1st Avenue at 46th Street

United Nations Population Division
19th Floor
Two United Nations Plaza, DC2
44th Streets between 1st and 2nd Avenues

Web site of the meeting

We encourage you to check the web site of the meeting regularly for papers and additional information at:

<http://www.un.org/esa/population/meetings/seventhcoord2008/seventhcoord2008.htm>

Contributed papers

Each participating organization was invited to submit a paper of two to five single-spaced pages in advance of the meeting, describing (a) initiatives to follow-up the 2006 High-level Dialogue, (b) other activities which address key aspects of the international migration and development nexus, and (c) emerging issues. The papers are placed on the web site of the meeting in the order they are received. Guidelines on Editorial Style are also posted on the web site of the meeting and should be followed when writing a paper. The papers should be submitted in electronic form in MS Word with tables and graphs in MS Excel through e-mail ahead of the meeting to Ms. Maria Kaszczyne at kaszczynice@un.org.

PowerPoint presentations

If you have a PowerPoint presentation it should be sent ahead of the meeting to Ms. Maria Kaszczynice at kaszczydice@un.org.

Bios

If you are on the program, please send a brief biographical note (one paragraph) ahead of the meeting to Ms. Maria Kaszczynice at kaszczydice@un.org.

Working languages of the meeting

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

Papers/Literature for distribution

Participants wishing to circulate any papers or literature at the meeting are requested to consult the United Nations Population Division as soon as possible. Please send an e-mail to Mr. Bela Hovy at hovy@un.org.

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 and payment

Participants are requested to make their own arrangements for accommodation during the meeting. Below is a list of hotels located near the United Nations. They are supposed to 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 web sites for hotels: www.expedia.com, www.hotels.com, 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**Mr. Bela Hovy**

Chief
Migration Section
Population Division, United Nations
Room DC2-1976, New York, NY 10017,
USA
Tel: (917) 367-9887
Fax: (212) 963-2147
E-mail: hovy@un.org

Ms. Maria Kaszczynice

Migration Section
Population Division, United Nations
Room DC2-1995B, New York, NY 10017,
USA
Tel: (212) 963-1780
Fax: (212) 963-2147
E-mail: kaszczydice@un.org

Hotels

Below you can find the current list of hotels in the vicinity of the UN Headquarters with whom special preferential room rates have been negotiated. These rates are applicable for all travelers of the UN system.

	Hotel (Street Address)	Phone		Hotel (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) 755-3000
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 (234 East 46th Street)	(646) 291-4200
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	MILLENIUM UN PLAZA (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	The NEW YORK HELMSLEY (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 (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 (304 East 42nd Street)	(212) 986-8800	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) 203-0860	32	Tudor Hotel at the United Nations (304 East 42nd Street)	(212) 297-3558