

**Expert Group Meeting on “Policies to advance social integration”
United Nations Headquarters, New York
2-4 November 2009**

Information note to Participants

1. Date and venue of meeting, and access to premises

The Expert Group Meeting on “Policies to advance social integration” will take place from 2 to 4 November 2009 at United Nations Headquarters in New York.

The meeting will be opened at 9:30 a.m. on 2 November 2009 in Conference Room DC2-23rd floor, 2 United Nations Plaza, New York, 10017, on 44th Street between 1st and 2nd Avenues.

Information on access for participants to the UN complex, including issuance of temporary entry passes, will be provided prior to the meeting.

A detailed agenda and programme of work will be circulated to participants before the meeting.

2. Travel arrangements to New York

The American Express office at the United Nations will be instructed to contact participants regarding their travel to New York. In accordance with UN regulations, a round-trip air ticket between the city of origin and New York *by the most economical means* will be provided. Business class will be provided for air travel exceeding 9 hours.

Travel should be arranged to ensure arrival in New York no later than the evening of 1 November, and departure from New York no earlier than the evening of 4 November 2009.

Should you have any questions regarding travel arrangements, please contact Ms. Atsede Mengesha (telephone: +1 212 963-4725, e-mail: mengesha@un.org).

3. Daily subsistence allowance (DSA)

Participants will receive a daily subsistence allowance, determined in accordance with United Nations procedures, and paid to them at the time of the meeting. DSA is payable for the nights you spend in New York City between 1 November and 5 November (maximum 4 nights). The DSA is subject to change, and will be determined at the time of the meeting.

Participants will receive the DSA upon presenting a photocopy of their **air ticket AND boarding pass stubs** during the first day of the Meeting.

DSA is meant to cover expenses for accommodation and meals during the period of the meeting. It should also be used to pay for any additional personal expenditures that participants may have.

In addition, terminal expenses, which may cover travel to and from the airport or other point of departure, will also be paid.

4. Accommodation/hotel reservation

Participants are requested to make their own hotel arrangements for their stay in New York.

The American Express Travel Services office at the UN can also make reservations at special rates on behalf of participants. You can email your travel agent at American Express for assistance.

Participants are requested to inform the meeting secretariat where they will be staying in New York, with a contact address and telephone number

5. Visa requirements

Prior to the commencement of travel, participants are requested to check with the airlines or with the United States consulate in their country of origin whether a visa is required to travel to the United States. You may also wish to consult the website of the United States Department of State, Bureau of Consular Affairs, which provides information on visa requirements (http://travel.state.gov/visa/visa_1750.html). If justification for the trip to New York is required, please use the letter inviting you to participate in the meeting. If there are any questions or problems regarding visas, please contact the meeting secretariat immediately.

6. Medical clearance and vaccinations

The United Nations assumes that participants are in good health and have no illness or disability that might prevent them from traveling to or participating in the meeting as required by the Organization. It is the responsibility of the participants to inform the United Nations of any such health impediment prior to accepting the invitation.

7. Contact persons in New York

Peggy Kelly
Room DC2-1334
2 United Nations Plaza
New York, NY 10017

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Additional travel information

Transportation into Manhattan from JFK, La Guardia and Newark airports

From John F. Kennedy International Airport (taxi or airport bus):

- **By taxi:** There is a flat (non-metered) fare of \$45 from JFK to anyplace in Manhattan. To this fare may be added the cost of a toll for the bridge or tunnel into Manhattan, depending on the route taken by the driver (the cost of the toll is \$5.50). The rate is per car, not per person, and does not include tip (15% – 20% is expected).
- **By bus:** There are frequent departures by the New York Airport Service bus from outside each terminal at JFK. It costs \$13 to midtown Manhattan; \$17-\$23 for hotel shuttle service, and takes about 45-60 minutes to reach Grand Central Station, at 42nd Street and Park Avenue. Many hotels are within walking distance, yet those unfamiliar with New York City are advised to take a taxi to their hotel.

From La Guardia Airport (taxi or airport bus):

- **By taxi:** Fares from La Guardia are determined by metered fare, which the driver should set when the trip begins. The fare to midtown Manhattan will be approximately \$25. To this fare may be added the cost of a toll for the bridge or tunnel into Manhattan, depending on the route taken by the driver (the cost of the toll is \$5.50). The rate is per car, not per person, and does not include tip (15%-20% is expected).
- **By bus:** Bus departures are frequent from outside each terminal at La Guardia. It costs \$13 to midtown; \$17-\$23 for hotel shuttle service, and takes about 30-35 minutes to reach Grand Central Station, at 42nd Street and Park Avenue. Many hotels are within walking distance, yet those unfamiliar with New York City are advised to take a taxi to their hotel.

From Newark International Airport (taxi, airport bus or train):

- **By taxi:** Fares from Newark to Manhattan are non-metered and determined by the airport taxi dispatcher before the trip begins based on the specific destination. The fares to midtown Manhattan range from \$40-\$60. To the fare may be added the cost of a toll for the bridge or tunnel into Manhattan, depending on the route taken by the driver (the cost of the toll is \$8.00). The rate is per car, not per person, and does not include tip (15%-20% is expected). East side of midtown Manhattan, additional charge of \$5. During weekday rush hours, mornings (to 9am) and afternoons (4pm to 7pm) and on weekends (Saturday & Sunday) from noon to 8pm, there is an additional \$5 surcharge to all points in the State of New York except Staten Island. Only use taxis at authorized taxi stands.
- **By bus:** Olympia Airport Express bus (\$11-\$16 one-way) goes to the Port Authority Bus Terminal at 42nd Street and Eighth Avenue, or to the vicinity of Grand Central Terminal, at 41st Street and Lexington Avenue. Many hotels are within walking distance, yet those unfamiliar with New York City are advised to take a taxi to their hotel.
- **By train:** The Newark AirTrain runs frequently from the airport terminals to Newark International Airport Station from which connections on New Jersey Transit trains to New York Penn Station are available. A one-way ticket from the airport to New York is approximately \$11 and the trip takes about 45-60 minutes to midtown Manhattan. Due to problems of traffic congestion, particularly during peak hours, this is often the most reliable connection to New York City. From New York Penn Station, which is located at 7th avenue and 33rd street, it is advised to take a taxi to the hotel.