

Expert Group Meeting on  
Indicators of Sustainable Development  
3-4 October 2006, New York

**INFORMATION FOR PARTICIPANTS**

**VENUE**

The EGM will be held at the United Nations Secretariat Conference Room 8. Due to the ongoing General Assembly session, the room allocation cannot be confirmed until the day of the meeting. Participants are therefore advised to check the meeting room screen for room assignment on 3-4 October. Please allow ample time for security clearance in order to enter the UN building.

**GROUND PASS**

Participants will be able to pick-up their grounds pass in the Secretariat Visitors' Lobby on 46th Street (after security check) from 9 - 10 AM on Tuesday, 3-4 October. The grounds pass should be worn at all times on UN premises. Please ensure that you have a valid photo ID (e.g. drivers license or passport).

***Government participants are expected to obtain a UN grounds pass through their respective UN missions in New York.***

**FACILITIES**

Restaurants, Banks, American Express travel agency and the UN emergency medical service are all located in the UN Secretariat building.

**DOCUMENTS**

A webpage has been created for the Expert Group Meeting on Indicators of Sustainable Development. Please check the site regularly for updates. <http://www.un.org/esa/sustdev/natlinfo/indicators/egmOct06/egm.htm>

**TRAVEL ARRANGEMENTS**

For those participants that are being funded by the United Nations, the UN will provide eligible participant(s) with an economy class ticket, most direct route for travel to New York. American Express travel agency at the United Nations will contact participants directly to finalize itinerary and ticket arrangements.

**DAILY SUBSISTENCE ALLOWANCE (DSA)**

For those participants that are funded by the United Nations, the UN will provide Daily Subsistence Allowance (DSA) for the duration of the Meeting. DSA is issued to cover hotel, meals, taxi and other miscellaneous expenses incurred directly related to the meeting. DSA will be paid in New York subject to the actual day and time of arrival and departure, at the rate determined by the United Nations for New York at the time the meeting. An administrative officer will be present to facilitate disbursement of DSA. Please make sure to bring ORIGINAL travel documents with you to the meeting, including passport, tickets and boarding passes. These documents are mandatory proof of travel and a UN requirement for releasing DSA.

Please note that the United Nations does not assume any responsibility for expenditures such as:

1. Travel insurance, accident insurance, medical, dental bills or hospitalization fees in connection with their attendance to the meeting;
2. Compensation in the event of death or disability of participants in connection with their attendance to the meeting;
3. Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
4. Any other expenses of a personal nature, not directly related to the purpose of the meeting.

**VISA**

**Each participant is personally responsible for obtaining necessary entry visa(s) for travel to and from the meeting venue.** Please ensure that the necessary arrangements are made in a timely fashion to obtain a US visa. It may facilitate the application process if the UN invitation letter is presented to the US embassy or consulate along with the visa application. Information regarding US embassies and consulates can be found at this website: <http://usembassy.state.gov/>.

**HOTELS**

Finding a reasonably priced hotel in New York City is challenging, and it is recommended that hotel bookings be made as early as possible. Below is a list of hotels located within reach of the United Nations. Some of these hotels may provide a discounted price for travelers to UN meetings, so please check when calling. A credit card will normally be required for reservation. Should you need assistance in reserving the accommodation, please contact your country's Permanent Mission to the United Nations.

ALGONQUIN 59 W. 44th St. 212.840.6800	EASTGATE TOWER 222 E. 39th St. 212.687.8000	MIDDLETOWN HELMSLEY 148 e. 48TH st. 212.755.3000
AMBASSADOR 140 E. 63rd St. 212.838.5700	DYLAN 52 E. 41st St. 212.338.0500	MILLENNIUM HOTEL 1 UN Plaza (44th st. at 1st) 212.758.1234
IBEDFORD 118 E. 40th St. 212.697.8100	ENVOY CLUB 377 E. 33rd St. 212.481.4600	NEW YORK HELMSLEY 212 E. 42nd St. 212.490.8900
BEEKMAN 3 Mitchell Place (48th & 1st Ave.) 212.355.7300	FITZPATRICK 141 E. 44th St. 212.351.6872	PICKWICK ARMS 230 E. 51st. st. 212.355.0300
BENJAMIN 125 E. 50th St. 212.753.2700	HELMSLEY PARK LANE 36 Central Park South 212.521.6239	RADISSON 511 Lexington Ave. 212.755.4400
BENTLEY 500 E. 62nd St. 212.644.6000	MARCEL 201 E. 24th St. 212.696.3800	ROGER SMITH 501 Lexington Ave. 212.755.1400
CROWNE PLAZA 304 E. 42nd St 212.986.8800	MELROSE HOTEL 140 E. 63rd St. 212.838.5700	SAN CARLOS 150 E. 50th St. 212.755.1800
DIPLOMAT RESIDENCE 210 E. 47 St. 212.371.6029	METROPOLITAN 1569 Lexington Ave. 212.752.7000	WARWICK 65 W. 54th St. 212.247.2700

Below are some popular web sites for hotels:

[www.areahotelguide.com/new-york-city-hotels.htm](http://www.areahotelguide.com/new-york-city-hotels.htm)  
[www.hotels.com](http://www.hotels.com)  
[www.priceline.com](http://www.priceline.com)  
[www.hotwire.com](http://www.hotwire.com)  
[www.expedia.com](http://www.expedia.com)

## AIRPORTS

There are 3 major airports serving New York City.

Information regarding these 3 airports can be accessed online at <http://www.panynj.gov/aviation.html>

### 1. John F. Kennedy International Airport

Telephone: -718-244-4444

Located in Queens, New York, about 15 miles from Midtown Manhattan.

### 2. LaGuardia Airport

Telephone: 1-718-533-3400

Located in Queens, about 8 miles from Midtown Manhattan

### 3. Newark International Airport

Telephone:: 1-973-961-6000

Located in New Jersey, about 16 miles from Midtown Manhattan

## Airport Transportation

Complete transportation information for the above 3 airports can be obtained by calling Air-Ride phone: 1-800-247-7433 (toll free number within the U.S.). Please find below the options for transportation from the airports to Midtown Manhattan:

SERVICE	FARE	ETA	FREQUENCY	NOTES
<p><b>JFK Int'l Airport</b> AirTrain JFK (www.panynj.gov/airtrain) Connection with:</p> <p>NYC subway (www.mta.info/nyc/subway)</p> <p>Long Island Railroad (LIRR) to Penn Station www.mta.info/lirr</p>	<p>Enter/Exit: \$5.00 Subway: \$2.00</p> <p>Enter/Exit: \$5.00 Train (Peak):\$6.75 (Off Peak): \$4.75</p>	<p>55 minutes</p> <p>40 minutes</p>	<p>24-hour service Air Train: 4-10 min.</p> <p>Subway: 4-12 min</p> <p>LIRR: 2-22 min</p>	<p>Connect to E train/LIRR at Jamaica Station. Pay per ride. Metrocard is required to ride Air Train</p>
<p><u>Express Bus</u> 1-718-875-8200 (www.panynj.gov)</p> <p><u>Super Shuttle Manhattan</u> Shared door-to-door minibus 1-800-258-3826 www.supershuttle.com</p> <p><u>Taxi</u></p>	<p>\$15</p> <p>\$17-\$19</p> <p>Flat rate \$45 plus</p>	<p>45-65 minutes (longer at peak hours)</p> <p>45-75 minutes (depending on parking)</p> <p>40-60 minutes (longer at peak hrs.)</p>	<p>Every 30 min. from 6:15 a.m.</p> <p>Available 24 hours</p> <p>Available 24 hrs</p>	<p>Grand Central Terminal (Bus stops at 125 Park Ave. between E. 41st and E.42nd sts.) Transfer available to hotels between E.27th and E.62rd sts.</p> <p>No reservation is required for the trip from the Airport to Manhattan. Follow the signs to Ground Transportation Desk. Ask an agen to arrange for services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.</p> <p>Follow signs to Taxi Stands in front of Terminals.</p>
<p><b>La Guardia Airport</b> <u>Express Bus</u> 1-718-875-8200 www.panynj.gov</p> <p><u>Super Shuttle Manhattan</u> Shared door-to-door minibus 1-800-258-3826 www.supershuttle.com</p> <p><u>Taxi</u></p>	<p>\$10.00-12.00</p> <p>\$15.00 - \$19.00</p> <p>\$21-\$30 + tolls (\$4) &amp; tips (10-15%) is customary. Nightcharge (0.50 from 8:00 pm -6:00 am) or weekday surcharge (\$1 Mon.to Fr. from 4:00 pm to 8:00 pm (if applicable).</p>	<p>30-40 minutes (longer at peak hours)</p> <p>45-75 minutes (depending on parking)</p> <p>20-30 minute (longer at peak hours)</p>	<p>20-30 minutes 7:00 a.m. -11:00 p.m.</p> <p>Available on demand 7:00 am - 11:30 pm</p> <p>Available during flight hours.</p>	<p>Grand Central Terminal (Vanderbilt Ave. &amp; E. 42nd streets) transfer available to hotels between e.31st and E.59th Streets</p> <p>No reservation is required for the trip from the Airport to Manhattan. Follow the signs to Ground Transportation Desk. Ask an agent to arrange for services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.</p> <p>Follow signs to Taxi Stands in front of Terminals.</p>

<p><b>Newark Int'l Airport Air Train</b> www.panynj.gov/airtrain newark/what.index.html 1-800-AIR-RIDE</p>	<p>\$5 +NJ Transit Faire \$6.55</p>	<p>40 minutes</p>	<p>Air Train: 8-12 minutes 24 hour service NJ Transit: 7-30 minutes depending on the time of the day between 4:46 am and 1:55 am. For schedule check www.njtransit.com or 1-800-626-RIDE</p>	<p>Take Air train to Newark Int'l Airport Station and transfer to the NJ Transit Trains to New York Penn Station.</p>
<p>Connection with NJ Transit www.njtransit.com 1-800-772-2222 1-973-762-5100</p>				
<p><u>Olympia Airport Express</u> 1-877-863-9275 panynj.gov/aviation/ egtsfram.htm</p>	<p>\$20 round-trip \$12 one way \$16 one way transfers to hotels via Grand Central Station</p>	<p>30-60 minutes (longer at peak hours)</p>	<p>Every 2-030 min 4:00 am - 11:10 pm</p>	<p>Drop off service to: Grand Central Terminal (120 E. 41st St. between Park and Lexington Ave.) Port Authority (E.42nd St. and 8th Ave.) Penn Station (W.34th and 8th Ave.)</p>
<p><u>Super Shuttle Manhattan</u> Shared door-to-door minibus 1-800-258-3826 www.supershuttle.com</p>	<p>\$15.00 - \$19.00</p>	<p>30-60 minutes (longer at peak hours)</p>	<p>Available on demand 24 hours</p>	<p>No reservation is required- for the trip from the Airport to Manhattan. Follow the signs to Ground Transportation Desk. Ask an agent to arrange for services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.</p>
<p><u>Taxi</u></p>	<p>Flat rate ranging from \$30 to \$45 plus tolls (\$6. each) and tips (10-15% is cus- tomary)</p>	<p>40 min (longer at peak hours)</p>	<p>Available during flight hours</p>	<p>Follow the signs to Taxi Stands outside arrival areas.</p>

## LOCAL TRANSPORTATION

### Subway and buses (<http://www.mta.nyc.ny.us/>)

Subways and buses are a convenient way to get around Manhattan. A Metro Card valid for subway and bus can be purchased at subway stations.

\$2.00 - Single trip fare

\$24.00 7-Day Metro Card (unlimited ride for one week for one person)

### Yellow Cab Taxis

Taxis are a safe alternative for late night travel. It is not advisable to take taxis without meters (illegal taxi), as they could charge exorbitant fares. Taxi fares are paid in cash only and preferably in small denominations. The rates for taxis are as follows:

Initial fare: \$2.50

Each 1/5 mile: \$0.40 Each 1 minute

idle: \$0.20

Night surcharge \$0.50 (after 8:00 p.m. until 6:00 a.m.)

Pay only what's on the meter, plus a 15-20% gratuity. On all trips within New York City, any bridge and tunnel tolls to the destination shall be paid by the passenger, who shall be so informed before the start of the trip. On all trips within the City of New York, return tolls shall not be charged except for trips over the Cross Bay Veterans, Marine Parkway-Gil Hodges Memorial, and Verrazano Narrows Bridges. On trips beyond the City of New York, all necessary tolls to and from the destination shall be paid by the passenger. There are additional charges for crossings outside the metropolitan area and New Jersey.

**POSTAL SERVICES**United Nations Post Office

1. UN Secretariat Building 1st Basement
2. Visitor's Lobby 1st Basement (near the Gift Shop)

US Postal Offices

884 2nd Ave New York, NY 10017  
1-800 275-87775

Tudor City P1

New York, NY 10017  
1-800 275-8777

**CONFIRMATION OF RETURN FLIGHTS**

Please contact the airline directly to reconfirm your flight.

**TIME**

For the time difference between New York and your country, please refer to  
<http://www.whitepages.com.au/wp/search/time.html>  
<http://www.timeanddate.com/worldclock>

**WEATHER**

To check for current weather condition in New York, please refer to  
<http://weather.cnn.com/weather/forecast.isp?locCode=MANH>

**CONTACTS**

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