

Division for Sustainable Development



UNITED NATIONS
Department of Economic and Social Affairs

**The use of non-renewable resource revenues for sustainable local development:
challenges and opportunities for developing countries**
New York, September 21, 2007
Expert Group Meeting

VENUE

To be confirmed.

CONTACTS

David Le Blanc
Senior Sustainable Development Officer
DC2-2244
Tel: 212 - 963 - 5504/ Fax: 212 - 963 - 1267
Email: leblanc@un.org

Monica Kjollerstrom
Sustainable Development Officer
DC2-2242
Tel: 212 - 963 - 5003/ Fax: 212 - 963 - 1267
Email: kjollerstrom@un.org

TRAVEL ARRANGEMENTS

The United Nations will provide a least cost economy class air ticket and two days daily subsistence allowance (DSA) for meeting according to UN rules. Please be advised that your travel entitlement will be determined by the travel unit using the most direct route to and from the conference location. If there are other meetings and stops you need to make please note that you shall be asked to bear the difference.

Confirmation of return flights: Please contact the airline directly to reconfirm your flight.

DAILY SUBSISTENCE ALLOWANCE (DSA)

DSA for two days will be paid, 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 of the meeting (\$347.00 per day). For the meeting, the authorized date of arrival is usually one day before the meeting commences (20 September 2007), and the authorized date of departure is the last day of the meeting (21 September 2007).

Documents needed for DSA

An administrative officer will be present to facilitate disbursement of DSA on the first day of the meeting. The following documents are mandatory proof of travel and a requirement for releasing DSA. These documents will be collected for photocopies and verification and will be returned to you with your DSA and Terminals. Please note that provision of DSA is also subject to participation in the full meeting.

Please make sure to present the following: (1) Passport (2) Airline ticket (3) Boarding Pass

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/>

NEW YORK CITY INFORMATION

Please find below some general New York City Information on hotels, airports, local transportation and services found in the UN Headquarters.

TIME

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

WEATHER

To check for current weather condition in New York, please refer to
<http://weather.cnn.com/weather/forecast.jsp?locCode=MANH&zipCode=10017>

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. For your convenience, please find 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.

Some popular web sites for hotels:

www.areahotelguide.com/new-york-city-hotels.htm www.hotwire.com
www.hotels.com www.expedia.com
www.priceline.com

The rates below are applicable for all travelers of the UN system. Upon check-in you will have to identify yourself as a representative of the UN or related Organization by presenting your UN ID card, a Laissez-Passer or a letter of invitation on UN letter head. Reservations should be made directly with the hotel and must be booked with a credit card. Please check with the hotel for their cancellation policy.

Prices contained are not necessarily guaranteed, but should be used as a working guideline. Some hotels listed have room rates higher than the accommodation portion of the DSA. Use of these hotels does not authorize a higher DSA, hotel overage allowances, or supplementary DSA on travel claim.

Travelers on UN business or attending UN conferences and meeting can also make reservations through the UN's travel agency American Express. AMEX can be reached by phone at (212) 963 6280 / fax at (917) 367 9693 or by e-mail at Brendalin.E.Blair@AEXP.com and Denise.E.Rivera@AEXP.com

Booking tips:

Most hotels now require a credit card to guarantee a reservation. Upon booking, ensure you are provided with the cancellation and early departure policies. Some properties require 24 hour notice for cancellation and charge early departure fee. If you do not use the room without cancelling within the agreed-upon period, the hotel will charge your credit card.

When making a reservation or cancellation, make sure to get a confirmation and/or cancellation number. Repeat the price to the reservations clerk and also obtain the person's name. Ask if there are any additional taxes, surcharges, costs (i.e. maid services, fitness club fees, etc). If you find these added to your bill upon check-out, ask to have them removed. If you are refused, speak to the Manager.

It is always advisable to reconfirm in advance. Keep a copy of your confirmation.

Rates are for Sep-Dec 2007 unless otherwise specified. Please note that all rates are subject to availability.

Hotels

[ACCOR Hotels \(Novotel\) *](#)
(226 West 52nd Street)
(212) 315-0100

[AFFINIA 50](#)
(155 East 50th Street)
(212) 751-5710

[AFFINIA DUMONT](#)
(150 West 34th Street)
(212) 481-7600

Guestroom: US \$379-529
1-BD Suite: US \$529-629

Studio: US \$349-449
1-BD Suite: US \$449-549

[AFFINIA GARDENS](#)
(215 East 64th Street)
(212) 355-1230

[AFFINIA MANHATTAN](#)
(371 Seventh Avenue)
(212) 563-1800

[ALGONQUIN Hotel](#)
(59 West 44th Street)
(212) 840-6800

Junior: US \$389-489
Deluxe 1-BD: US \$449-559

Studio: US \$279-389
1-BD Suite: US \$339-439

US \$269 and above (Jan- Aug)

[AMERITANIA Hotel](#)
(230 West 54th Street)
(212) 247-5000

[AMSTERDAM COURT](#)
(226 West 50th Street)
(212) 459-1000

[BEDFORD HOTEL](#)
(118 East 40th Street)
(212) 697-4800

US \$269 and above

US \$269 and above

Standard: US \$220 and above
1-BD Suite: US \$270 and above
Tower Suite: US \$340 and above

[BEEKMAN TOWER](#)
(3 Mitchell Place)
(212) 355-7300

[The BENJAMIN](#)
(125 East 50th Street)
(212) 715-2500

[BENTLEY](#)
(500 East 62nd Street)
(212) 644-6000

Studio: US \$289-389
1-BD Suite: US \$329-429

Guestroom: US \$449-589
1-BD Suite: US \$529-669

US \$269 and above

[HOTEL CHANDLER](#)
(12 East 31st Street)
(212) 889-6363

[CLUB QUARTERS-
ROCKEFELLER CENTER](#)
(25 West 51st Street)
(212) 575-0006

[CLUB QUARTERS - MIDTOWN](#)
(40 West 45th Street)
(212) 575-0006

US \$296.00 and above

Club Room: US \$176-196-211
Standard: US \$199-219-234

Club Room: US \$166-186-201
Standard: US \$189-209-224
Superior: US \$216-236-251

	Superior: US \$226-246-261 Suite: US \$276-296-321	Suite: US \$286-306-331
<u>CROWNE PLAZA</u> (304 East 42nd Street) (212) 986-8800	<u>DIPLOMAT CONDOMINIUM I</u> (210 East 47th Street) (212) 308-7479	<u>DIPLOMAT CONDOMINIUM II</u> (210 East 47th Street) (212) 371-6029
US \$329 and above	Studio: US \$140/1-BR: US \$165	Studio Apts: US \$160/Suites: US \$175-195
<u>DOUBLETREE METROPOLITAN</u> (569 Lexington Avenue) (212) 752-7000	<u>EASTGATE TOWER Hotel</u> (222 East 39th Street) (212) 687-8000	<u>ENVOY CLUB</u> (377 East 33rd Street) (212) 481-4600
US \$315.00	Studio: US \$279-389 1-BD Suite: US \$319-419	US\$ 250 (May-Aug)
<u>FITZPATRICK GRAND CENTRAL</u> (141 East 44th Street) (212) 203-0860	<u>THE FITZPATRICK MANHATTAN</u> (687 Lexington Avenue) (212) 355-0100	<u>GRAND HYATT</u> (42nd Street / Park Avenue) (212) 883-1234
US \$274 and above	US \$274 and above	US \$389 and above
<u>HART-PARKER APARTMENTS</u> (311 East 54th Street) (212) 752-7418	<u>HELMSLEY MIDDLETOWNE</u> (148 East 48th Street) (212) 755-3000	<u>HELMSLEY PARK LANE</u> (36 Central Park South) (212) 521-6239
Studio Apt: US \$170 incl. taxes 1-BR Apt: US \$189 incl. taxes (Additional 10% discount for weekly 20% discount for monthly)	US \$220 and above	US\$285 - \$360
<u>JOLLY HOTEL - MADISON TOWERS</u> (Madison Avenue at 38th Street) (212) 802-0600	<u>THE KIMBERLY HOTEL</u> (145 East 50th Street) (212) 702-1600	<u>KORMAN COMMUNITIES *</u> (234 East 46th Street) (646) 291-4200
Superior: US \$236 and above Deluxe: US \$304 and above	Deluxe: US \$269 and above 1-BD Suite: US \$299 and above 2-BD Suite: US \$589 and above	US\$245
<u>THE MANSFIELD HOTEL</u> (12 West 44th Street) (212) 277-8700	<u>MARCEL</u> (201 East 24th Street) (212) 696-3800	<u>MARRIOTT COURTYARD MIDTOWN EAST</u> (866 Third Avenue at 53rd Street) (212) 644-1300
Superior: US \$309 and above Deluxe: US \$369 and above Queen Suite: US \$469 and above	US \$269 and above	US \$379 and above
<u>MILLENIUM UN PLAZA</u> (UN Plaza, 44th Street) (212) 758-1234	<u>MODERNE</u> (243 West 55th Street) (212) 397-6767	<u>The NEW YORK HELMSLEY *</u> (212 East 42nd Street) (212) 490-8900
Standard: US \$309 and above Superior: US \$339 and above	US\$244	US \$250 and above
<u>PARAMOUNT Hotel</u> (235 West 46th Street) (212) 764-5500	<u>PICKWICK ARMS</u> (230 East 51st Street) (212) 355-0300	<u>RADISSON LEXINGTON</u> (511 Lexington Avenue) (212) 755-4400

US\$209 (May-Aug)

[ROGER SMITH](#)

(501 Lexington Avenue)
(212) 755-1400

US\$ 189 (Jan-Aug)

[THIRTY THIRTY HOTEL](#)

(30 East 30th Street)
(800) 497-6028

Standard: US \$295 and above
Superior: US \$335 and above
Executive: US \$395 and above

* Direct link to UN rates

US\$129 (Jan-Aug)

[SHELBURNE MURRAY HILL](#)

(303 Lexington Avenue)
(212) 689-5200

Studio US \$299

One Bedroom US \$359

[The WARWICK](#)

(65 West 54th Street)
(212) 247-2700

US\$ 255 (May-Aug)

US\$ 209 (Jan-Aug)

[SURREY Hotel](#)

(20 East 76th Street)
(212) 288-3700

US\$ 359 (May-Aug)

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
JFK INTERNATIONAL AIRPORT				
<u>AirTrain JFK</u> www.panynj.gov/airtrain Connection with: *NYC subway www.mta.info/nyct/subway *Long Island Railroad (LIRR) to Penn Station www.mta.info/lirr	Enter/Exit: \$5.00 Subway: \$2.00 Enter/Exit: \$5.00 Train (Peak):\$6.75 (Off Peak): \$4.75	55 minutes 40 minutes	24-hour service Air Train: 4-10 min. Subway: 4-12 min LIRR: 2-22 min	Connect to E train/LIRR at Jamaica Station. Pay per ride. Metrocard is required to ride Air Train
<u>Express Bus</u> 1-718-875-8200 www.panynj.gov	\$15	45-65 minutes (longer at peak hours)	Every 30 min from 6:15 a.m.	Grand Central Terminal (Bus stops at 125 Park Ave. between E. 41st & E.42nd sts.) Transfer available to hotels between E.27th and E.62rd sts.
<u>Super Shuttle Manhattan</u> Shared door-to-door minibus 1-800-258-3826 www.supershuttle.com	\$17-\$19	45-75 minutes (depending on parking)	Available 24 hours	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.
<u>Taxi</u>	Flat rate \$45 + tolls + tip (10-15%) is customary.	40-60 minutes (longer at peak hrs.)	Available 24 hrs	Follow signs to Taxi Stands in front of Terminals.

LA GUARDIA AIRPORT				
<p><u>Express Bus</u> 1-718-875-8200 www.panynj.gov</p>	\$10.00-12.00	30-40 minutes (longer at peak hours)	20-30 minutes 7am -11pm	Grand Central Terminal (Vanderbilt Ave. & E. 42 nd sts) transfer available to hotels between e.31 st & E.59th Sts
<p><u>Super Shuttle Manhattan</u> Shared door-to-door minibus 1-800-258-3826 www.supershuttle.com</p>	\$15.00 - \$19.00	45-75 minutes (depending on parking)	Available on demand 7am - 11:30 pm	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><u>Taxi</u></p>	\$21-\$30 + tolls (\$4) & tips (10-15%) is customary. Night charge (0.50 from 8pm -6am) or weekday surcharge (\$1 Mon to Fri from 4 - 8 pm (if applicable).	20-30 minute (longer at peak hours)	Available during flight hours.	Follow signs to Taxi Stands in front of Terminals.
NEWARK INTERNATIONAL AIRPORT				
<p><u>Air Train</u> www.panynj.gov/airtrain/newark/what.index.html 1-800-AIR-RIDE</p> <p>Connection with NJ Transit: www.njtransit.com 1-800-772-2222 1-973-762-5100</p>	\$5 +NJ Transit Faire \$6.55	40 minutes	Air Train: 8-12 minutes 24 hour service NJ Transit: 7-30 minutes depending on the time of the day between 4:46 - 1:55 am. For schedule check www.njtransit.com or 1-800-626-RIDE	Take Air train to Newark Int'l Airport Station and transfer to the NJ Transit Trains to New York Penn Station.
<p><u>Olympia Airport Express</u> 1-877-863-9275 www.panynj.gov/aviation/egtsfram.htm</p>	\$20 round-trip \$12 one way \$16 one way transfers to hotels via Grand Central Station	30-60 minutes (longer at peak hours)	Every 2-030 min 4 am - 11:10 pm	Drop off service to: Grand Central Terminal (120 E. 41st St. between Park & Lexington Ave.) Port Authority (E.42nd St. & 8th Ave.) Penn Station (W.34th & 8th Ave.)
<p><u>Super Shuttle Manhattan</u> Shared door-to-door minibus 1-800-258-3826</p>	\$15.00 - \$19.00	30-60 minutes (longer at peak)	Available on demand 24 hours	No reservation is required for the trip from the Airport to Manhattan. Follow the signs to Ground

<p>www.supershuttle.com</p> <p><u>Taxi</u></p>	<p>Flat rate ranging from \$30 to \$45 plus tolls (\$6. each) & tips (10-15% is customary)</p>	<p>hours)</p> <p>40 min (longer at peak hours)</p>	<p>Available during flight hours</p>	<p>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 the signs to Taxi Stands outside arrival areas.</p>
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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
1-800 275-8775

Tudor City P1: New York, NY 10017
1-800 275-8777