

## 2018 ANNUAL ECOSOC PARTNERSHIP FORUM

*“Partnering for Resilient and Inclusive Societies: Contributions of the Private Sector”*

10:00 am – 6.00 pm, 4 April 2018  
UNHQ, New York

### Logistics Note

The United Nations Economic and Social Council (ECOSOC) Partnership Forum will take place at the United Nations Headquarters in New York City on Wednesday, **4 April 2018, from 10:00 a.m. to 6:00 p.m.**

#### Location of meeting:

The all-day meeting will be held in the **Trusteeship Chamber** in the General Assembly Building. Please note that seating is limited. Once the room reaches capacity, security will restrict entrance to the Chamber, so please aim to arrive early.

#### Registration and issuance of identification badges:

Participants must pre-register in advance with the ECOSOC Secretariat by filling in and submitting the official registration form that was transmitted.

**Only written registration forms received by no later than Tuesday 27 March 2018 will be accepted.**

Participants who do not hold a valid UN pass must pre-register by the above date and once preregistered, pick up their badges at the Main Gate located at the Visitors' Entrance of the General Assembly (GA) Building (between 45th and 46th Streets and 1st Avenue) prior to passing through UN security. Please note:

- **A valid photo ID must be presented in order to be issued a pass.**
- **Only participants that have pre-registered and whose names are on the security list will be provided an identification badge at registration.**

Badges can be obtained **from 9:00 a.m. to 10:30 a.m.** and **from 2:00 p.m. to 3:00 p.m.** at the location mentioned above. Volunteers will be posted at the Main Gate to hand out the badges and provide directions to the conference room.

Due to strict security measures, we encourage all pre-registered participants to **arrive at least one hour before the start of the Plenary.**

Please note that you will not be able to check in or bring in large suitcases or bags. We apologize for this inconvenience and kindly ask you that you plan accordingly. Suitcases and bags able to fit through a standard security screening machine (i.e. no larger than airline carry-on size) will be permitted.

Badges have to be worn at all times while on the United Nations premises. Kindly note that once issued a pass, participants will be able to use it to gain re-entry to UN premises during the course of

the day.

### Passport and VISA requirements:

It is required for many overseas visitors to obtain a visa for entry into the United States. Participants are responsible for their own visa arrangements. The United Nations Secretariat will not be able to support visa application procedures apart from issuing invitation letters in the name of nominated officials.

We recommend that participants contact the nearest United States Embassy or Consulate, in the country of departure (<http://www.usembassy.gov/>), as soon as possible to determine whether a visa is required, or visit the US State Department website at: <http://www.unitedstatesvisas.us/> for further information. To obtain a visa to attend the 2018 Partnership Forum, please present the official letter of invitation addressed to you, along with the visa application form, any required accompanying documentation and your passport. For more information, visit:

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>

To check if your country is in a Visa Waiver country, you can check for details at:

<https://www.cbp.gov/travel/international-visitors/visa-waiver-program>

**IMPORTANT:** Please also check whether you need a **transit visa** for countries in which you may have to transfer/stop over during your trip to/from New York.

### Documentation:

The 2018 ECOSOC Partnership Forum will aim to be **paper-smart**. The provisional programme and other background documents are available on the official [website](#) of the Partnership Forum.

### Lunch:

Participants are invited to purchase their meal at the UN Cafeteria located on the 4th floor of the Secretariat Building, which offers a variety of food at reasonable prices. Alternatively, you may choose to dine at one of the many restaurants located in close proximity to the UN. **Should you decide to leave the UN premises, your security badge will enable you to re-enter at any time.**

### Transportation in New York:

- [Subway](#): Number 4, 5, 6 or 7 trains to Grand Central Station: walk east to 1<sup>st</sup> Avenue.
- [Buses](#): Coming from lower Manhattan, bus [M15](#) will stop on 1<sup>st</sup> Avenue in front of the United Nations. From uptown, bus [M15](#) will run on 2<sup>nd</sup> Avenue and stop on 46<sup>th</sup> and 42<sup>nd</sup> Streets. Buses [M42](#) and [M104](#) stop on 42<sup>nd</sup> Street and 1<sup>st</sup> Avenue in both directions.
- New York City [taxis](#) are available from any destination.

### Hotel accommodation:

If needed, participants are kindly asked to arrange their own hotel bookings. When making hotel reservations, participants are encouraged to inquire about special rates for attending United Nations meetings. Please note that hotel reservations will only be guaranteed with a credit card.

The following link provides a list of hotels situated in the UN area:

[http://www.un.org/en/ecosoc/partnership2014/pdf/new\\_york\\_hotels\\_2012.pdf](http://www.un.org/en/ecosoc/partnership2014/pdf/new_york_hotels_2012.pdf)

#### Other Logistical Information:

Banks	The United Nations Federal Credit Union (UNFCU) is located in 1B of the United Nations General Assembly Building (405 E. 42 <sup>nd</sup> Street). Hours of operation are from 8:00 am – 4:00 pm. There is an automated teller machine (ATM) and foreign currency exchange at the bank, as well as UNFCU ATMs at the lobby of the Secretariat Building.
Post Office	The United Nations has postal services located in the Concourse level of the General Assembly Building near the UN Gift Shop. Hours of operation are from 9:30 am-5:30 pm.
Medical services	Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. Medical attention is available during regular working hours from 9:00 a.m. to 5:30 p.m. at the UN Secretariat Building (5 <sup>th</sup> floor).
Dining	The United Nations has several dining options. For information, please see <a href="#">here</a> . There are also vending machines on the ground floor. Restaurants are available within short walking distance of the United Nations Headquarters.

#### Contact Information:

##### Registration and logistics:

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