

**2018 UNITED NATIONS
ECONOMIC AND SOCIAL COUNCIL (ECOSOC)
YOUTH FORUM**

30 - 31 January 2018

United Nations Headquarters, New York

DRAFT LOGISTICAL INFORMATION FOR PARTICIPANTS

Venue of the Forum

The United Nations Economic and Social Council (ECOSOC) Youth Forum 2018 on “[The role of youth in building sustainable and resilient urban and rural communities](#)”, will take place on 30-31 January 2018 at the United Nations Headquarters in New York.

The plenary sessions of the Youth Forum will be held in the Trusteeship Council Chamber, and the breakout sessions in various conference rooms (See [draft programme](#))

UN grounds passes for Representatives of Member States and participation in the room

Accreditation to official meetings is provided to representatives of Member/Observer States, youth delegates, Permanent/Observer Missions. Therefore, **we kindly request that you contact your Permanent Mission in New York and ask them to facilitate a UN grounds pass.** The contact details for your mission can be found at [https://protocol.un.org/dgacm/pls/site.nsf/files/BB306/\\$FILE/bb306.pdf](https://protocol.un.org/dgacm/pls/site.nsf/files/BB306/$FILE/bb306.pdf). If the name and photograph of a government representative is already in the computer system of the Pass and ID Unit, his/her pass may be collected by a representative of the Mission in the absence of the government representative.

The plenary session of the ECOSOC Youth Forum will take place in the Trusteeship Council Chamber. Seating in the Trusteeship is one [At table] + one [Adviser seat].

Registration for the Forum and issuances of identification badges for non-government representatives

Due to the weather forecast in New York City for 30–31 January 2018, please be advised that all registered participants (excluding Member State delegations) should pick up their event passes at:

ONE UNITED NATIONS PLAZA (LOBBY)
First Ave. between 44th street and 45th street (next to Chase Bank)

Date: 30 and 31 January 2018
Hours: 8:30 am to 11:00 am
2:00 pm to 3:15 pm

Proof of ID: Passport or government issued ID

Please note that passes will **NOT** be issued to those that did not pre-register. No exceptions. Only participants who have pre-registered and panelists whose names are on the security list will be provided with security passes. The security pass must be worn and be visible at all times while on the United Nations premises.

Please note that all participants will receive only one security pass for the two-day event. The pass will not be re-issued if lost or forgotten. Please keep your pass in a safe place, as it will be valid for both days.

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

Please also note that participation at this event is by invitation only.

Participants who are already in possession of a valid UN grounds pass will be able to attend the forum without registration.

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 Youth 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 Youth Forum will aim to be paper-smart. The provisional programme, and various concept notes and other relevant material are available on the [official website](#) of the Youth Forum.

Transportation in New York

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

Hotel accommodation

Participants are responsible for arranging their own reservations for hotels of their choice. 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. **A list of hotels reasonably close to the United Nations headquarters is available for reference in [Annex 1](#) below.**

Other Logistical Information

- Banks** The United Nations Federal Credit Union (UNFCU) is located in 1B of the United Nations General Assembly Building (405 E. 42nd 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 (5th floor).
- Dining** The United Nations has several dining options. For information, please see [here](#). There are also vending machines on the ground floor. Restaurants are available within short walking distance of the United Nations Headquarters.

Contact Information

For any questions regarding the substantive and logistical preparations of the ECOSOC Youth Forum 2018, please contact:

Mr. Paul Simon
ECOSOC and Interorganizational Cooperation Branch
Office for ECOSOC Support and Coordination
Department of Economic and Social Affairs
United Nations
E-mail: simonp@un.org

Annex 1 - List of Hotels

Below you can find the current list of hotels and apartment houses in the vicinity of the UN Headquarters with whom the United Nations have negotiated special preferential room rates. These rates are applicable for all travellers 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. **Please note that any discounts that are provided by the hotels are provided as a courtesy; and are subject to change without notice. Please confirm rates and availability with the hotel when making your booking.**

Hotel (Street Address)	Phone
<u>ACCOR Hotels</u> (Novotel) (226 West 52nd Street)	(212) 315-0100
<u>AFFINIA 50</u> (155 East 50th Street)	(212) 751-5710
<u>AFFINIA DUMONT</u> (150 West 34th Street)	(212) 481-7600
<u>AFFINIA GARDENS</u> (215 East 64th Street)	(212) 355-1230
<u>AFFINIA MANHATTAN</u> (371 Seventh Avenue)	(212) 563-1800
<u>ALGONQUIN Hotel</u> (59 West 44 th Street)	(212) 840-6800



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AMERITANIA Hotel

(230 West 54th Street)

(212) 247-5000

AMSTERDAM COURT

(226 West 50th Street)

(212) 459-1000

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

CROWNE PLAZA

(304 East 42nd Street)

(212) 986-8800

DOUBLETREE METROPOLITAN

(569 Lexington Avenue)

(212) 752-7000

EASTGATE TOWER Hotel

(222 East 39th Street)

(212) 687-8000

ENVOY CLUB

(377 East 33rd Street)

(212) 481-4600





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FITZPATRICK GRAND CENTRAL

(141 East 44th Street)

(212) 203-0860

GRAND HYATT

(42nd Street / Park Avenue)

(212) 883-1234

HELMSLEY MIDDLETOWNE

(148 East 48th Street)

(212) 755-3000

HELMSLEY PARK LANE

(36 Central Park South)

(212) 521-6239

KORMAN COMMUNITIES

(234 East 46th Street)

(646) 291-4200

MARCEL

(201 East 24th Street)

(212) 696-3800

MILLENIUM UN PLAZA

(UN Plaza, 44th Street)

(212) 758-1234

MODERNE

(243 West 55th Street)

(212) 397-6767

The NEW YORK HELMSLEY

(212 East 42nd Street)

(212) 490-8900

PARAMOUNT Hotel (235 West 46th Street)

(212) 764-5500





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PICKWICK ARMS

(230 East 51st Street)

(212) 355-0300

RADISSON LEXINGTON

(511 Lexington Avenue)

(212) 755-4400

ROGER SMITH

(501 Lexington Avenue)

(212) 755-1400

SHELBURNE MURRAY HILL

(303 Lexington Avenue)

(212) 689-5200

SURREY Hotel

(20 East 76th Street)

(212) 288-3700

The WARWICK

(65 West 54th Street)

(212) 247-2700

Tudor Hotel at the United Nations

(304 East 42nd Street)

(212) 297-3558

