

**The strategic role of development cooperation in achieving the 2030 Agenda:  
Building sustainable and resilient societies**

**LOGISTICAL INFORMATION FOR DCF PARTICIPANTS**

**Venue**



**Date:** 21 - 22 May 2018



**Location:** ECOSOC Chamber  
United Nations Headquarters  
New York

*The United Nations Headquarters is located on 1<sup>st</sup> Avenue between 42<sup>nd</sup> and 46<sup>th</sup> Streets, with the main entrance on 46<sup>th</sup> Street.*

*The ECOSOC Chamber is in the Conference Building and can be accessed via the second floor (entrance adjacent to the North Delegates Lounge) and third floor of the building.*



**Information:** For regular updates, please visit the [DCF website](#).



## Registration

The forum is open to representatives of member States and observers, members of parliament, local governments, UN entities, international organizations, multilateral development banks, civil society organizations, foundations, academia and the private sector.

### Registering to receive a UN grounds pass

- Participants who are already in possession of a valid UN grounds pass will be able to attend the forum without registration. NGOs in consultative status with ECOSOC can designate representatives to obtain passes for UN premises.
- Participants who do not currently have a valid UN grounds pass must register with the DCF team ([dcf@un.org](mailto:dcf@un.org)) by ***Tuesday, 15 May 2018***. *Registrations submitted after the deadline cannot be processed.* Registrations will be reviewed individually. Once registrations are approved, a UN staff member will communicate by e-mail when and where to collect UN grounds passes. Participants are requested to bring with them a photo ID (Passport, National ID or a Driving License). The temporary pass will provide access to the ECOSOC Chamber, where the forum will be held, and to the side event venues in the Conference Building.

## Documentation

The provisional programme, concept notes, Report of the Secretary-General on “Trends and progress in international development cooperation” and other relevant material are available on the [DCF website](#). Please bring your own copies of documents, as the 2018 DCF aims to be ‘paper smart’.

## Passport and visa requirements

Many overseas visitors will require a visa for entry into the United States. Participants are responsible for their own visa arrangements. The United Nations will not be able to support visa application procedures apart from issuing personal invitation letters.

Participants should 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: <https://travel.state.gov/content/travel/en/us-visas.html> for further information. To obtain a visa to attend the 2018 DCF, please present the official letter of invitation to the forum in your name, along with the visa application form, any accompanying documentation and a passport valid for six months after departure from the United States.

There are currently 38 Visa Waiver countries that as of 12 January 2009 require an Electronic Travel Authorization (ESTA) prior to departure: Andorra, Australia, Austria, Belgium, Brunei, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, Republic of Korea, Spain, Sweden, Switzerland, Taiwan (Province of China), United Kingdom. For details see: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>

**IMPORTANT:** Please 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.

## 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.

**Taxis:** New York City taxis are available from any destination.

## Hotel accommodation

Participants must arrange their own hotel reservations. Please note that hotel reservations will generally only be guaranteed with a credit card. You can find a list of hotels close to the United Nations headquarters at the end of this document.

## Other logistical information

**Banks:** The United Nations Federal Credit Union (UNFCU) is located on floor 1B of the United Nations General Assembly Building (405 E. 42<sup>nd</sup> Street). The bank's opening hours are 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 in 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 9:30 am-5:30 pm.

**Medical services:** Participants are responsible for making their own insurance arrangements, including life, health and other forms of insurance deemed appropriate. The UN medical office is open during regular working hours, from 9:00 a.m. to 5:00 p.m. at the UN Secretariat Building (5<sup>th</sup> floor).

**Dining:** The United Nations has several dining options. For information, please see [here](#). There are vending machines on the ground floor. Restaurants are available within short walking distance of United Nations Headquarters.

## Contact information

For questions regarding the substantive preparations of the DCF, please contact:

**Ms. Caroline Lombardo**

International Tax and Development Cooperation Branch  
Financing for Sustainable Development Office  
Department of Economic and Social Affairs  
United Nations  
E-mail: [lombardoc@un.org](mailto:lombardoc@un.org)  
Tel: + 1 (917) 367-9212

For logistical questions, please contact:

**DCF Team**

International Tax and Development Cooperation Branch  
Financing for Sustainable Development Office  
Department of Economic and Social Affairs  
United Nations  
E-mail: [dcf@un.org](mailto:dcf@un.org)

Interested in the DCF?

DCF Website | Subscribe to the DCF Newsletter | Contact: [dcf@un.org](mailto:dcf@un.org)

DCF Secretariat | International Tax and Development Cooperation Branch | Financing for Sustainable Development Office, UN-DESA



## Annex 1 – Selection of Hotels close to the United Nations Headquarters

<b>Hotel Name</b>	<b>Hotel Address</b>	<b>Telephone</b>
<b>70 Park Avenue – Kimpton Hill</b>	70 Park Avenue, New York, NY	212-973-2400
<b>Club Quarters Grand Central</b>	128 East 45 <sup>th</sup> St. New York, NY	212-986-6400
<b>Courtyard Central Park Marriott</b>	1717 Broadway, New York, NY	212-324-3774
<b>Dylan Hotel</b>	52 East 44 <sup>th</sup> St. New York, NY	212-338-0500
<b>Hilton Garden Inn Midtown East</b>	206 East, 52 <sup>nd</sup> St. New York, NY	212-794-6000
<b>Hilton Manhattan East</b>	304 East, 42 <sup>nd</sup> St., New York, NY	212-986-8800
<b>One UN New York Hotel</b>	1 United Nations Plaza, New York, NY	212-758-1234
<b>Residence Inn Central Park</b>	1717 Broadway, New York, NY	212-324-3774
<b>Residence Inn Marriott/Midtown East</b>	148 East, 48 <sup>th</sup> St., New York, NY	212-980-1003
<b>Roger Smith</b>	501 Lexington Ave., New York, NY	212-755-1400
<b>The Kimberly hotel</b>	145 East 50 <sup>th</sup> St., New York, NY	212-702-1600
<b>The Kitano Hotel</b>	66 Park Ave., New York, NY	212-885-7000
<b>The New York Edition</b>	5 Madison Ave., New York, NY	212-413-4200
<b>The Westin at Grand Central</b>	212 East, 42 <sup>nd</sup> St., New York, NY	212-490-8900
<b>Warwick</b>	65 West, 54 <sup>th</sup> St., New York, NY	212-247-2700