Venue of the Forum

As part of the High-level Segment of the 2016 session of the Economic and Social Council (ECOSOC), the Fifth Biennial High-level Meeting of the Development Cooperation Forum (DCF) will be held on 21 - 22 July 2016 in the ECOSOC Chamber at the United Nations Headquarters in New York. The United Nations Headquarters is located on 1st Avenue between 42nd and 46th Streets.

For regular updates on the 2016 DCF, please visit the DCF website.

Registration for the Forum

The forum is open to all delegations of States Members of the United Nations and States members of specialized agencies, inter-governmental organizations, specialized agencies and related organizations of the United Nations system, United Nations funds, programmes and other entities, civil society organizations and private sector.

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

Civil Society Organizations and Private Sector

Participants representing civil society organizations and private sector who are already in possession of a valid UN grounds pass will be able to attend without registration.

Participants who do not currently have a valid UN grounds pass must complete the registration form to receive a temporary pass. The pass will give you access to the ECOSOC Chamber, where the forum will be held.
Registration forms will be reviewed and processed. Once approved, a staff member from the Office for ECOSOC Support and Coordination (OESC), DESA will communicate by e-mail relevant logistical information, including when and where passes could be collected. This information will also be posted at the DCF website.

*Please note that the deadline for the submission of registration forms is Friday, 15 July 2016.* Registrations submitted after the deadline will not be considered.

The registration form is available on the DCF website.

**Documentation**

The 2016 DCF will aim to be paper-smart. The provisional programme, concept notes, the Report of the Secretary-General on “Trends and progress in international development cooperation” and other relevant material are available on the DCF website. Copies of the programme will be made available at the venue.

**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 2016 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/visas/en/visit/visa-waiver-program.html

**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.
**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 a United Nations meeting. 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 on the DCF website for reference.

**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 preparations of the DCF, please contact:

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If you have any questions pertaining to logistical information, please contact:

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10017