

Economic and Social Council
Special event on International Cooperation in Tax Matters
(New York, 14-15 March 2012)

Logistics Note

Introduction

The two meetings, which for logistical purposes are treated in this note like a 2-day event, are of quite different nature. The Special Meeting of ECOSOC on International Cooperation in Tax Matters on **15 March 2012** is a formal meeting, at which statements can only be made by the Member States and accredited organizations. In addition, we are proposing to the President of ECOSOC that the Members of the Committee should be able to answer questions from Delegations. The Expert Group Meeting on Transfer Pricing and Capacity Development in Tax Matters on **14 March 2012** will be less formal, with more opportunities for spontaneous interventions.

Meeting Times

The Expert Group Meeting on 14 March will be from 9:30 am to 6:30 pm and the ECOSOC meeting on 15 March will be from 10:00 am to 6:00 pm.

Registration

Please proceed through the UN Visitor's Entrance at **46th Street and First Avenue**. Once past security, you will be in the lobby area of the General Assembly building where there will be a desk with people identified as organizers of this meeting who can escort you in groups to the meeting room. They will be there at least until 10:00 am on the 14th and 11:00 am on the 15th. After these times please call Marilyn Elblein at (646) 251-4060 or Olivier Munyaneza at (646) 289-1961 to gain access. We will also (subject to rain) have suitably identified people outside the gates at the main UN entrance to hand in your passes to you in advance. You need to wear the pass at all times while on the UN premises. It will be for both days.

Security processes

In order to allow sufficient time to go through security clearance, (preferably as early as possible, but no earlier than 9:00 am – you will not be allowed into the UN complex until then). Security is strict and we advise against bringing in substantial items of luggage. Remember to bring a passport or a national ID with photo and your formal invitation to the meetings. If you have not received the invitation, contact Marilyn Elblein at elblein@un.org by 12 March.

The meetings will be held in the **North Lawn Building (NLB)**. The venue will be **Conference Room 1** for the 14th March (note that this Meeting was previously to be in Room E but interest in the event necessitates a larger room) and the **Economic and Social Council (ECOSOC) Chamber (ground floor)** for the 15th March. Please see the floor plan attached and kindly note the **green arrow** with words “**Enter Here**” at the opposite side of the building to First Avenue (on the floor plan/map).

On the passage-way from the main UN buildings to the NLB, and again when entering the NLB, you will need to show your pass to security for access (you do not go through the NLB security gates by swiping the card - it will not work for non-UN personnel) and proceed: (1) in towards the centre of the building, then making a left turn **to Conference Room 1 for the 14th March meeting; OR (2) to your right to the ECOSOC Chamber for the 15th March meeting.**

Seating

For the EGM on the 14th, we will be reserving seats for listed speakers and Chairs of sessions; other seating will be unassigned. For the ECOSOC meeting on the 15th, the seating will be assigned.

Speakers

The sessions for the EGM on the 14th are **very concentrated**, to give as much opportunity for key points to be made by as many speakers as possible, while allowing other participants to also address key issues. This means that there will be **no time to deliver prepared speeches, only a few key points likely to be of special interest to developing countries**, but more detailed written materials can be made available to participants by the Secretariat, **if provided by the 12th**, and a few key points can be noted **in the brief and strictly enforced (8 minutes) presentation** allowed to each speaker (the Keynote Speaker will have a longer time slot).

Powerpoints are not required in view of the short presentation “slots”, but are welcome to help others grasp the key points of your presentation. Such presentation however, still needs to fit in 8 minute-time slot and be **made available to the Secretariat by 12 March.**

We also ask that you send your **short biography to us by Friday, 9 March** (sent to Marilyn Elblein at elblein@un.org). The bios will be made available to participants, as time will not allow extensive introductions before each session.

Chairs

We have not sought to circumscribe how the Chairs perform their roles – we are more than happy for them to give their own observations and summaries, subject to the tight time restrictions. A main task will be to rigorously ensure that speakers keep to the very

strict timings, in fairness to other speakers, and the Secretariat will assist in this. The Secretariat will briefly introduce the Chairs.

Documentation

A number of materials including background information can be accessed on our webpage at <http://www.un.org/esa/ffd/tax/> under the section **Announcements**. Most relate to the ECOSOC meeting, as the purpose of the EGM is to share existing experiences and thoughts in a way that can assist the UN in its work on transfer pricing and capacity building (including capacity building on tax treaties, transfer pricing and other issues).

Participants are kindly requested to print and bring their own copies of the draft agenda and background. Please note that there will be no facilities in the meeting rooms for typing or photocopying of documents.

Interpretation

For budgetary reasons, there will unfortunately be no interpretation provided on 14 March; proceedings will be conducted in English. For the ECOSOC Meeting of 15 March, proceedings will be conducted in the six official languages of the UN (Arabic, Chinese (Mandarin), English, French, Russian and Spanish) using simultaneous translation.

Coffee/ tea/ lunch

Coffee and tea facilities will be provided for the meeting of 14 March and boxed lunches will be provided outside the meeting room for that Meeting. During the meeting of 15 March there are no specific coffee breaks or provided meals, however both can be obtained from the “Austria” coffee shop on the Second (i.e. top) floor of the NLB.

Hotels in New York City

For your convenience, a list of hotels reasonably close to the UN is attached. You should make your reservation ahead of time by calling the hotel’s telephone number. Some of the hotels offer preferential rates to people attending meetings at the UN (you will have to indicate you are attending these meetings), though you should also check the usual hotel booking sites for a better deal also.

Transportation

In New York, you will be responsible for your own transportation to the hotel and to the meeting venue.

We look forward to seeing you in New York!