



**Technical Meeting on “Tax Treaty Administration and Negotiation”  
30-31 May 2013  
UN Headquarters, New York**

**INFORMATION NOTE**

**General**

The Financing for Development Office (FfDO) of UN-DESA and the International Tax Compact (ITC) are jointly organizing a Technical Meeting on “Tax Treaty Administration and Negotiation”, which will be held on 30-31 May 2013, 9:30 a.m.-1:30 p.m. and 3:00-6:00 p.m. at the United Nations Headquarters in New York.

**Meeting Venue**

The United Nations Headquarters is located in the heart of New York City (1st Avenue between 42<sup>nd</sup> & 48<sup>th</sup> Streets). The meeting will be held in S2726-S2727 Conference Room located on the 27<sup>th</sup> floor of the Secretariat Building.

**How to get to the UN Headquarters**

By subway: Take 4, 5, 6, 7, or S trains to Grand Central Station and walk east on 42nd Street to 1st Avenue.

New York City Subway Map: <http://www.mta.info/nyct/maps/submap.htm>

By bus: Take the UN-1<sup>st</sup> Avenue Crosstown bound M42 bus and get off at East 42<sup>nd</sup> Street & 1<sup>st</sup> Avenue.

New York City Bus Map: <http://www.mta.info/maps/>

MetroCard® is a magnetically encoded card accepted for all MTA New York City trains and buses, and can be purchased in subway stations (self-service vending machine) and newspaper kiosks. A single-ride subway and bus fare is \$2.50.

By taxi: NYC taxis are painted in yellow. Look for one with a lit light on the rooftop center panel and dark side panels, but no “off duty” sign. It is easy to hail a taxi on the street or from a cabstand in front of major hotels.

By car: Private parking garages are available from East 45<sup>th</sup> to 49<sup>th</sup> Streets, between 1<sup>st</sup> & 2<sup>nd</sup> Avenues.

## **Security and Registration**

The UN Visitor's entrance is located on 1<sup>st</sup> Avenue, between 45<sup>th</sup> & 46<sup>th</sup> Streets. Participants are advised to arrive at the Visitor's Entrance by 9:00 a.m. to allow sufficient time to go through security screening. After the security check, participants will have to proceed to the registration desk near the Visitor's Information of the General Assembly Building, to collect their UN badges, upon presentation of a government issued photo ID (Passport, National ID or Driver's license). The UN badge is valid for two days (30-31 May). For identification and security reasons, all participants are requested to wear their badges at all times during the meeting. Please note that UN will only issue badges to those who have confirmed their participation prior to the meeting.

## **Organization of the meeting**

Tentative programme, concept note and other relevant materials are available on FfD website at: <http://www.un.org/esa/ffd/tax/2013TMTTAN/index.htm>

## **Language and Interpretation**

The working language of the meeting is English. Interpretation will not be provided.

## **Powerpoint Presentation**

Presenters who will be making powerpoint presentations are kindly advised to submit an electronic copy of the presentation by e-mail ([panghulanv@un.org](mailto:panghulanv@un.org)) on or before Friday, 24 May. In case the presenters would not be able to send their presentations, please be in conference room with the presentation on a flash drive at least 30 minutes before the start of the meeting, so that we could upload it to the computer before the meeting starts.

## **Other Facility**

The UN Main Cafeteria is located in the southeast corner, ground floor of the Secretariat Building.

## **Hotel Accommodations**

Participants are kindly advised to arrange for the booking of their own hotel accommodation. Attached is a list of hotels in the vicinity of the UN Headquarters, for reference.

## **Visa**

Participants are advised to check if they need a visa to travel to the United States of America. If they do, please submit the visa application form, invitation letter, a valid passport and any accompanying documentation, to the nearest US Consulate in their country of departure.

## **Contact Information**

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For administrative/travel-related information:

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We hope that you have a pleasant stay in New York.