

**Economic and Social Council**  
**Special Meeting on International Cooperation in Tax matters**  
**(Conference Room 2, 5 June 2014)**

**INFORMATION NOTE**

**General**

A special meeting of the Economic and Social Council on “International cooperation in tax matters” will be held on 5 June 2014, 10:00 a.m.-1:00 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 Conference Room 2, located on the 1<sup>st</sup> Basement of the Conference 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-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 in 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.

**Registration and Security**

The UN Visitor’s entrance is located on 1<sup>st</sup> Avenue and 47th Street. Participants are advised to arrive at the Visitor’s Entrance by 9:15 a.m. to allow sufficient time to go through security screening. Registration will be at the gate, where a staff member from the Financing for Development Office will provide you with your UN Badge, upon presentation of a government issued photo ID (Passport, National ID or Driver’s license). 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. Participants will then go through security and once cleared, proceed to Conference Room 2 on the 1<sup>st</sup> Basement of the Conference Building.

## **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/2014ITCM/index.htm>

## **Language and Interpretation**

The working language of the meeting is English. Interpretation in the organization's six official languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided.

## **Seating arrangements**

Guests will be seated in the audience at the top section of Conference Room 2.

Special seating arrangements will be made for members of the Committee of Experts on International Cooperation in Tax Matters, invited speakers, invited international organizations and national participants of the workshop on "Tax Base Protection for Developing Countries" to be held on 4 June 2014. The Financing for Development Office will inform these participants accordingly.

## **Powerpoint Presentation**

Presenters who will be making powerpoint presentations are kindly advised to submit an electronic copy of the presentation by e-mail ([limchoc@un.org](mailto:limchoc@un.org)) on or before Friday, 30 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**

For substantive information:

Ms. Dominika Halka  
Chief, Capacity Development Unit  
Financing for Development Office  
Department of Economic and Social Affairs  
United Nations  
Two UN Plaza, Room DC2-2172  
New York, NY 10017  
Tel. (1-212) 963-6653  
E-mail: [halka@un.org](mailto:halka@un.org)

Mr. Harry Tonino  
Economic Affairs Officer  
Capacity Development Unit  
Financing for Development Office  
Department of Economic and Social Affairs  
United Nations  
Two UN Plaza, Room DC2-2178  
New York, NY 10017  
Tel. (1-212) 963-8762  
E-mail: [tonino@un.org](mailto:tonino@un.org)

For administrative/travel-related information:

Ms. Suzette C. Limchoc  
Programme Assistant  
Capacity Development Unit  
Financing for Development Office  
Department of Economic and Social Affairs  
United Nations  
Two UN Plaza, Room DC2-2186A  
New York, NY 10017  
Tel. (1-212) 963-7218  
E-mail: [limchoc@un.org](mailto:limchoc@un.org)

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