

**Sixteenth Session of the Committee of Experts
on International Cooperation in Tax Matters
ECOSOC Chamber, UN Headquarters,
New York, USA
14-17 May 2018**

Information Circular for Participants

Dates and Venue

The sixteenth session of the Committee of Experts on International Cooperation in Tax Matters will take place at the United Nations Headquarters in New York from 14-17 May 2018. The meetings will be held in the ECOSOC Chamber of the Conference Building. The UN entrance is located at 46th Street and 1st Avenue.

Note: Please be advised to check our website (<http://www.un.org/esa/ffd/events/event/sixteenth-session-tax.html>) regularly for updates on conference documents. Participants are urged to bring their own copies of documents as the copying facilities available will be very limited.

Agenda

The agenda and proposed organization of work for the sixteenth session is available [here](#). Please note that while efforts will be made to keep to the proposed timings, there is no guarantee that particular matters will be discussed at the proposed times.

Registration

To register for the bi-annual session, participants are requested to use one of the following options:

- 1) [Click here](#) to register on-line; or
- 2) Complete the [registration form](#) and return it to the Financing for Sustainable Development Office (FfSDO) by email at: taxffdoffice@un.org:

In both cases participants should retain a hard copy of their completed registration form and bring it with them to UN Headquarters. Registration closes on 7 May.

To obtain their grounds passes, participants are requested to report to the Security Entrance located at 46th Street and 1st Ave **on 14 May between 9.00 and 9:50 am**. After 9:50 am, kindly call Ms. Zeynep Sozer's cell phone: 1-929-309-7178

Participants who may be in New York on Friday 11 May can call Ms. Zeynep Sozer at 1-929-309-7178 or Mr. Michael Lennard at 1-917-367-5734 between 12.00 pm and 6.30 pm to receive their passes.

Participants are requested to bring with them the following:

- 1) Copy of their registration form (see above); and
- 2) Photo ID (Passport, National ID or a Driving License).

Hotel Accommodation

The UN no longer has preferential rates for conference participants in New York. We advise participants to make use of the following hotel booking sites or others to make reservations:

<http://www.expedia.com/>

<http://www.trivago.com/>

<http://www.booking.com/>

Prices may differ between these sites, so we advise participants to cross-check prices for any hotel booking.

There is also the possibility to arrange bookings with hotels directly. Midtown East hotels are closest to UN Headquarters.

Please see Midtown, New York map at the link below:

<https://www.google.com/maps/@40.7513545,-73.9695341,17.75z>

Visas

Participants should obtain a visa through the US Consulate in their home country where needed. Participants who require a visa are advised to start the process as soon as possible. If participants in the meeting need a letter from us as part of their visa application, please do not hesitate to contact Mr. Olivier Munyaneza at munyaneza@un.org for assistance.

The FfSDO contact persons for this meeting are:

For substantive matters:

Mr. Michael Lennard

Secretary, Committee of Experts on International Cooperation in Tax Matters

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Mr. Olivier Munyaneza

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For administrative matters:

Ms. Zeynep Sozer

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