



NEW YORK RESOURCE GUIDE

27TH SESSION OF UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES AND 10TH UNITED NATIONS CONFERENCE ON THE STANDARDIZATION OF GEOGRAPHICAL NAMES NEW YORK

as of: 4 June 2012

UNITED NATIONS HEADQUARTERS, NEW YORK

These information notes have been compiled to assist you in the preparation for your trip to New York to participate in the **27th Session of United Nations Group of Experts on Geographical Names** and **10th United Nations Conference on the Standardization of Geographical Names** and the side events.

We would appreciate any comments or suggestions that you have on how to improve these.

MEETING DETAILS

- **27th session of the United Nations Group of Experts on Geographical Names**
Date: 30 July and 10 August 2012
Venue: Conference Room 2, Temporary North Lawn Building. (Enter through the Visitor's Entrance at First Avenue, between E. 45 & E. 46 Streets).
Times: 10:00 am – 1:00 pm
3:00 pm – 6:00 pm
- **10th United Nations Conference on the Standardization of the Geographical Names**
Date: 31 July – 9 August 2012
Venue: Conference Room 2, Temporary North Lawn Building. (Enter through the Visitor's Entrance at First Avenue, between E. 45 & E. 46 Streets).
Times: 10:00 am – 1:00 pm
3:00 pm – 6:00 pm

ADMINISTRATIVE ARRANGEMENTS FOR THE MEETINGS

Credentials and Grounds Passes to the UN Premises

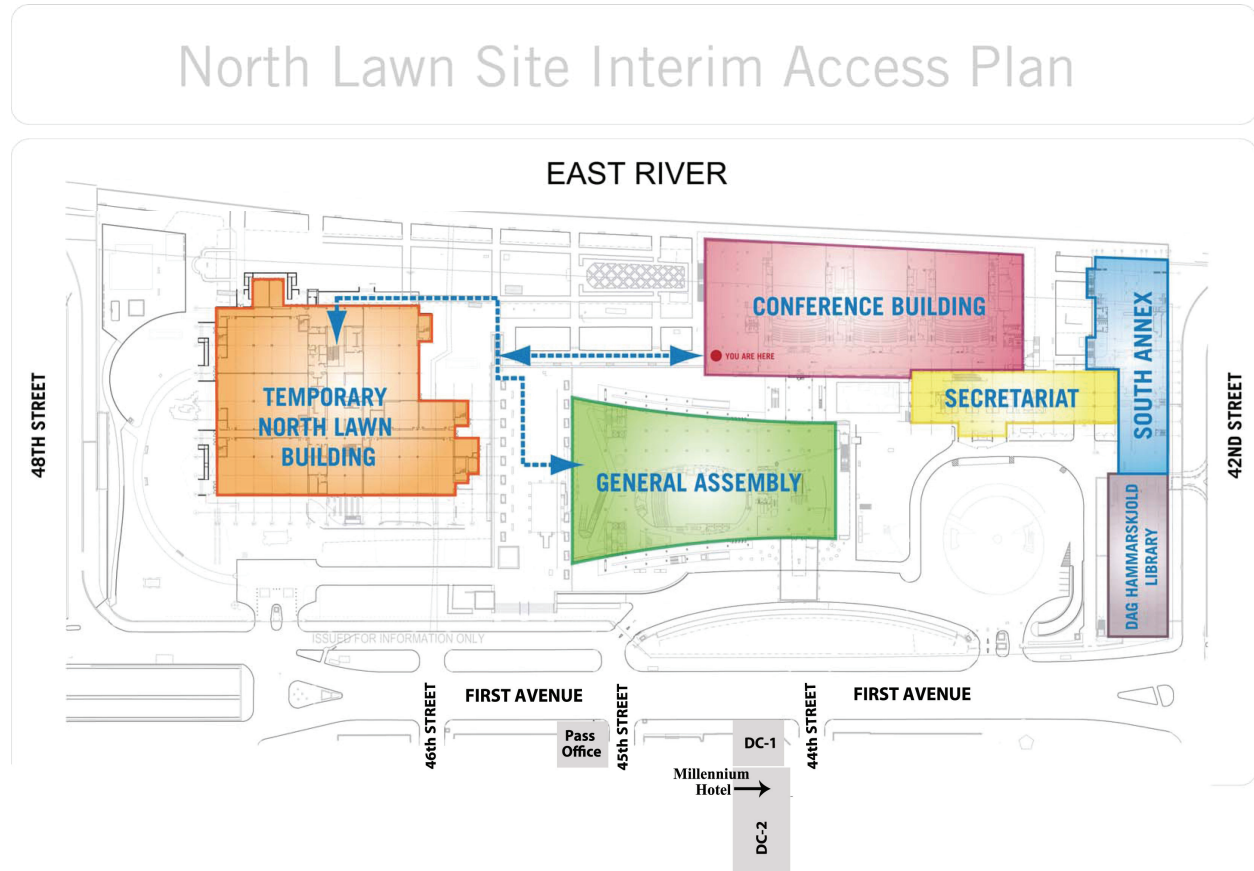
We would like to remind you that you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to advise the Secretary-General in writing of your intention to participate in the meetings and provide the name(s) of all the members of your delegation. The contact information for the Permanent Missions can be found on the following website: <http://www.un.org/en/members/>. Once your mission has informed the Secretary-General, they will then request a grounds pass(es) to the United Nations premises for each member of your delegation.

**NEW YORK RESOURCE GUIDE
UNITED NATIONS STATISTICS DIVISION**

For representatives from UN agencies, official nominations can be sent directly to our Office (see contact details above). You may use your UN Laissez-Passer to facility entrance to the UN premises or request your representative office in New York to make arrangements for your grounds pass.

For representatives from non-UN organizations, our Office will make arrangements for your grounds pass upon receipt of your official nominations from your organization.

Map of United Nations Vicinity



Address and Contact Numbers

Ms. Sabine Warschburger
Room: DC2-1682
Phone: (1-212) 963-4297
Fax: (1-212) 963-4569
Email: warschburger@un.org

Administrative Assistant:

Ms. Vilma Frani
Room: DC2-1664B
Phone: (1-917) 367-72903
Fax: (1-212) 963-9851
Email: frani@un.org

Working Language(s) of the meetings

The 27th Session of United Nations Group of Experts on Geographical Names and 10th United Nations Conference on the Standardization of Geographical Names will be conducted in Arabic, Chinese, English, French, Russian and Spanish.

All the other meetings (side events) will be conducted in English only.

GENERAL INFORMATION

Immigration Requirements

Participants should contact relevant United States of America embassies or consulates on visa requirements, and obtain the appropriate entry permit where necessary as early as possible.

The official invitation letter (note verbale) is generally sufficient to be used as supporting documentation for visa (entry permit) request. Please contact us, should there be any issues with obtaining visa for the purpose of attending this event.

Money

The majority of ATMs (Automated Teller Machines) networks in New York City are linked to a network that most likely includes your bank at home. Hence, you would be able to make a cash withdrawal if you have a cash card (ATM Card) that offers **Cirrus** (<http://www.mastercard.com/atmlocator/index.jsp>) or **Plus** (www.visa.com/atm), the 2 most popular networks. There are fees and daily limits associated with withdrawing money using the above networks. Please check with your bank at home for this information.

Traveller's cheques are another good and safe alternative. Be sure to keep a record of their serial numbers, so you are ensured a refund in case they are lost or stolen. The 3 most popular traveller's cheque providers are **American Express** (American Express branches, www.americanexpress.com), **Visa** (Citibank branches), **MasterCard** (Thomas Cook Currency Services).

Credit Cards are a convenient way to pay for transactions. **American Express**, **Visa** and **Master Card** (among others) are accepted virtually everywhere in New York.

Hotels

Arrangements for hotels need to be made by individual participants (or their Mission) at hotels of their own choice. A list of hotel in the vicinity of the UN is provided below.

NEW YORK RESOURCE GUIDE
UNITED NATIONS STATISTICS DIVISION

Please note that a credit card is normally required to make a reservation, participants should plan accordingly.

Participants can contact hotels directly and make reservations. If you need assistance you should contact American Express, United Nations New York, (Tel. 1-877-418-9652, Outside the US: 1-336-291-1394, Fax. 1-917 967 9693 and Email unsec@aexp.com), saying that you are attending the 27th Session of United Nations Group of Experts on Geographical Names and 10th United Nations Conference on the Standardization of Geographical Names and specifying your preference(s).

Participants can also contact your country's Mission to the United Nations which may be able to assist you (contact details for missions can be found at <http://www.un.org/en/members/>). Participants should make the necessary reservations at least one week prior to the event.

Below is the list of hotels located in the vicinity of the United Nations.

Below are some popular web sites for hotels:

www.expedia.com

www.hotels.com

www.orbitz.com

United Nations Hotel List 2012

Hotel Name	Hotel Address	Telephone#
Affinia	155 East 50th St	212-751-5710
Affinia Dumont	150th West34th St	212-481-7600
Algonquin	59West 44th St	212-840-6800
Ambassador	140 East 63rd St	212-838-5700
Ameritania Hotel	230 West 54th St	212-247-5000
Amsterdam Court	226West50th St	212-459-1000
Beekman Hotel	3 Mitchell Place	212-355-7300
Benjamin	125 East 50th St	212-753-2700
Bentley	500 East 62nd St	212-644-6000
Crown Plaza Hotel	304 East 42nd St	212-986-8800
D/Tree Metropolitan	569 Lexington Ave 53rd	212-752-7000
Eastgate Tower Hotel	222East 39th St	212-687-8000
Envoy Club	377 East 33rd St	212-481-4600
Fitzpatrick	141East 44th St	212-784-2520
Grand Hyatt New York	42nd - Park Avenue	212-883-1234
Hemsley Middle Town	148 East 48th St	212-755-3000
Hemsley New York	212 East 42nd St	212-490-8900
Hemsley Park Lane	36 Central	212-521-6239
Hilton Manhattan(Tudor)	304 East 42nd Street	212-986-8800
Marriott East Side	525 Lexington Ave	
Marriott Courtyard	866 Third Ave, NY NY	
Marcel	201 East 24th St 3rd Av.	212-696-3800
Melrose Hotel	140 East 63rd St	212-838-5700
Milleniun Un Plaza	1 Un Plaza	212-758-1234
Moderine	243 West 55th St	212-397-6767
Paramount Hotel	235 West 46th St	212-764-5500
Pod Hotel	230 E 51ST STREET	212-755-5029
Renaissance(Hotel 57	130 East 57th St, NY NY	
Radisson Lexington	511 Lexington Avenue	212-755-4400
Roosevelt Hotel	45 East 45th at Madisson	212-661-9600
Roger Smith	501 Lexington Avenue	212-755-1400
Shelburne Murray Hill	303 Lexington Avenue	212-689-5200
Southgate Tower Hotel	371 7th Avenue	212-563-1800
Surrey Hotel	20 East 76th St	212-288-3700
Warwick	65 West 54th St	212-247-2700
Dylan Hotel	52 East 44th St	212-338-0500
The Alex	205 East 45th st,NY	212-867-5100
Dream Hotel	210 West 55th Street	212-247-2000
70 Park Avenue -Kempton Htl	70 Park Avenue NY	212-973-2400

**A GUIDE TO FOOD IN THE UNITED NATIONS COMPLEX AND
 NEIGHBOURHOOD**

Snacks / Cafés / Delicatessens	Restaurants
Café Austria Temporary North Lawn Building, 2 nd Floor United Nations 1 st Avenue at 47 th St. Hours: M-F: 8am-6pm	Dean's Family Style Restaurant and Pizzeria 801 2 nd Avenue between 42 nd and 43 rd St. (212) 878-9600
DC1 Cafeteria One UN Plaza, 3 rd Floor 1 st Avenue between 44 th and 45 th St. Hours: M-F: 8am-4pm	Keats (Irish Pub) 2 nd Avenue between 44 th and 45 th St. (212) 682-5490
UNICEF Café Three UN Plaza, 1 st Floor 44 th St. between 1 st and 2 nd Avenue Hours: M-F: 8:30am-4:30pm	Sushi Yasuda (Japanese) 204 E 43 rd St between 2 nd and 3 rd Avenue (212) 972-1001
Shih Lee's Chinese Eatery 311 W. 45 th between 1 st and 2 nd Avenue	Aburiya Kinnosuke (Japanese) 213 E 45 th St. between 2 nd and 3 rd Avenue (212) 867-5454
John's Coffee Shop 823 2 nd Avenue at 44 th St.	Ali Baba's Terrace (Turkish) 862 2 nd Avenue at 46 th St. (212) 888-8622
Pizza Rustica 817 2 nd Avenue between 43 rd and 44 th St.	Pheonix Garden (Chinese) 242 E. 40 th St. between 2 nd and 3 rd Avenue 212-983-6666
Amish Market 45 th St. between 2 nd and 3 rd Avenue	Sparks Steak House 210 E 46 th St. between 2 nd and 3 rd Avenue (212) 687-4855
Garden Plaza 303 E 44 th St. between 1 st and 2 nd Avenue (212)338-9604	Grand Central Oyster Bar 98 E at 42 nd St. at Grand Central Terminal Enter at Vanderbilt Avenue between 42 nd and 43 rd St (212) 490-6650
East Japanese Restaurant 210 E 44 th St. between 2 nd and 3 rd Aveune 212) 687-5075	The Palm 2 nd Avenue between 44 th and 45 th St. (212).687-2953

AIRPORTS

There are 3 major airports serving New York City. They are:

1. **John F. Kennedy International Airport:** Phone: 1-718-244-4444
Located in Queens, New York, about 15 miles from Midtown Manhattan.
2. **LaGuardia Airport:** Phone: 1-718-533-3400.
Located in Queens, about 8 miles from Midtown Manhattan.
3. **Newark International Airport:** Phone: 1-973-961-6000
Located in New Jersey, about 16 miles from Midtown Manhattan.

Airport Transportation

Complete transportation information for the above 3 airports can be obtained by calling **Air-Ride** ph: 1-800-AIR RIDE (toll free number within the U.S.). Please find below the options of transportation from the airports to Midtown Manhattan:

TRANSPORTATION FROM AIRPORTS TO MANHATTAN

(Fares are subject to change)

FROM JFK AIRPORT:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>AirTrain JFK</u> (www.panynj.gov/airtrain) Connection with NYC subway (www.mta.info/nyc/subway) Connection with Long Island Railroad (LIRR) direct to Penn Station (www.mta.info/lirr)</p>	<p>\$5 Enter/Exit Fare + Subway Fare (\$2.50) \$5 Enter/Exit Fare + Train Fare (Peak hrs:\$8.75, off-peak hrs:\$6.25)</p>	<p>55 minutes 40 minutes</p>	<p>Service available 24 hrs. Air Train:4-10 minutes Subway:4-12 minutes. LIRR: 2-22 minutes depending on the time of the day.</p>	<p>Connect to "E" subway train/LIRR at 'Jamaica Station'. Use pay-per-ride Metrocard is required to ride Air Train.</p>
<p><u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://www.nyairportservice.com)</p>	<p>\$15</p>	<p>45 - 65 minutes (longer at peak hours)</p>	<p>Every 15-30 minutes 6:15 a.m. - 11:10 p.m.</p>	<p>Grand Central Terminal (bus stops at 125 Park Ave. between E. 41st and E. 42nd Streets) Transfer available to hotels between E. 27th and E. 63rd Streets.</p>
<p><u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$ 23</p>	<p>45 - 75 minutes (depending on traffic)</p>	<p>Available 24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone. 24-48 hours reservations required for return service.</p>
<p><u>Taxi</u></p>	<p>Flat rate \$45 plus tolls (\$4.00 each) and tips (10-15% is customary).</p>	<p>40 - 60 minutes (longer at peak hours).</p>	<p>Available 24 hours a day.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>

FROM NEWARK INTERNATIONAL AIRPORT:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p>AirTrain Newark (http://www.panynj.gov/airtrainnewark/what.index.html) 1-800-AIR RIDE</p> <p>Connection with NJTransit (www.njtransit.com) 1-800-772-2222 or (973) 762-5100</p>	<p>\$5 + NJ Transit Fare (\$6.55)</p>	<p>40 minutes</p>	<p>Air Train: 8-12 minutes. Available 24 hours. NJ Transit: 7-30 minutes depending on the time of the day between 4:46 a.m. and 1:55 a.m. For exact times check www.njtransit.com or call 1-800-626-RIDE</p>	<p>Take Air Train to 'Newark Int'l Airport Station' and transfer the NJ Transit Trains to New York Penn Station.</p>
<p>Olympia Airport Express 1-877- 8-NEWARK 1-877 863-9275 (http://www.coachusa.com/olympia/ss.newarkairport.asp)</p>	<p>\$25 round-trip or \$15 one-way. \$16 one-way transfers to hotels via Grand Central Station.</p>	<p>30 - 60 minutes (longer at peak hours)</p>	<p>Every 20-30 minutes 4:00 a.m. - 11:00 p.m.</p>	<p>Drop off service to Grand Central Terminal (120 E. 41st St, between Park and Lexington Ave.), Port Authority (E. 42nd St and 8th Ave) or Penn Station (W. 34th st and 8th Ave)</p>
<p>SuperShuttle Manhattan Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$23</p>	<p>30 – 60 minutes (longer at peak hours)</p>	<p>Available on demand 24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone. 24-48 hours reservations required for return service.</p>
<p>Taxi</p>	<p>Flat rate ranging from \$30 to \$45 plus tolls (\$6.00 each) and tips (10-15% is customary).</p>	<p>40 minutes (longer at peak hours).</p>	<p>Available during flight hours.</p>	<p>Follow the signs to Taxi Stands outside arrival areas.</p>

FROM LA GUARDIA AIRPORT:

**NEW YORK RESOURCE GUIDE
UNITED NATIONS STATISTICS DIVISION**

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://www.nyaairportservice.com)</p>	<p>\$12</p>	<p>30 - 45 minutes, (longer at peak hours)</p>	<p>Every 20-30 minutes 7:00 a.m. - 11:00 p.m.</p>	<p>Grand Central Terminal (Vanderbilt Ave. and E. 42nd Streets) Transfer available to hotels between E. 31st and E. 59th Streets.</p>
<p><u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$15 - \$19</p>	<p>45 - 75 minutes (depending on traffic)</p>	<p>Available on demand 7:00 a.m. - 11:30 p.m.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone. 24-48 hours reservations required for return service.</p>
<p><u>Taxi</u></p>	<p>\$21 - \$30 plus tolls (\$4.00) and tips (10-15% is customary) plus night surcharge (\$0.50 from 8:00 p.m. to 6:00 a.m.) or weekday surcharge (\$1 Mon to Fri from 4:00 p.m. to 8:00 p.m.) if applicable.</p>	<p>20 - 30 minutes (longer at peak hours).</p>	<p>Available during flight hours.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>

LOCAL TRANSPORTATION

Subway and buses (<http://www.mta.nyc.ny.us/>) are a convenient way to get around Manhattan. **Metro Card** valid for subway and bus can be purchased at subway stations.

- Single: trip fare is \$2.50.
- 7-Day Metro Card costs \$29.00 (unlimited ride for one week for one person)

Yellow Cab Taxis are readily available around Manhattan. Taxis are a safe alternative for late night travel when train and buses can be few and far between. It is advisable not to take taxis without meters (illegal taxi), as they could charge exorbitant fares. Taxis accept cash and credit card for payment. While taxis are relatively expensive for a single person, they are more affordable with 3 or more riders. The rates for taxis are as follows:

Initial fare.....	\$2.50
Each 1/5 mile (4 blocks)....	\$0.40
Each 1 minute idle.....	\$0.20
Night surcharge.....	\$0.50 (after 8:00 p.m. until 6:00 a.m.)
Additional riders.....	FREE

Pay only what's on the meter, plus a 15-20 per cent gratuity. On all trips within New York City, any bridge and tunnel tolls to the destination shall be paid by the passenger, who shall be so informed before the start of the trip. On all trips within the City of New York, return tolls shall not be charged except for trips over the Cross Bay Veterans, Marine Parkway-Gil Hodges Memorial, and Verrazano Narrows Bridges. On trips beyond the City of New York, all necessary tolls to and from the destination shall be paid by the passenger. There are additional charges for crossings outside the metropolitan area and New Jersey. Passengers are required to pay one way.

POSTAL SERVICES

United Nations Post Office

UN Secretariat Building

(Basement)

1st Avenue (between E. 45th & E. 46th Street, entry via Visitor's Entrance)

Grand Central Station

450 Lexington Ave.

New York, NY 10017

(1-800) 275-8777

CONFIRMATION OF RETURN FLIGHTS

Please contact the airline directly to reconfirm your flight.

TIME

For the time difference between New York and your country, please refer to <http://www.timeanddate.com/worldclock/>

WEATHER

To check for current weather condition in New York, please refer to <http://www.weather.com/weather/local/10017?lswe=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>