

Expert Group Meeting on
Climate Change & Sustainable Development
The role of Indicators
15-16 October 2008, United Nations, New York

INFORMATION FOR PARTICIPANTS

VENUE

Conference Room DC2-2330
2 United Nations Plaza
44th st., between 1st and 2nd Avenue
New York, NY 10017

Please allow ample time for security clearance in order to enter the UN building.

GROUND PASS

Participants are requested to proceed directly to the DC2 Lobby on the first day of the meeting (15 October) from 9 - 10 AM. After Security Clearance, your grounds pass will be issued by a UN staff member. The grounds pass should be worn at all times on UN premises. Please ensure that you have a valid photo ID (e.g. drivers license or passport).

Government participants are expected to obtain a UN grounds pass through their respective UN missions in New York.

FACILITIES

Restaurants, Banks, American Express travel agency and the UN emergency medical service are all located in the UN Secretariat building.

DOCUMENTS

A webpage has been created for the Expert Group Meeting on Indicators of Sustainable Development. Please check the site regularly for updates. www.un.org/esa/sustdev/natlinfo/indicators/15Oct_2008/egm.htm

TRAVEL ARRANGEMENTS

For those participants that are being funded by the United Nations, the UN will provide eligible participant(s) with an economy class ticket, most direct route for travel to New York. American Express travel agency at the United Nations will contact participants directly to finalize itinerary and ticket arrangements.

DAILY SUBSISTENCE ALLOWANCE (DSA)

For those participants that are funded by the United Nations, the UN will provide Daily Subsistence Allowance (DSA) for the duration of the Meeting. DSA is issued to cover hotel, meals, taxi and other miscellaneous expenses incurred directly related to the meeting. DSA will be paid in New York subject to the actual day and time of arrival and departure, at the rate determined by the United Nations for New York at the time the meeting. An administrative officer will be present to facilitate disbursement of DSA. Please make sure to bring ORIGINAL travel documents with you to the meeting, including passport, tickets and boarding passes. These documents are mandatory proof of travel and a UN requirement for releasing DSA.

Please note that the United Nations does not assume any responsibility for expenditures such as:

1. Travel insurance, accident insurance, medical, dental bills or hospitalization fees in connection with their attendance to the meeting;
2. Compensation in the event of death or disability of participants in connection with their attendance to the meeting;
3. Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
4. Any other expenses of a personal nature, not directly related to the purpose of the meeting.

VISA

Each participant is personally responsible for obtaining necessary entry visa(s) for travel to and from the meeting venue. Please ensure that the necessary arrangements are made in a timely fashion to obtain a US visa. It may facilitate the application process if the UN invitation letter is presented to the US embassy or consulate along with the visa application. Information regarding US embassies and consulates can be found at this website: <http://usembassy.state.gov/>.

HOTELS

Finding a reasonably priced hotel in New York City is challenging, and it is recommended that hotel bookings be made as early as possible. Below is a list of hotels located within reach of the United Nations. Some of these hotels may provide a discounted price for travelers to UN meetings, so please check when calling. A credit card will normally be required for reservation. Should you need assistance in reserving the accommodation, please contact your country's Permanent Mission to the United Nations.

Below are some popular web sites for hotels:
www.areahotelguide.com/new-york-city-hotels.htm
www.hotels.com
www.priceline.com
www.hotwire.com
www.expedia.com

ALGONQUIN 59 W. 44th St. 212.840.6800	EASTGATE TOWER 222 E. 39th St. 212.687.8000	MIDDLETOWN HELMSLEY 148 e. 48TH st. 212.755.3000
AMBASSADOR 140 E. 63rd St. 212.838.5700	DYLAN 52 E. 41st St. 212.338.0500	MILLENNIUM HOTEL 1 UN Plaza (44th st. at 1st) 212.758.1234
IBEDFORD 118 E. 40th St. 212.697.8100	ENVOY CLUB 377 E. 33rd St. 212.481.4600	NEW YORK HELMSLEY 212 E. 42nd St. 212.490.8900
BEEKMAN 3 Mitchell Place (48th & 1st Ave.) 212.355.7300	FITZPATRICK 141 E. 44th St. 212.351.6872	PICKWICK ARMS 230 E. 51st. st. 212.355.0300
BENJAMIN 125 E. 50th St. 212.753.2700	HELMSLEY PARK LANE 36 Central Park South 212.521.6239	RADISSON 511 Lexington Ave. 212.755.4400
BENTLEY 500 E. 62nd St. 212.644.6000	MARCEL 201 E. 24th St. 212.696.3800	ROGER SMITH 501 Lexington Ave. 212.755.1400
CROWNE PLAZA 304 E. 42nd St 212.986.8800	MELROSE HOTEL 140 E. 63rd St. 212.838.5700	SAN CARLOS 150 E. 50th St. 212.755.1800
DIPLOMAT RESIDENCE 210 E. 47 St. 212.371.6029	METROPOLITAN 1569 Lexington Ave. 212.752.7000	WARWICK 65 W. 54th St. 212.247.2700

CONFIRMATION OF RETURN FLIGHTS

Please contact the airline directly to reconfirm your flight.

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