

Expert Group Meeting on Reviewing National Sustainable Development Strategies 10 – 11 October 2005

INFORMATION FOR PARTICIPANTS

DOCUMENTS

A webpage has been created for the Expert Group Meeting (EGM) at:
www.un.org/esa/sustdev/natlinfo/nsds/egm/egm.htm. Please check the site regularly for updates.

VENUE

The EGM will be held at the United Nations Secretariat in the ECOSOC Chamber. Due to the ongoing General Assembly session, the room allocation cannot be confirmed until the day of the meeting. Participants are therefore advised to check the meeting room screen for room assignment on both the 10th and 11th of October. Please allow ample time for security clearance in order to enter the UN building.

Government participants are expected to obtain a UN grounds passes through their respective UN missions in New York. Other participants will be able to pick-up their grounds pass in the Secretariat visitors lobby (after security check) from 9 – 10 AM on 10 October 2005. The grounds pass should be worn at all times on UN premises together with a photo ID (e.g. drivers license or passport).

Power Point Projector, screen and a computer for presentations will be available in the meeting room. Please make sure either to bring electronic files of your presentations or to provide them to the Secretariat beforehand. All participants are encouraged to bring documents for distribution in hard copy. We can also post materials or make weblinks on the meeting website. Please send your submission to e-mail: alvarez-riverob@un.org.

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

TRAVEL ARRANGEMENTS

For those participants that are being funded by the United Nations, the UN will provide eligible participant(s) with a least cost economy class ticket 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 eligible participant(s) with DSA for the duration of the Meeting. DSA is facilitated to cover hotel, meals, taxi and other personal expenses, and will be paid starting on the authorized day of arrival, and for the period of attendance. 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 takes place. An administrative officer will be present at the meeting venue 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. A UN staff member will photocopy these documents and return them to participants. Only after the photocopies are available can DSA be released.

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

1. Travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the EGM;
2. Compensation in the event of death or disability of participants in connection with their attending the EGM;
3. Any loss or damage to personal property of participants while attending the EGM 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 EGM.

VISA

Each participant is personally responsible for obtaining necessary entry visa(s) for travel to and from the meeting venue. For those who are from a country with visa requirements for entering the United States, 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 are made as early as possible. Below is a list of hotels located within reach of the United Nations by foot, bus or subway. 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.

New York Hotels	Address	Telephone
ALGONQUIN	59 W. 44th St.	212.840.6800
AMBASSADOR	140 E. 63rd ST.	212.838.5700
BEDFORD	118 E. 40th St.	212.697.8100
BEEKMAN	3 Mitchell Place (48th and 1st Ave.)	212.355.7300
BENJAMIN	125 E. 50th St.	212.753.2700
BENTLEY	500 E. 62nd St.	212.644.6000
CROWNE PLAZA	304 E. 42nd St.	212.986.8800
DIPLOMAT RESIDENCE	210 E. 47 St.	212.371.6029
EASTGATE TOWER	222 E. 39th St.	212.687.8000
DYLAN	52 E. 41st St.	212.338.0500
ENVOY CLUB	377 E. 33rd St.	212.481.4600
FITZPATRICK	141 E. 44th St.	212.351.6872
HELMSLEY PARK LANE	36 Central Park South	212.521.6239
MARCEL	201 E. 24th St.	212.696.3800
MELROSE HOTEL	140 E. 63rd St.	212.838.5700
METROPOLITAN	569 Lexington Ave.	212.752.7000

MIDDLETOWN HELMSLEY	148 E. 48th St.	212.755.3000
MILLENNIUM HOTEL	1 UN Plaza (44th St at 1st Ave)	212.758.1234
NEW YORK HELMSLEY	212 E. 42nd St.	212.490.8900
PICKWICK ARMS	230 E. 51 St.	212.355.0300
RADISSON	511 Lexington Ave.	212.755.4400
ROGER SMITH	501 Lexington Ave.	212.755.1400
SAN CARLOS	150 E. 50th St.	212.755.1800
WARWICK	65 W. 54th St.	212.247.2700

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

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

Information regarding these 3 airports can be accessed online at

<http://www.panynj.gov/aviation.html>

Airport Transportation

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

From JFK Airport:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
AirTrain JFK (www.panynj.gov/airtrain)	\$ 5 Enter/Exit Fare + Subway Fare (\$2.00)	55 minutes	Service available 24 hrs. Air Train: 4-10 min. Subway: 4-12 min LIRR: 2-22 min depending on the time of the day	Connect to "E" subway train/LIRR at "Jamaica Station". Pay-per-ride Metrocard is required to ride Air Train.
Connection with NYC subway (www.mta.info/nyct/subway)	\$ 5 Enter/Exit Fare + Train Fare (Peak hrs: \$6.75, off-peak hrs: \$4.75)	40 minutes		
Connection with Long Island Railroad (LIRR) direct to Penn Station (www.mta.info/lirr)				

New York Airport Service Express Bus (1-718) 875-8200 (http://panynj.gov)	\$15	45-65 min (longer at peak hrs)	Every 30 min 6:15 am – 11:10 pm	Grand Central Terminal (bus stops at 125 Park Ave. between E. 41 st and E. 42 nd Streets) Transfer available to hotels between E.27 th and E.63 rd Streets.
SuperShuttle Manhattan Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)	\$17-\$19	45-75 min (depending on parking)	Available 24 hrs	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 services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.
Taxi	Flat rate \$45 plus tolls (\$4.00 each) and tips (10-15% is customary).	40-60 min (longer at peak hours)	Available 24 hrs	Follow the signs to Taxi Stands in front of terminals

From Newark International Airport:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
AirTrain JFK (http://www.panynj.gov/airtrainnewark/what.index.html) 1-800-AIR RIDE Connection with NJTransit (www.njtransit.com) 1-800-772-2222 or (973) 762-5100	\$ 5 + NJ Transit Fare (\$6.55)	40 minutes	Air Train: 8-12 min. Service available 24 hrs. NJ Transit: 7-30 min depending on the time of the day between 4:46 am and 1:55 am. For exact times check www.njtransit.com or 1-800-626-RIDE	Take Air Train to 'Newark Int'l Airport Station' and transfer the NJ Transit Trains to New York Penn Station.
Olympia Airport Express (1-877) 8 – NEWARK 1-877-863-9275 (http://panynj.gov/aviation/egtsfram.htm)	\$20 round-trip or \$12 one-way. \$ 16 one-way transfers to hotels via Grand Central Station.	30-60 min (longer at peak hrs)	Every 20-30 min 4:00 am – 11:10 pm	Drop off service to Grand Central Terminal (120 E. 41 st St, between Park and Lexington Ave.) Port Authority (E. 42 nd St and 8 th Ave) or Penn Station (W.34 th and 8 th Ave)
SuperShuttle Manhattan Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)	\$15-\$19	30-60 min (longer at peak hrs)	Available on demand 24 hrs	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 services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.
Taxi	Flat rate ranging from \$30 to \$45 plus tolls (\$6.00 each) and tips (10-15% is customary).	40 min (longer at peak hours)	Available during flight hours	Follow the signs to Taxi Stands outside arrival areas

From La Guardia Airport:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<u>New York Airport Service Express Bus</u> (1-718) 875-8200 (http://panynj.gov)	\$10-\$12	30-45 min (longer at peak hrs)	Every 20-30 min 7:00 am – 11:00 pm	Grand Central Terminal (Vanderbilt Ave. and E. 42 nd Streets) Transfer available to hotels between E. 31 st and E. 59 th Streets.
<u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)	\$15-\$19	45-75 min (depending on parking)	Available on demand 7:00 am – 11:30 pm	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 services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.
<u>Taxi</u>	\$21-\$30 plus tolls (\$4.00 each) and tips (10-15% is customary) plus night surcharge (\$0.50 from 8:00 pm to 6:00 am) or weekday surcharge (\$1 Mon to Fri from 4:00 pm to 8:00 pm) if applicable.	20-30 min (longer at peak hours)	Available during flight hours.	Follow the signs to Taxi Stands in front of terminals

LOCAL TRANSPORTATION

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

- Single: trip fare is \$2.00.
- 7-Day Metro Card costs \$24.00 (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 are cash only and it's a good idea to have small bills because taxi drivers usually cannot change anything higher than \$20. 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 ridersFREE

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)

US Postal Offices 884 2nd Ave

New York, NY 10017

(1-800) 275-87775

Tudor City P1

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.whitepages.com.au/wp/search/time.html>

WEATHER

To check for current weather condition in New York, please refer to

<http://weather.cnn.com/weather/forecast.isp?locCode=MANH>

CONTACTS

Ms. Birgitte Alvarez-Rivero

Substantive Officer

Room DC2-2262

Tel. 1 (212) 963 8400

Fax: 1 (212) 963 1267

E-mail: Alvarez-RiveroB@un.org

Ms. Leticia Silverio-Ruffing

Assistant

Room 2261-A

Tel. 1 (212) 963 4670

Fax: 1 (212) 963 1267

E-mail: silverio-ruffing@un.org