



## **Global Symposium on the Role of Micro-, Small- and Medium- Enterprises (MSMEs) in the achievement of the Sustainable Development Goals (SDGs)**

**UN Headquarters**

**7 June 2018: Conference Room 12**

**8 June 2018: Conference Room 12**

### **INFORMATION NOTE FOR PARTICIPANTS**

#### **1. Arrival at the meeting and grounds pass**

Grounds passes will be distributed to participants.

For participants to both the Science, Technology and Innovation (STI) Forum and the MSME Symposium, passes will be distributed on **Tuesday 5 June from 8:00 until 9:00am**.

For participants to the MSME Symposium only, passes will be distributed on **Thursday 7 June from 8:00 until 9:00 a.m.** Kindly note that the Symposium will commence promptly at 9:00 a.m.

All passes will be distributed at the visitor's entrance on 46th Street & 1st Avenue. The grounds pass should be worn at all times on UN premises. Please ensure that you have a government issued valid photo ID, such as a passport, when picking up your pass. Please allow up to 20 minutes for mandatory security screening.

#### **2. Travel**

##### **(FOR FUNDED PARTICIPANTS ONLY)**

The United Nations (DSDG/DESA) will make the necessary arrangements for the authorized official itinerary. The travel agent, American Express Global Business Travel (AMEX), will contact you with your itinerary and flight details, based on the entitlements approved by the United Nations Travel and Transportation Section, for your confirmation. Once the confirmation is received, a ticket will be issued. Should you intend to deviate from the official itinerary, please contact AMEX directly to make the necessary adjustments. If your deviation involves extra cost, AMEX will charge you directly.

Arrival boarding passes and copies of flight itineraries must be submitted to DSDG/DESA staff on-site during the Symposium.

Return boarding passes and final itineraries must be submitted to DSDG/DESA within 2 weeks of return from New York. These will be required in order to process the Travel Expense Report,

in line with the rules and regulations of the United Nations governing such travel. Kindly note that expenses for partial or no travel due to passport and visa issues are not reimbursable by the United Nations.

The details for American Express Global Business Travel are: [unsec@service.amexgbt.com](mailto:unsec@service.amexgbt.com) (email) and 1-877-418-9652 (telephone).

### **3. Daily Subsistence Allowance (DSA) and Terminal Expenses (FOR FUNDED PARTICIPANTS ONLY)**

DSDG/DESA will provide participants with Daily Subsistence Allowance (DSA) based on the number of authorized nights spent in New York, subject to actual time and date of arrival and departure.

Arrival boarding passes and copies of flight itineraries must be submitted to DSDG/DESA staff during the Symposium, in order to process Daily Subsistence Allowance (DSA) disbursement. DSA will be issued via cheque on-site at the UNHQ New York. A cheque for 100% of DSA and terminal expenses will be issued by the Cashier's Office on the 20th floor of the Secretariat building. Participants can cash the cheques at the United Nations Federal Credit Union branch that is located on the first basement of the UN General Assembly building.

The UN Cashier's Office is located at S-2031 (20<sup>th</sup> floor); telephone number: 1-212-963-5810. The UNFCU (Credit Union) is located at 405 East 42 Street, 1B (via the Visitor's Entrance at 46<sup>th</sup> Street); telephone number 1-347-686-6000.

Any remaining balance of expenses incurred will be paid through electronic funds transfer to personal bank accounts upon return to home country and submission of all supporting documents, to be submitted to DSDG/DESA within 2 weeks of return from New York.

Kindly note that **no meals**, including coffee or tea, will be provided at the Symposium. Participants can avail of dining facilities located on the first basement, ground and fourth floors of the UN Secretariat building, at their own cost. There is also a coffee shop outside Conference Room 4 in the first basement.

### **4. Visa**

Each participant is personally responsible for obtaining necessary entry and transit 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, as appropriate. The invitation letter issued by the United Nations can be used to support your visa application. Information regarding US visa can be found at this website: <http://usembassy.state.gov/>.

### **5. List of Hotels near the United Nations**

**All participants are expected to make their own accommodation arrangements.** Below is a list of hotels located within walking distance of the United Nations. A credit card will normally be required for reservation.

Note: The list below is not in any order of preference but proximity to the UN.

ONE UN New York – Millennium Hotels  
1 UN Plaza (First Avenue and 44th St.) + 1 212-7581234  
[oneun@millenniumhotels.com](mailto:oneun@millenniumhotels.com)

Hampton Inn Manhattan  
231 E. 43rd St. (between 2nd and 3rd Ave.) + 1 212-897-3385

Pod 51  
230 East 51st St. + 1 212-355-0300  
[www.thepedhotel.com](http://www.thepedhotel.com)

Pod 39  
145 East 39th St. + 1 212 865-5700  
[www.thepodhotel.com](http://www.thepodhotel.com)

FITZPATRICK GRAND CENTRAL  
141 East 44th Street +1 212-351-6800  
[www.fitzpatrickhotels.com](http://www.fitzpatrickhotels.com)

Wyndham Midtown 45  
205 East 45th St. + 1 212-867-5100  
[www.wyndham.com/hotels/newyork](http://www.wyndham.com/hotels/newyork)

Residence Inn by Marriott  
148 East 48th St. (between 3rd and Lexington Ave.) +1 212-980-1003  
[www.newyorkresidenceinn.com](http://www.newyorkresidenceinn.com)

The Lexington  
511 Lexington Ave at 48th St. + 1 212-755-4400  
[www.lexingtonhotelnyc.com](http://www.lexingtonhotelnyc.com)

Hotel Boutique at Grand Central  
447 Lexington Ave (between 44th & 45th St) +1 212-297-0300  
[www.hotelboutiqueatgrandcentral.com](http://www.hotelboutiqueatgrandcentral.com)

Club Quarters Grand Central  
128 East 45th St. +1 212-986-6400

[www.clubquarters.com](http://www.clubquarters.com)

Roger Smith Hotel  
501 Lexington Ave. (between 47th and 48th St.) +1 212-755-1400  
[www.rogersmith.com](http://www.rogersmith.com)

Vanderbilt YMCA  
224 E. 47th St. +1 212-912-2500  
[www.ymcanyc.org/vanderbilt](http://www.ymcanyc.org/vanderbilt)

Carvi Hotel  
152 East 55th St. (between 3rd and Lexington Ave) +1 212-752-0600  
[www.carvihotel.com](http://www.carvihotel.com)

Double Tree by Hilton  
569 Lexington Ave. (between 54th and 55th St) +1 212-752-7000  
[www.doubletree3.hilton.com](http://www.doubletree3.hilton.com)

Hilton Garden Inn  
206 East 52nd St. +1 212-794-6000

Courtyard New York (Midtown East)  
866 Third Ave. and 52nd St. +1 212-644-1300

You might also want to check the following websites to compare options:

[www.areahotelguide.com/new-york-city-hotels.htm](http://www.areahotelguide.com/new-york-city-hotels.htm)

[www.hotels.com](http://www.hotels.com)

[www.priceline.com](http://www.priceline.com)

[www.hotwire.com](http://www.hotwire.com)

[www.expedia.com](http://www.expedia.com)

[www.booking.com](http://www.booking.com)

[www.kayak.com](http://www.kayak.com)

[www.tripadvisor.com](http://www.tripadvisor.com)

## **6. Facilities**

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

## **7. Postal services**

United Nations Post Office  
Visitor's Lobby 1st Basement (near the Gift Shop)

United States Postal Offices  
450 Lexington Ave, New York, NY 10017  
1-800-275-8777

## **8. Time**

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

## **9. Weather**

To check for current weather condition in New York, please refer to  
<http://weather.cnn.com/weather/forecast.jsp?locCode=MANH>