



**Workshop on “Beyond the WASH Agenda:
Strengthening Capacity for Water
Resources Management in the post-2015
Development Agenda**

25-27 November 2013

United Nations Headquarters
New York

Hosted by:

United Nations Department of Economic and Social Affairs
Division for Sustainable Development

INFORMATION NOTES FOR PARTICIPANTS

1. Date and Location of the Meeting

The workshop entitled ‘Beyond the Wash Agenda: Strengthening Capacity for Water Resources Management in the post-2015 Development Agenda’ will take place from 25-27 November 2013 in the Church Centre, 44th street (between first and second avenue, close to 1st avenue) in New York City.

2. Daily Subsistence Allowance (DSA) and Terminal Expenses

A daily subsistence allowance will be provided to participants whose travel is being supported by the United Nations. **DSA is meant to cover expenses for accommodation, transportation, meals and other incidental costs, including visa costs, during the period of the meeting.** The amount is determined in accordance with United Nations financial rules. DSA is payable for the nights spent in New York between 25 and 27 November 2013 (maximum 4 nights). Currently, DSA for New York stands at US \$378 per day (US \$1,512 for 4 nights). An amount for terminal expenses will also be paid to each participant.

3. Air Travel

Your travel will be arranged either through the UNDP offices in your country, or through our travel agents in New York. You will be given a roundtrip, economy class air ticket to New York, United States of America, by the most direct and economical route. The authorised date of arrival in New York will be 24 November which is also the recommended arrival date (i.e. the day preceding the meeting) and the departure date will be 28 November (4 nights). Any increase in the ticket cost resulting from a change in travel itinerary or travel dates must be borne by the participant.

4. Accommodation

Each participant is responsible for confirming his/her hotel accommodation and settling hotel bills. You are also responsible for arranging your own transportation to and from the conference venue. If you are not located within walking distance of the Church Centre (44th street and 1st avenue), please factor in the time it will take to catch a bus, subway or taxi to the venue. A list of hotels is contained below.

5. Transportation

Upon your arrival at the airport in New York, you will be responsible for arranging your own transportation to your hotel. There are regular buses between the airports and Manhattan. You can also take the subway or a yellow taxi which charges a set rate from the airport to Manhattan. Kindly note that transportation costs are to be borne by the participant.

6. Passport and Visa

Each participant must have a valid passport to enter the United States of America, and in some cases be in possession of a valid visa. **All participants are requested to obtain their US visa if they need one, as well as any transit visa, prior to the start of their travel.** To facilitate the issuance of a visa, a copy of the invitation of the organizers should be attached to the visa request. All participants are requested to initiate their visa application at their earliest convenience to allow sufficient time for the processing of visa requests. Please note that all visa costs will be borne by the participant. Kindly carry with you your letter of invitation to the workshop.

7. Opening of workshop

The workshop will start at 9:00 on the morning of 25 November 2013. The workshop will close at lunchtime on 27 November 2013. Registration will take place at 8:30 am on the morning of 25 November at the Church Centre

8. Identification Badges

Please proceed directly to the Church Centre between 8:30 and 9:00 am on the morning of 25 November to collect your identification badges,

9. Workshop materials

We will not be distributing any hard copies of the documents at the meeting. All documents and presentations made at the workshop will be available on:

<http://sustainabledevelopment.un.org/index.php?page=view&nr=516&type=13&menu=220>

10. Working Language

The working language of the meeting is English. There will be no interpretation services available at the meeting.

11. Meeting Secretariat

Unless otherwise indicated, all relevant correspondence should be addressed to:

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Hotels

Below you can find the current list of hotels and apartment houses in the vicinity of the UN Headquarters with whom we have negotiated special preferential room rates. These rates are applicable for all travellers of the UN system. Upon check-in you will have to identify yourself as a representative of the UN or related Organization by presenting your UN ID card, a Laissez-Passer or a letter of invitation on UN letter head. Reservations should be made directly with the hotel and must be booked with a credit card. Please check with the hotel for their cancellation policy.

Please note that all discounts listed below are provided as a courtesy by the individual hotels and rates are subject to change. Please confirm rates and availability with the hotel when making your booking.

Hotel
(Street Address)
Phone

1 ACCOR Hotels (Novotel) *
(226 West 52nd Street) (212) 315-0100

2 AFFINIA 50
(155 East 50th Street) (212) 751-5710

3 AFFINIA DUMONT
(150 West 34th Street) (212) 481-7600

4 AFFINIA GARDENS
(215 East 64th Street) (212) 355-1230

5 AFFINIA MANHATTAN
(371 Seventh Avenue) (212) 563-1800

6 ALGONQUIN Hotel
(59 West 44th Street) (212) 840-6800

7 AMERITANIA Hotel
(230 West 54th Street) (212) 247-5000

8 AMSTERDAM COURT
(226 West 50th Street) (212) 459-1000

9 BEEKMAN TOWER
(3 Mitchell Place) (212) 355-7300

10 The BENJAMIN
(125 East 50th Street) (212) 715-2500

11 BENTLEY
(500 East 62nd Street) (212) 644-6000

12 CROWNE PLAZA
(304 East 42nd Street) (212) 986-8800

13 DOUBLETREE METROPOLITAN
(569 Lexington Avenue) (212) 752-7000

14 EASTGATE TOWER Hotel
(222 East 39th Street) (212) 687-8000

15 ENVOY CLUB
(377 East 33rd Street) (212) 481-4600

16 FITZPATRICK GRAND CENTRAL
(141 East 44th Street) (212) 203-0860

17 GRAND HYATT

(42nd Street / Park Avenue) (212) 883-1234

18 HELMSLEY MIDDLETOWNE
(148 East 48th Street) (212) 755-3000

19 HELMSLEY PARK LANE
(36 Central Park South) (212) 521-6239

20 KORMAN COMMUNITIES *
(234 East 46th Street) (646) 291-4200

21 MARCEL
(201 East 24th Street) (212) 696-3800

22 MILLENIUM UN PLAZA
(UN Plaza, 44th Street) (212) 758-1234

23 MODERNE
(243 West 55th Street) (212) 397-6767

24 The NEW YORK HELMSLEY *
(212 East 42nd Street) (212) 490-8900

25 PARAMOUNT Hotel
(235 West 46th Street) (212) 764-5500

26 PICKWICK ARMS
(230 East 51st Street) (212) 355-0300

27 RADISSON LEXINGTON
(511 Lexington Avenue) (212) 755-4400

28 ROGER SMITH
(501 Lexington Avenue) (212) 755-1400

29 SHELBURNE MURRAY HILL
(303 Lexington Avenue) (212) 689-5200

30 SURREY Hotel
(20 East 76th Street) (212) 288-3700

31 The WARWICK
(65 West 54th Street) (212) 247-2700

32 Tudor Hotel at the United Nations
(304 East 42nd Street)
(212) 297-3558