VENUE
To be confirmed.

CONTACTS
David Le Blanc
Senior Sustainable Development Officer
DC2-2244
Tel: 212 - 963 - 5504/ Fax: 212 - 963 - 1267
Email: leblanc@un.org

Monica Kjollerstrom
Sustainable Development Officer
DC2-2242
Tel: 212 - 963 - 5003/ Fax: 212 - 963 - 1267
Email: kjollerstrom@un.org

TRAVEL ARRANGEMENTS
The United Nations will provide a least cost economy class air ticket and two days daily subsistence allowance (DSA) for meeting according to UN rules. Please be advised that your travel entitlement will be determined by the travel unit using the most direct route to and from the conference location. If there are other meetings and stops you need to make please note that you shall be asked to bear the difference.

Confirmation of return flights: Please contact the airline directly to reconfirm your flight.

DAILY SUBSISTENCE ALLOWANCE (DSA)
DSA for two days will be paid, 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 of the meeting ($347.00 per day). For the meeting, the authorized date of arrival is usually one day before the meeting commences (20 September 2007), and the authorized date of departure is the last day of the meeting (21 September 2007).

Documents needed for DSA
An administrative officer will be present to facilitate disbursement of DSA on the first day of the meeting. The following documents are mandatory proof of travel and a requirement for releasing DSA. These documents will be collected for photocopies and verification and will be returned to you with your DSA and Terminals. Please note that provision of DSA is also subject to participation in the full meeting.

Please make sure to present the following: (1) Passport (2) Airline ticket (3) Boarding Pass

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/

NEW YORK CITY INFORMATION
Please find below some general New York City Information on hotels, airports, local transportation and services found in the UN Headquarters.

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

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. For your convenience, please find 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.

Some popular web sites for hotels:
www.hotels.com  www.expedia.com
www.priceline.com

The rates below are applicable for all travelers 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.

Prices contained are not necessarily guaranteed, but should be used as a working guideline. Some hotels listed have room rates higher than the accommodation portion of the DSA. Use of these hotels does not authorize a higher DSA, hotel overage allowances, or supplementary DSA on travel claim.
Travelers on UN business or attending UN conferences and meeting can also make reservations through the UN’s travel agency American Express. AMEX can be reached by phone at (212) 963 6280 / fax at (917) 367 9693 or by e-mail at Brendalin.E.Blair@AEXP.com and Denise.E.Rivera@AEXP.com

Booking tips:
Most hotels now require a credit card to guarantee a reservation. Upon booking, ensure you are provided with the cancellation and early departure policies. Some properties require 24 hour notice for cancellation and charge early departure fee. If you do not use the room without cancelling within the agreed-upon period, the hotel will charge your credit card.
When making a reservation or cancellation, make sure to get a confirmation and/or cancellation number. Repeat the price to the reservations clerk and also obtain the person’s name. Ask if there are any additional taxes, surcharges, costs (i.e. maid services, fitness club fees, etc). If you find these added to your bill upon check-out, ask to have them removed. If you are refused, speak to the Manager.

It is always advisable to reconfirm in advance. Keep a copy of your confirmation.

Rates are for Sep-Dec 2007 unless otherwise specified. Please note that all rates are subject to availability.

<table>
<thead>
<tr>
<th>Hotels</th>
<th>ACCOR Hotels <em>(Novotel)</em></th>
<th>AFFINIA 50</th>
<th>AFFINIA DUMONT</th>
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<td>(212) 315-0100</td>
<td>(212) 751-5710</td>
<td>(212) 481-7600</td>
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<td>AFFINIA GARDENS</td>
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<td>(212) 355-1230</td>
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<td>(212) 563-1800</td>
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<td>US $269 and above</td>
<td>US $269 and above (Jan- Aug)</td>
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</tbody>
</table>
CROWNE PLAZA  
(304 East 42nd Street)  
(212) 986-8800  
US $329 and above

DIPLOMAT  
CONDOMINIUM I  
(210 East 47th Street)  
(212) 308-7479  
Deluxe: US $304 and above

DIPLOMAT CONDOMINIUM II  
(210 East 47th Street)  
(212) 371-6029  

DOUBLETREE METROPOLITAN  
(569 Lexington Avenue)  
(212) 752-7000  
US $315.00

EASTGATE TOWER Hotel  
(222 East 39th Street)  
(212) 687-8000  
Studio: US $279-389

ENVOY CLUB  
(377 East 33rd Street)  
(212) 481-4600  
US$ 250 (May-Aug)

FITZPATRICK GRAND CENTRAL  
(141 East 44th Street)  
(212) 203-0860  
US $274 and above

MANHATTAN  
(687 Lexington Avenue)  
(212) 355-0100  
US $274 and above

GRAND HYATT  
(42nd Street / Park Avenue)  
(212) 883-1234  
US $389 and above

HART-PARKER APARTMENTS  
(311 East 54th Street)  
(212) 752-7418  
Studio Apt: US $170 incl. taxes
1-BR Apt: US $189 incl. taxes
(Additional 10% discount for weekly
20% discount for monthly)

HELMSLEY MIDDLETOWNE  
(148 East 48th Street)  
(212) 755-3000  
US $220 and above

HELMSLEY PARK LANE  
(36 Central Park South)  
(212) 521-6239  
US$285 - $360

JOLLY HOTEL – MADISON TOWERS  
(Madison Avenue at 38th Street)  
(212) 802-0600  
Superior: US $236 and above
Deluxe: US $304 and above

KORMAN COMMUNITIES *  
(234 East 46th Street)  
(646) 291-4200  
US$245

THE KIMBERLY HOTEL  
(145 East 50th Street)  
(212) 702-1600  
Deluxe: US $269 and above
1-BD Suite: US $299 and above
2-BD Suite: US $589 and above

THE MANSFIELD HOTEL  
(12 West 44th Street)  
(212) 277-8700  
Superior: US $309 and above
Deluxe: US $369 and above
Queen Suite: US $469 and above

MARRIOTT COURTYARD MIDTOWN EAST  
(866 Third Avenue at 53rd Street)  
(212) 644-1300  
US $379 and above

MILLENIUM UN PLAZA  
(UN Plaza, 44th Street)  
(212) 758-1234  
Standard: US $309 and above
Superior: US $339 and above

MODERNE  
(243 West 55th Street)  
(212) 397-6767  
US$244

MARRIOTT EAST  
(212 East 42nd Street)  
(212) 490-8900  
US $250 and above

PARAMOUNT Hotel  
(235 West 46th Street)  
(212) 764-5500  
Superior: US $326-246-261
Suite: US $276-296-321

PICKWICK ARMS  
(230 East 51st Street)  
(212) 355-0300  
US $286-306-331

RADISSON LEXINGTON  
(511 Lexington Avenue)  
(212) 755-4400
**US$209 (May-Aug)**

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

**US$189 (Jan-Aug)**

**SHELBURNE MURRAY HILL**  
(503 Lexington Avenue)  
(212) 689-5200

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

**US$209 (Jan-Aug)**

**THIRTY THIRTY HOTEL**  
(30 East 30th Street)  
(800) 497-6028

*Direct link to UN rates*

**US$129 (Jan-Aug)**

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

**US$ 209 (Jan-Aug)**

**STUDIO: US$ 299**  
**One Bedroom: US$ 359**

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

**US$ 255 (May-Aug)**
AIRPORTS
There are 3 major airports serving New York City. Information regarding these 3 airports can be accessed online at [http://www.panynj.gov.aviation.html](http://www.panynj.gov.aviation.html)

1. John F. Kennedy International Airport
   Located in Queens, New York, about 15 miles from Midtown Manhattan.
   Telephone: -718-244-4444

2. LaGuardia Airport
   Located in Queens, about 8 miles from Midtown Manhattan
   Telephone: 1-718-533-3400

3. Newark International Airport
   Located in New Jersey, about 16 miles from Midtown Manhattan
   Telephone: 1-973-961-6000

Airport Transportation
Complete transportation information for the above 3 airports can be obtained by calling Air-Ride phone: 1-800-247-7433 (toll free number within the U.S.). Please find below the options for transportation from the airports to Midtown Manhattan:

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>FARE</th>
<th>ETA</th>
<th>FREQUENCY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JFK INTERNATIONAL AIRPORT</strong></td>
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</tr>
<tr>
<td>AirTrain JFK</td>
<td>Enter/Exit: $5.00</td>
<td>55 minutes</td>
<td>24-hour service</td>
<td>Connect to E train/LIRR at Jamaica Station.</td>
</tr>
<tr>
<td><a href="http://www.panynj.gov/airtrain">www.panynj.gov/airtrain</a></td>
<td>Subway: $2.00</td>
<td></td>
<td></td>
<td>Pay per ride. Metrocard is required to ride Air Train</td>
</tr>
<tr>
<td></td>
<td>Enter/Exit: $5.00</td>
<td>40 minutes</td>
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<tr>
<td></td>
<td>Express Bus</td>
<td>$15</td>
<td>45-65 minutes</td>
<td>Grand Central Terminal (Bus stops at 125 Park Ave. between E. 41st &amp; E.42nd sts.) Transfer available to hotels between E.27th and E.62rd sts.</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.panynj.gov">www.panynj.gov</a></td>
<td></td>
<td>(longer at peak hours)</td>
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<tr>
<td></td>
<td>Super Shuttle Manhattan</td>
<td>$17-$19</td>
<td>45-75 minutes</td>
<td>No reservation is required for the trip from the Airport to Manhattan. Follow the signs to Ground Transportation Desk. Ask an agent to arrange for services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.supershuttle.com">www.supershuttle.com</a></td>
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<td>(depending on parking)</td>
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</tr>
<tr>
<td></td>
<td>Taxi</td>
<td></td>
<td>40-60 minutes</td>
<td>Follow signs to Taxi Stands in front of Terminals.</td>
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<tr>
<td></td>
<td>Flat rate $45 + tolls + tip (10-15%) is customary.</td>
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</table>
### LA GUARDIA AIRPORT

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
<th>Time</th>
<th>Available</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Express Bus</td>
<td>$10.00 - $12.00</td>
<td>30-40 minutes</td>
<td>20-30 minutes 7am - 11pm</td>
<td>Grand Central Terminal (Vanderbilt Ave. &amp; E. 42nd sts) transfer available to hotels between e.31st &amp; E.59th Sts</td>
</tr>
<tr>
<td>Super Shuttle Manhattan</td>
<td>$15.00 - $19.00</td>
<td>45-75 minutes</td>
<td>Available on demand 7am - 11:30 pm</td>
<td>No reservation is required for the trip from the Airport to Manhattan. Follow the signs to Ground Transportation Desk. Ask an agent to arrange for services or call Super Shuttle directly from the courtesy phone. 24-48 hrs reservations required for return service.</td>
</tr>
<tr>
<td>Taxi</td>
<td>$21-$30 + tolls ($4) &amp; tips (10-15%) is customary. Night charge (0.50 from 8pm -6am) or weekday surcharge ($1 Mon to Fri from 4 - 8 pm (if applicable).</td>
<td>20-30 minute longer at peak hours</td>
<td>Available during flight hours.</td>
<td>Follow signs to Taxi Stands in front of Terminals.</td>
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</table>

### NEWARK INTERNATIONAL AIRPORT

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
<th>Time</th>
<th>Available</th>
<th>Information</th>
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<tbody>
<tr>
<td>Air Train</td>
<td>$5 + NJ Transit Faire $6.55</td>
<td>40 minutes</td>
<td>Air Train: 8-12 minutes</td>
<td>Take Air train to Newark Int’l Airport Station and transfer to the NJ Transit Trains to New York Penn Station.</td>
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<tr>
<td>Connection with NJ Transit</td>
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<td>24 hour service</td>
<td>Drop off service to: Grand Central Terminal (120 E. 41st St. between Park &amp; Lexington Ave.) Port Authority (E.42nd St. &amp; 8th Ave.) Penn Station (W.34th &amp; 8th Ave.)</td>
</tr>
<tr>
<td>Olympia Airport Express</td>
<td>$20 round-trip $12 one way $16 one way transfers to hotels via Grand Central Station</td>
<td>30-60 minutes longer at peak hours</td>
<td>Every 2-030 min 4 am - 11:10 pm</td>
<td>No reservation is required for the trip from the Airport to Manhattan. Follow the signs to Ground</td>
</tr>
<tr>
<td>Super Shuttle Manhattan</td>
<td>$15.00 - $19.00</td>
<td>30-60 minutes</td>
<td>Available on demand 24 hours</td>
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</table>
**LOCAL TRANSPORTATION**

**Subway and buses** ([http://www.mta.nyc.ny.us](http://www.mta.nyc.ny.us))

Subways and buses are a convenient way to get around Manhattan. A Metro Card valid for subway and bus can be purchased at subway stations.
- $2.00 - Single trip fare
- $24.00 7-Day Metro Card (unlimited ride for one week for one person)

**Yellow Cab Taxis**

Taxis are a safe alternative for late night travel. It is not advisable to take taxis without meters (illegal taxi), as they could charge exorbitant fares. Taxi fares are paid in cash only and preferably in small denominations. The rates for taxis are as follows:
- Initial fare: $2.50
- Each 1/5 mile: $0.40
- Each 1 minute: $0.20
- Night surcharge $0.50 (after 8:00 p.m. until 6:00 a.m.)

Pay only what’s on the meter, plus a 15-20% 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.

**POSTAL SERVICES**

**United Nations Post Office**
1. UN Secretariat Building 1st Basement
2. Visitor's Lobby 1st Basement (near the Gift Shop)

**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