



**NEW YORK RESOURCE GUIDE**

**EIGHTH SESSION OF THE  
UNITED NATIONS  
COMMITTEE OF EXPERTS ON  
GLOBAL GEOSPATIAL INFORMATION MANAGEMENT**

**UN HEADQUARTERS, NEW YORK**

*(25 April 2018)*

## UNITED NATIONS HEADQUARTERS, NEW YORK

These information notes have been compiled to assist you in the preparation for your trip to New York to participate in the **Eighth Session of the United Nations Committee of Experts on Global Geospatial Information Management**.

We would appreciate any comments or suggestions that you have on how to improve these.

### Administrative arrangements for the meeting

The Eighth Session of the United Nations Committee of Experts on Global Geospatial Information Management will be held from **1 – 3 August 2018** at the United Nations Headquarters. **The opening session will start at 10:30 a.m.**, 1 August 2018 and on subsequent days the meeting will start at 10:00 a.m. The Eighth Session will take place at the Conference Room #4 of the General Assembly Building. **Please enter the UN premises through the Visitor's Entrance located on First Avenue (between E. 45 & E. 46 Streets).**

The Eighth Session of the United Nations Committee of Experts on Global Geospatial Information Management will be conducted in Arabic, Chinese, English, French, Russian and Spanish and all official documentation will be in six UN official languages.

All the other meetings will be conducted in English only.

### PowerPoint presentations

Kindly inform Ms. Vilma Frani (contact details below) if you have a PowerPoint presentation so that arrangements can be made. Please send an electronic version of your presentation at least two working days in advance of your presentation, so that it can be uploaded in a timely manner.

### Website

Relevant information including full provisional agenda, side event calendar, summaries and background documents will be loaded as soon as they become available at the Committee's website at <http://ggim.un.org/meetings/GGIM-committee/8th-Session>.

The Eighth Session will be webcast live and archived at [webtv.un.org](http://webtv.un.org).

## Identification badges and grounds passes

### Country delegates

We would like to remind you that you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to advise the Secretary-General in writing of your intention to participate in the meetings and provide the name(s) of all the members of your delegation. You can find the contact information for your Permanent Mission on the following website: <http://www.un.org/en/members/>. Once your mission has informed the Secretary-General, they will then request grounds pass to the United Nations premises for each member of your delegation.

### Observers

Confirmed observers without UN grounds passes will be issued an events pass. If you are planning to attend the eighth session, please inform the UN-GGIM Secretariat (Mr. CheeHai Teo, Tel: 1-212-963-4904; Fax: 1-212-963-9851; Email: teo@un.org and Ms. Vilma Frani, Tel: 1-917-367-2903; Fax: 1-212-963-9851; Email: frani@un.org) before **Tuesday, 3 July 2018** to facilitate the timely processing of events passes. **Only confirmed observers will be issued events pass.**

Entrance to the UN Headquarters will be at the “Visitors Entrance” located on 1st Avenue between East 45th and 46th Streets. A UNSD colleague will greet you in front of the Visitor’s Entrance with your events pass. **Please bring a valid government issued ID.** Events pass are necessary to enter and leave UN buildings.

## Visa and entry requirements

Most visitors will need a visa for entry into the United States. Participants may contact the nearest United States Embassy or Consulate in the country of departure (<http://www.usembassy.gov/>) as soon as possible to determine whether a visa is required, or visit the US State Department website at: <http://www.unitedstatesvisas.us/> for further information.

The official announcement letter is generally sufficient to be used as supporting documentation for visa (entry permit) request along with the visa application form, any accompanying documentation and a passport valid for six months after departure from the United States. Kindly also check whether you would need a transit visa for countries in which you may need to transfer or stop over during your trip to and from New York. Meeting all visa and entry requirements including to the United States is the sole responsibility of participants.

## Meals

The following options are available in United Nations Secretariat building:

- The Lobby Café on the ground floor
- Main Cafeteria on the 4th floor
- Vienna Café and Café de la Paix - both located in the Basement

Various restaurants are also available within a short walking distance of United Nations Headquarters.

## Map of the United Nations vicinity



## Contact information

### Substantive Officers:

Mr. Greg Scott  
Room: DC2-1662  
Phone: (1-212) 963-8578  
Fax: (1-212) 963-9851  
Email: [scott12@un.org](mailto:scott12@un.org)

Mr. CheeHai Teo  
Room: DC2-1680  
Phone: (1-212) 963-4904  
Fax: (1-212) 963-9851  
Email: [teo@un.org](mailto:teo@un.org)

### Administrative Assistant:

Ms. Vilma Frani  
Room: DC2-1664B  
Phone: (1-917) 367-2903  
Fax: (1-212) 963-9851  
Email: [frani@un.org](mailto:frani@un.org)

## Hotel accommodation

**Participants will make their own hotel reservations. When making reservations, participants may wish to inquire about special rates for attending a United Nations conference and for hotel shuttle buses to and from airports. Please note that hotel reservations will only be guaranteed with a credit card.**

Participants can contact hotels directly and make reservations. If you need assistance you should contact American Express, United Nations New York, (Tel. 1-877-418-9652, Outside the US: 1-336-291-1394, Fax. 1-917 967 9693 and Email [unsec@aexp.com](mailto:unsec@aexp.com) ).

Participants can also contact your country's Mission to the United Nations which may be able to assist you (contact details for missions can be found at <http://www.un.org/en/members/> ). Participants should make the necessary reservations at least one week prior to the event.

**UNITED NATIONS HOTEL LIST \***

<b>Hotel Name</b>	<b>Hotel Address</b>	<b>Telephone</b>
Affinia	155 East 50th St	212-751-5710
Affinia Dumont	150th West 34th St	212-481-7600
Algonquin	59 West 44th St	212-840-6800
Ambassador	140 East 63rd St	212-838-5700
Ameritania Hotel	230 West 54th St	212-247-5000
Amsterdam Court	226 West 50th St	212-459-1000
Beekman Hotel	3 Mitchell Place	212-355-7300
Benjamin	125 East 50th St	212-753-2700
Bentley	500 East 62nd St	212-644-6000
Crown Plaza Hotel	304 East 42nd St	212-986-8800
D/Tree Metropolitan	569 Lexington Ave 53rd	212-752-7000
Eastgate Tower Hotel	222 East 39th St	212-687-8000
Envoy Club	377 East 33rd St	212-481-4600
Fitzpatrick	141 East 44th St	212-784-2520
Grand Hyatt New York	Park Ave , NY, NY	212-883-1234
Hemsley Middle Town	148 East 48th St	212-755-3000
Hemsley New York	212 East 42nd St	212-490-8900
Hemsley Park Lane	36 Central	212-521-6239
Tudor Hotel	304 East 42nd Street	212-986-8800
Marcel	201 East 24th St 3rd Av.	212-696-3800
Melrose Hotel	140 East 63rd St	212-838-5700
Millenium Un Plaza	1 Un Plaza	212-758-1234
Moderine	243 West 55th St	212-397-6767
Paramount Hotel	235 West 46th St	212-764-5500
Pod Hotel (Pickwick Arms)	230 East 51st St	212-355-0300
Pod Hotel	145 East 39th St	212-865-5700

*\*When making hotel booking, please ask for "United Nations special rate"*

Search engines to find hotels in New York

- [www.agoda.com/](http://www.agoda.com/)
- [www.kayak.com/hotels](http://www.kayak.com/hotels)
- [www.expedia.com/](http://www.expedia.com/)
- [www.booking.com/Hotels](http://www.booking.com/Hotels)

Reviews of hotels in New York

- [www.yelp.com/](http://www.yelp.com/)

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

## Transportation in New York

By subway: Number 4, 5, 6 or 7 trains to Grand Central Station, then walk east three blocks on East 42nd Street to 1<sup>st</sup> Avenue.

By bus: buses M15 and M15 Select stop in front of the United Nations on 1st Avenue.

New York City taxis are available from any destination.

## Other logistical information

### Post Office

The United Nations has postal services in the basement of the UN complex. The office is located near the UN Gift Shop. Hours: 9:00 am-5:30 pm.

### Banks

The closest bank to the United Nations Secretariat is Chase Manhattan Bank, located at the corner of East 44th Street and 1st Avenue (open from 8 a.m. to 4 p.m.). There are ATMs and foreign currency exchange at the bank, as well as ATMs on UN premises (e.g. UN Visitor Centre in the basement of the General Assembly).

### Money

The majority of ATMs (Automated Teller Machines) networks in New York City are linked to a network that most likely includes your bank at home. Hence, you would be able to make a cash withdrawal if you have a cash card (ATM Card) that offers **Cirrus** (<http://www.mastercard.com/atmlocator/index.jsp>) or **Plus** ([www.visa.com/atm](http://www.visa.com/atm)), the 2 most popular networks. There are fees and daily limits associated with withdrawing money using the above networks. Please check with your bank at home for this information.

Traveller's cheques are another good and safe alternative. Be sure to keep a record of their serial numbers, so you are ensured a refund in case they are lost or stolen. The 3 most popular traveller's cheque providers are **American Express** (American Express branches, [www.americanexpress.com](http://www.americanexpress.com)), **Visa** (Citibank branches), **MasterCard** (Thomas Cook Currency Services).

Credit Cards are a convenient way to pay for transactions. **American Express, Visa** and **Master Card** (among others) are accepted virtually everywhere in New York.

### **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 <http://www.weather.com/weather/local/10017?lsw=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>

### **Medical services**

Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. The United Nations does not take responsibility for the ill health of any participants during their stay. Medical attention is available during regular working hours from 9:00 a.m. to 5:30 p.m. at the UN Secretariat (5th floor).