



NEW YORK RESOURCE GUIDE

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

UN HEADQUARTERS, NEW YORK

(16 May 2025)

UNITED NATIONS HEADQUARTERS, NEW YORK

These information notes have been prepared to assist you in planning your trip to New York for participation in the **fifteenth session of the United Nations Committee of Experts on Global Geospatial Information Management**.

We welcome any feedback or suggestions you may have to help us improve this document.

Administrative arrangements for the meeting

The fifteenth session of the United Nations Committee of Experts on Global Geospatial Information Management will be held from 6 to 8 August 2025 at the United Nations Headquarters in Conference Room 4 of the General Assembly Building. **The opening session will start at 10:30 a.m. on 6 August 2025**, while meetings on subsequent days will start at 10:00 a.m. **Participants should enter the UN premises through the Visitor's Entrance on First Avenue between East 45th and East 46th Streets.**

The fifteenth session will be conducted in all six official United Nations languages: Arabic, Chinese, English, French, Russian, and Spanish. All official documentation will also be available in these languages.

All the other meetings will be conducted in English only. Technical reports and any background documents before the fifteenth session are in English only.

Website

Relevant materials, including provisional agenda, organization of work, calendar of side events and meetings, summaries, technical reports, and background documents, will be made available as soon as they become available at the Committee's website at <https://ggim.un.org/meetings/GGIM-committee/15th-Session/>.

The fifteenth session will be webcast live and archived at [UN Web TV](#).

Identification badges and grounds passes

Country delegates

To attend the fifteenth session, you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to register the composition of your delegation in the e-deleGATE portal under ECOSOC/United Nations Committee of Experts on Global Geospatial Information Management (<https://edelegate.un.int>).

The contact details for your Permanent Mission can be found at <https://www.un.org/en/about-us/member-states>. Your Mission will facilitate the request for your grounds pass to access United Nations premises.

Observers

If you plan to attend the fifteenth session, please note that the entity you represent must be formally invited to participate in the work of the session. To express your interest in attending, kindly complete the online form at: <https://forms.gle/K7dTx4pXM1gXfPa86> **no later than Friday, 11 July 2025**. Please be advised that only representatives from entities invited to participate as observers will be issued an event pass.

Access to the United Nations Headquarters will be through the visitors entrance, located on 1st Avenue between East 45th Street and East 46th Street. A valid government-issued photo ID is required for entry. Event passes must be presented to enter and exit the UN buildings

Visa and entry requirements

Most visitors will require a visa to enter the United States. It is strongly recommended that you contact the nearest U.S. Embassy or Consulate in your country of departure as early as possible to determine specific visa requirements. For more information, please visit <http://www.usembassy.gov/> or consult the U.S. Department of State website at <https://travel.state.gov/content/travel/en/us-visas.html>.

The official announcement letter is generally sufficient to support your visa (entry permit) application when submitted along with the completed visa application form, any required supporting documents, and a passport valid for six months after departure from the United States. Please also verify whether a transit visa is required for any countries where you may have layovers during your travel to and from New York. **Please note that all visa and entry requirements, including to the United States, are the sole responsibility of each participant.**

All confirmed participants and their respective sending States or organizations must ensure they have adequate health insurance coverage for the duration of stay in the United States of America.

Meals

The following options are available in the United Nations Secretariat building:

- Riverview Cafeteria, Conference Building, 4th Floor South (M-F 11:00 am - 3:00 pm)
- North Delegates Lounge, Conference Building, 2nd Floor North (M-F 9:30 am - 7:00 pm)
- Lobby Café, Secretariat Lobby, 1st Floor North (M-F 8:00 a.m. - 3:30 p.m.)
- Visitors Café, General Assembly - 1st Basement North (M-F 9:00 a.m. – 5:00 p.m.)
- Vienna Café, General Assembly, 1st Basement South (M-F 9:00 am - 5:00 p.m.)
- Café de la Paix, Secretariat - 1st Basement South (M-F 11:00 am - 3:00 pm)

[UN dining services map](#)

A variety of restaurants are conveniently located within walking distance of the United Nations Headquarters.

Hotel accommodation

Participants are responsible for making their own hotel reservations. When booking accommodations, participants may wish to inquire about special rates for United Nations conference attendees and the availability of hotel shuttle services to and from local airports. Please note that a credit card is typically required to guarantee hotel reservations. Reservations can be made directly with hotels. For assistance, participants may contact American Express Global Business Travel – United Nations, New York:

- **Toll-Free (U.S.):** 1-844-487-4289
- **Outside the U.S.:** 1-312-340-2638
- **Email:** us.un.travel@amexgbt.com

Alternatively, you may also reach out to your country's Permanent Mission to the United Nations, which may be able to assist with accommodation arrangements. Contact details for all Missions are available at: <https://www.un.org/en/about-us/member-states>. To ensure availability, participants are strongly encouraged to make hotel reservations as early as possible, and no later than one week prior to the event.

UNITED NATIONS HOTEL LIST

Hotel Name	Hotel Address	Telephone
Beekman Hotel	3 Mitchell Place	646-921-6001
Even Hotel	221 E 44th St.	212-239-0002
Fitzpatrick	141 East 44th St.	212-351-6800
Hampton Inn	231 E 43rd St.	212-897-3385
Hotel NH Collection	22 E 38th St.	212-802-0600
Hyatt Grand Central New York	109 E 42nd St.	212-883-1234
InterContinental	111 E 48th St.	212-755-5900
Millennium Hilton	1 UN Plaza	212-758-1234
Radisson Hotel	25 W 51st St.	646-690-9997
Residence Inn by Marriott	148 E 48th St.	212-980-1003
The Benjamin	125 East 50th St.	212-715-2500
The Gotham Hotel NY	16 E 46th St.	212-490-8500
The Lexington Hotel	511 Lexington Ave, E 48th St.	212-755-4400
Westin Grand Central	212 East 42nd St.	212-490 -8900

Search engines to find hotels in New York.

- www.agoda.com/
- www.kayak.com/hotels
- www.expedia.com/
- www.booking.com/

Reviews of hotels in New York

- www.yelp.com/
- www.tripadvisor.com/NewYorkCity

Transportation in New York to UNHQ

By subway:

Take the 4, 5, 6, or 7 subway lines to Grand Central Station. From there, walk east along 42nd Street for three blocks to reach 1st Avenue and the United Nations Headquarters.

By bus:

The M15 and M15 Select stop directly in front of the United Nations on 1st Avenue.

New York City:

Taxis are readily available throughout New York City and can drop you off directly at the United Nations Headquarters from any location.

Other logistical information

Post Office

Postal services are available in the basement of the United Nations General Assembly building, located near the UN Gift Shop. Operating hours are from 9:00 a.m. to 5:30 p.m.

Banks

The nearest bank to the United Nations Secretariat is **Chase Manhattan Bank**, located at the corner of East 43rd Street and 2nd Avenue. The bank is open from 9:00 a.m. to 5:00 p.m. and offers ATM services and foreign currency exchange. Additionally, ATMs are available on UN premises, including one at the UN Visitor Centre, located in the basement of the General Assembly building.

Money

Most Automated Teller Machines (ATMs) in New York City are connected to international networks that likely include your home bank. If you have an ATM card that supports the Cirrus ([Mastercard ATM Locator](#)) or Plus ([Visa ATM Locator](#)) networks—two of the most widely used—you should be able to withdraw cash with ease. Please note that transaction fees and daily withdrawal limits may apply. It is advisable to check with your bank prior to departure for details regarding fees, limits, and international usage policies

Traveller's cheques remain a safe and reliable alternative for carrying funds while traveling. To ensure protection in case of loss or theft, it is important to keep a separate record of the serial numbers. The three most widely accepted providers of traveller's cheques are:

- American Express – Available at American Express branches (www.americanexpress.com)
- Visa – Available through Citibank branches

- MasterCard – Offered by Thomas Cook Currency Services

Please verify availability and acceptance in your destination before departure. Credit Cards offer a convenient and widely accepted method of payment throughout New York. Major providers such as **American Express**, **Visa** and **Master Card** (among others) are accepted virtually at all retail stores, restaurants, hotels, and service providers.

Time

To determine the time difference between New York and your home country, please visit <http://www.timeanddate.com/worldclock/>

Weather

To check the current weather conditions in New York, please visit [Weather Forecast and Conditions for New York City, NY - The Weather Channel | Weather.com](#).

Medical services

Participants are individually responsible for arranging their own vaccinations and securing appropriate insurance coverage, including life, health, medical treatment, and medical evacuation insurance, as deemed necessary. The United Nations does not assume responsibility for any illness or medical issues that may arise during a participant's stay. Medical assistance is available during regular working hours, from 9:00 a.m. to 4:00 p.m., at the UN Secretariat, 5th floor.

PowerPoint presentations

If you plan to deliver a PowerPoint presentation, please notify Ms. Vilma Frani (contact details below) in advance so that appropriate arrangements can be made. Kindly submit an electronic version of your presentation **at least five working days prior** to your scheduled presentation to ensure timely upload and technical readiness.

For substantive matters:

Mr. Guillaume Le Sourd
Email: lesourd@un.org

For administrative matters:

Ms. Vilma Frani
Phone: (1-917) 367-2903
Email: frani@un.org

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