



**Logistics Information for Participants**

**Inter-Agency Standing Committee Working Group Meeting  
8 – 9 March 2016, New York**

**Hosted by: UNDP**

**Time and Date:** Tuesday, 8 March 2016, 8:30am – 5:30pm  
Wednesday, 9 March 2016, 8:30am – 5:30pm

**Location:** Conference rooms S-2726 & S-2727, UN Secretariat Building, 27th floor, New York City.

Enter via the United Nations Visitors Entrance (1<sup>st</sup> Avenue at 45<sup>th</sup> Street), traverse the General Assembly building past the tour/information kiosk and exhibition space, and turn left towards the Secretariat building. After passing through the security turnstiles, take the elevator directly ahead to the 4<sup>th</sup> Floor. Exit the elevator to the right to access Private Rooms 1-3 via the Delegates Dining Room.

**Security Pass:**

**UNDP will make special arrangements with the UN Security Unit for issuance of a 3-day non photo temporary pass to facilitate easy access to the conference location in UNDP and the UN premises. For passes to be issued, participant names must be confirmed with the UNDP ([stella.delaiverata@undp.org](mailto:stella.delaiverata@undp.org)) by Friday 1 March.**

**You are kindly requested to bring a valid Photo ID (if you are a UN staff member, please make sure to bring a valid UN pass and/or Laissez-Passer).**

**Registration:**

Registration will take place from 8.30am on Tuesday, 8March upon arrival at the Private Room 1- 3 via the Delegates Dining room.

**Accommodation:**

Participants are requested to make their own hotel reservations. We would suggest that you make your bookings as early as possible, in order to find accommodation that best suit your budget, location and other needs. The following hotels are some suggestions within the proximity of the UN:

**Courtyard Marriot (USD \$289.00/night\*\*+tax)**  
866 3<sup>rd</sup> Avenue  
New York, NY 10022

**Hilton Manhattan East (USD \$220.15/night\*\*+tax)**  
304 East 42nd Street  
New York, NY 10017

Tel: 1 (212) 644-1300  
<http://www.marriott.com/>

Tel: 800.445.8667  
<http://www.hiltonmanhattan.com/>

**The Pod 51 Hotel (USD \$179.00/night\*+ tax)**  
230 East 51st Street  
New York, NY 10022  
Tel: (212) 355-0300  
<http://www.thepodhotel.com>

**The Pod 39 Hotel (USD \$162.00/night\*+ tax)**  
145 East 39th Street  
New York, NY 10016  
Tel: (212) 865-5700  
<http://www.thepodhotel.com>

**Hampton Inn Manhattan/United Nations (USD\$233/night\* + tax)**  
231 East 43rd Street  
New York, 10017  
TEL: +1-212-897-3385  
FAX: +1-212-897-3386  
<http://hamptoninn3.hilton.com/>

\*Prices are subject to change depending on availability.

Please also find below a list of hotel booking websites which could help you find accommodation to best suit your budget, location and other needs.

[www.expedia.com](http://www.expedia.com)  
[www.tripadvisor.com](http://www.tripadvisor.com)  
[www.cheaptickets.com](http://www.cheaptickets.com)  
[www.newyorkcity.com](http://www.newyorkcity.com)  
[www.new.york.hotelguide.net](http://www.new.york.hotelguide.net)

### **Transportation:**

#### **From La Guardia Airport:**

- Yellow cab to mid-town New York by meter are approximately USD \$66 plus toll/tip
- Bus Shuttle services are approximately USD \$14 to Grand Central Station (<http://www.nycairporter.com> )
- Lincoln Limousine is approximately USD\$60 plus toll/tip (<http://www.lincolnlimousine.com/> )

#### **From JFK Airport:**

- Yellow cab to anywhere in Manhattan have a flat-fare of USD \$50 plus toll/tip
- Bus Shuttle services are approximately USD \$17 to Grand Central Station (<http://www.nycairporter.com> )
- Lincoln Limousine is approximately USD\$72 plus toll/tip (<http://www.lincolnlimousine.com/> )

#### **From Newark Airport:**

- Taxis to mid-town New York by meter are approximately USD \$63 plus toll/tip
- Bus Shuttle services are USD \$27 to mid-town New York. (<http://www.nycairporter.com> )
- Lincoln Limousine is approximately USD\$72 plus toll/tip (<http://www.lincolnlimousine.com/> )

Transportation in and around the city is available through yellow cabs and public transport. Further information on the subway and bus service is accessible from <http://www.mta.info/>.

**Meals:**

**Coffee, tea and refreshments** will be available in the meeting room on both mornings 30 minutes before the beginning of the first session and during regularly scheduled breaks throughout the meeting.

**Lunch** will be served in the conference room on both days.

**Dinner:** An informal dinner for all participants has been organized on the evening of 8 March at the Fabio Piccolo Fiore. The restaurant is located in midtown Manhattan at 230 East 44th street, between 2nd and 3rd avenue, close to the United Nations Plaza and many midtown hotels and attractions. Participants are expected to cover the cost of their meal, approx.USD85 (includes tax and gratuity). Please see information on dinner on the following page.

**Banking services:**

There are two United Nations Federal Credit Union (**UNFCU**) branches located within the UN compound: UN Secretariat Building and DC2 building on the 3<sup>rd</sup> Floor. The bank opens Monday to Friday, 8:30am – 4:30pm. For further enquiries, you can call their 24hr service on +1 347-686-6000.

Other banking services are also available with local banks within the vicinity of the UN Headquarters.

**Medical services and emergencies:**

NYC Fire and Police Department	9-911 (from UN office phone)
UN Security & Safety Service Control Centre	212-963-6666 or ext. 3-6666 (24 hours)
UN Fire and Safety Unit	212-963-5555 or ext. 3-5555 (24 hours) In the event of a fire, pull the fire alarm and vacate the building
UN Medical Services	212-963-7777 or ext. 3-7777 (Mon-Fri, office hours)

**Further Information/Assistance:**

For further information regarding the arrangements for the IASC WG meeting, please contact Stella Delaiverata ([stella.delaiverata@undp.org](mailto:stella.delaiverata@undp.org)).