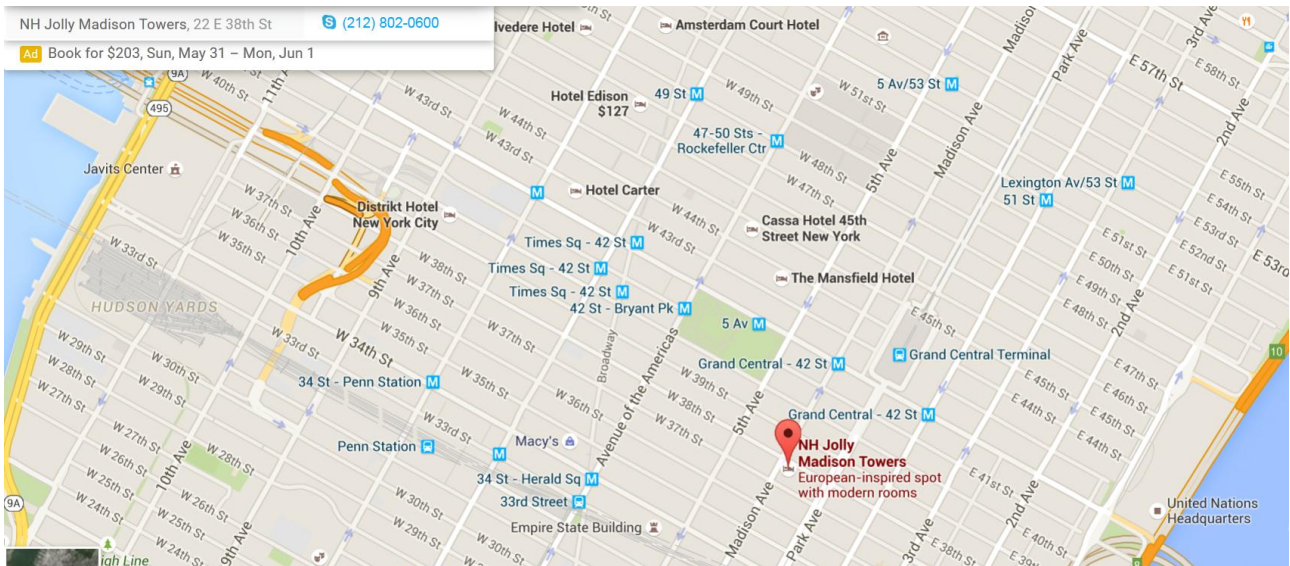




## Date and Location of Main Workshop

The 2½-day workshop will be held on **27-29 May 2015** at the **Michelangelo conference room, NH New York Jolly Madison Towers hotel, 22 East 38<sup>th</sup> Street**, New York City, as per map below. For more details and booking, please see <http://web.jollymadison.com>. Phone: +1 212 802-0600 or [ResNYC@NH-Hotels.com](mailto:ResNYC@NH-Hotels.com).



## Event Website

All documentation, including background material, presentation overheads and this information note, will be made available through the [event website here](#), as they become available.

## Air Travel

For those participants whose travel is funded by the United Nations, the UNDP Country Office in each participant's country will be contact for issuance of a roundtrip, economy class air ticket to New York, as per U.N. rules. The authorised date of arrival in New York will be 26 May and the departure date will be 30 May (4 nights). Any increase in the ticket cost resulting from a change in travel itinerary or travel dates must be borne by the participant and coordinated directly with the respective UNDP Country Office.

## Accommodation

Each participant is responsible for booking, confirming and settling bills of his/her accommodation. Participants are also responsible for arranging their own transportation to and from the conference venue. If you are not located within walking distance of the workshop venues, 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.

A special rate is being offered to participants of the workshop by the NH New York Jolly Madison Towers hotel. Please contact the hotel directly to inquire about the exact rates, by phone at +1 212 802-0600 (toll-free in USA and Canada at 1-888-726-0528), online at <http://web.jollymadison.com>, or by email at [ResNYC@NH-Hotels.com](mailto:ResNYC@NH-Hotels.com). Please ensure to mention that you are joining the UN-DESA Workshop on Integrated Approaches to Sustainable Development Planning and Implementation, 27-29 May 2015, in order to receive the special rate.

## Daily Subsistence Allowance and Terminal Expenses

A standard *Daily Subsistence Allowance* (DSA) 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, and currently stands at **US \$378 per day** for New York City. DSA is payable for the nights actually spent in New York between 26 and 30 May 2013, up to a maximum of 4 nights (US \$1,512). UN-funded participants will also be entitled to an amount of \$202 for terminal expenses, covering ground transportation between cities and airports, and associated costs, for both the home country and New York.

Seventy-five percent (75%) of the DSA will be paid by the UNDP offices to participants prior to departure from home country to New York. The balance (25%) of the DSA will be paid by UNDP country offices upon return to home country and submission of an F.10 Travel Claim form **and boarding passes** for all the travels undertaken. The F.10 form will be made available at a later stage.

## Transportation to and from Airports in NY

Upon your arrival at one of New York's airports, you will be responsible for arranging your own transportation to your hotel. There are regular buses or trains between the airports and Manhattan. You can also take the subway or taxi which charges a set rate from airports to Manhattan. Local transportation costs are part of terminal expenses mentioned above, and will not be reimbursed beyond that flat amount.

*A word of advice:* Never accept offers of transportation from solicitors who may approach you in a terminal, offering transportation to your hotel. These illegal solicitors are unlicensed and uninsured. To obtain ground transportation information, please visit the Port Authority Welcome Centre located in the arrivals area of each terminal, where uniformed staff will be happy to assist you. Alternately, you may head directly for the yellow taxi stand located outside each terminal for safe and legitimate transportation.

## 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 by the organizers should be attached to the visa request. All participants are asked 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 and cannot be reimbursed beyond the amounts provided by the DSA and terminal expenses. Kindly carry with you your letter of invitation to the workshop.

## Registration and Opening of Workshop

Registration will take place at 8:30 am on the first morning of the event, outside the main plenary room. The Opening Session will start at 9:00 am. Participants will be requested to sign an Attendance Sheet at the Registration Desk each day of the meeting, which is conditional, by UN rules, on payment of DSA.

## Identification Badges

Please proceed directly to the meeting venue on the first morning to collect your identification badge to enter the meeting rooms. The conference organizers will be available to hand out identification badges between 8:30 and 9:00 am. Kindly carry your passport or other official photo identification to enable you to collect your badge.

## Working Language

The working languages of the meeting are English and French, with simultaneous interpretation.

## Date and Location of the Planning Meeting

A half-day Planning Meeting will be held shortly after the final session of the Workshop on **29 May 2015**. The venue of the Planning Meeting will be **Conference Room 9** of the **United Nations General Assembly building** located on 1<sup>st</sup> Avenue, between 42<sup>nd</sup> and 46<sup>th</sup> Streets, New York. A map of the United Nations Headquarters Complex is included below. Badges for entering the UN facilities will be provided in advance to the participants also attending the Planning Meeting.



The U.N. General Assembly building is located in the United Nations Headquarters Complex, First Ave, between 42<sup>nd</sup> and 46<sup>th</sup> streets. Please enter at the 46<sup>th</sup> street entrance.

## Wifi

At the Jolly Madison Hotel, wireless internet access can be purchased by participants for \$10/day with a credit card, by logging-in the network and following instructions.

At the UN Secretariat, where the Planning Meeting will be held on the last afternoon, wifi is free, no password required.

## Meeting Secretariat

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

Mr François Fortier, +1 212 963-8797, [fortier@un.org](mailto:fortier@un.org)

Ms Arlene Cezar, +1 917 367-4375, [cezara@un.org](mailto:cezara@un.org)

## Weather and Time Zone

In late May, temperatures in New York City range from 15 to 30°C. You may check current [conditions here](#).

The time zone in New York City in May is EDT, UTC/GMT -04:00 hours.

## Hotels

Accommodation arrangements ***need to be made by individual participants*** at hotels of their own choice. Please note that a credit card is normally required to make and hold a reservation. Below are some popular websites for hotel reservations. Hotel websites can also be used directly for booking.

[www.expedia.com](http://www.expedia.com)

[www.hotels.com](http://www.hotels.com)

[www.orbitz.com](http://www.orbitz.com)

### Hotels and apartment houses in the vicinity of the UN Headquarters

ACCOR Hotels (Novotel) * 226 West 52nd Street (212) 315-0100	CROWNE PLAZA 304 East 42nd Street (212) 986-8800	MODERNE 243 West 55th Street (212) 397-6767
AFFINIA 50 155 East 50th Street (212) 751-5710	DOUBLETREE METROPOLITAN 569 Lexington Avenue (212) 752-7000	The NEW YORK HELMSLEY * 212 East 42nd Street (212) 490-8900
AFFINIA DUMONT 150 West 34th Street (212) 481-7600	EASTGATE TOWER Hotel 222 East 39th Street (212) 687-8000	PARAMOUNT Hotel 235 West 46th Street (212) 764-5500
AFFINIA GARDENS 215 East 64th Street (212) 355-1230	ENVOY CLUB 377 East 33rd Street (212) 481-4600	PICKWICK ARMS 230 East 51st Street (212) 355-0300
AFFINIA MANHATTAN 371 Seventh Avenue (212) 563-1800	FITZPATRICK GRAND CENTRAL 141 East 44th Street (212) 203-0860	ADISSON LEXINGTON 511 Lexington Avenue (212) 755-4400
ALGONQUIN Hotel 59 West 44th Street (212) 840-6800	GRAND HYATT 42nd Street / Park Avenue (212) 883-1234	ROGER SMITH 501 Lexington Avenue (212) 755-1400
AMERITANIA Hotel 230 West 54th Street (212) 247-5000	HELMSLEY MIDDLETOWNE 148 East 48th Street (212) 755-3000	SHELBURNE MURRAY HILL 303 Lexington Avenue (212) 689-5200
AMSTERDAM COURT 226 West 50th Street (212) 459-1000	HELMSLEY PARK LANE 36 Central Park South (212) 521-6239	SURREY Hotel 20 East 76th Street (212) 288-3700
BEEKMAN TOWER 3 Mitchell Place (212) 355-7300	KORMAN COMMUNITIES * 234 East 46th Street (646) 291-4200	The WARWICK 65 West 54th Street (212) 247-2700
The BENJAMIN 125 East 50th Street (212) 715-2500	MARCEL 201 East 24th Street (212) 696-3800	TUDOR Hotel at the United Nations 304 East 42nd Street (212) 297-3558
BENTLEY 500 East 62nd Street (212) 644-6000	MILLENNIUM UN PLAZA UN Plaza, 44th Street (212) 758-1234	