



System of
Environmental
Economic
Accounting

Forum of Experts in SEEA Experimental Ecosystem Accounting 2018

Logistics note

18 – 20 June 2018

Glen Cove, New York, USA



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1 MEETING INFORMATION

1.1 Venue

Glen Cove Mansion Hotel and Conference Center (Glen Cove Mansion)

Address: 200 Dosoris Lane, Glen Cove, Nassau, County, New York, 11542

Phone: +1-516-671-6400

Website: www.glencovemansion.com

Glen Cove Mansion is located on Long Island's north shore just 25 miles from both New York's LaGuardia (LGA) and JFK International airports, and within 30 miles of midtown Manhattan. The facilities are designed to achieve maximum meeting effectiveness and provide deluxe accommodations, fine dining, and a wide range of recreational options.

1.2 Date, time and place

The Forum will take place in the conference center at the Glen Cove Mansion.

The forum sessions will start on 18 June at 9:00 am and will end on 20 June at 6:00 pm. (More details are provided in the Agenda at <https://seea.un.org/events/forum-experts-seea-experimental-ecosystem-accounting>).

Business casual attire is suggested for the meeting.

1.3 Working Language

The Meeting will be conducted in English only and all documentation will be in English. No interpretation services will be available.

1.4 Registration

Participants should complete the online registration form by 30 April 2018. Please find the online registration link on the event website (<https://seea.un.org/events/forum-experts-seea-experimental-ecosystem-accounting>) or directly at: <https://goo.gl/forms/ZcolzId1piztBsgf1>

1.5 Accommodations and meals

Participants are expected to stay at the **Glen Cove Mansion Hotel** where the organizer has secured rooms at an all-inclusive conference package rate of USD \$235 plus tax (approx. 11.65%), per person, per night. The conference package is valid for the following dates:

Check-in date Sunday, 17 June 2018 at 4:00 p.m.

Check-out date: Wednesday, 20 June 2018 at 12:00 p.m.

The conference package begins with dinner on Sunday, 17 June, and concludes with lunch on Wednesday, 20 June 2018. Hotel reservations will be made by the organizers based on the information provided in the registration form. Please do not contact the hotel directly.

Kindly note that guestrooms will not be available prior to 4 p.m. on Sunday, 17 June 2018. If your flight arrives earlier you can still drop-off your luggage at the reception of the hotel. Participants not staying at the hotel for Wednesday night will need to check-out of their rooms by 12 p.m. and leave their luggage in storage as the Forum will continue until 6 p.m.

Meals include buffet-style breakfast (between 7 a.m. and 10 a.m.), lunch (between 12 p.m. and 2 p.m.) and dinner (between 6 p.m. and 9 p.m.), and AM/PM refreshment service. Wi-Fi Internet will be available for participants in the rooms and conference facilities. Glen Cove Mansion facilities include a fitness centre, indoor and outdoor pools, tennis court and a basketball court.

Participants attending only for the day (i.e. not overnighing at Glen Cove Hotel) are subject to a USD \$105 daily rate plus tax, per person. This rate includes lunch and refreshments. Breakfast and dinner are not included in the day guest rate.

Participants funded by UNSD will have the hotel paid for and travel arranged based on the UN rules. Funding arrangements will be discussed in detail in the Administrative Instruction sent separately.

Non-funded participants will pay for the conference package and any additional night and incidentals, at the hotel upon check-out. The package does not include applicable taxes, telephone, alcoholic beverages and private dinners. Participants are required to present a valid credit card at check-in to cover for any incidentals. UN will not assume responsibility for any other expenditure, such as: additional nights; gratuities; telephone, alcoholic beverages, theme events, private dinners, room service meals; costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Meeting; or any other costs.

If you are planning to bring your spouse or a companion, there is no extra cost for the room, but meals are not included. Companions can opt to eat in the restaurant of the hotel at their own expense, or have access to the buffet-style meals for an additional \$100 per day. Please let us know in advance if you require double rooms and/or additional buffet.

Departure from Glen Cove

The Forum will end on Wednesday, 20 June at 6 p.m. Depending on travel arrangements, but if participants wish, additional night may be booked at Glen Cove Mansion at a special rate of:

Room only	USD \$130 plus tax, per person, per night
Room with breakfast	USD \$140 plus tax, per person, per night
Room with dinner and breakfast	USD \$175 plus tax, per person, per night

Hotel rooms will be booked by the organizers based on the information provided in the registration form.

Participants also invited to the UNCEEA

Participants invited to the UNCEEA meeting (21-22 June) are reminded that they will need to take care of their own accommodation arrangements from Wednesday night (20 June). The UNCEEA meeting will start on Thursday, 21 June at 8:30 a.m. at the United Nations Headquarters in New York. Separate logistics information will be provided to the UNCEEA participants.

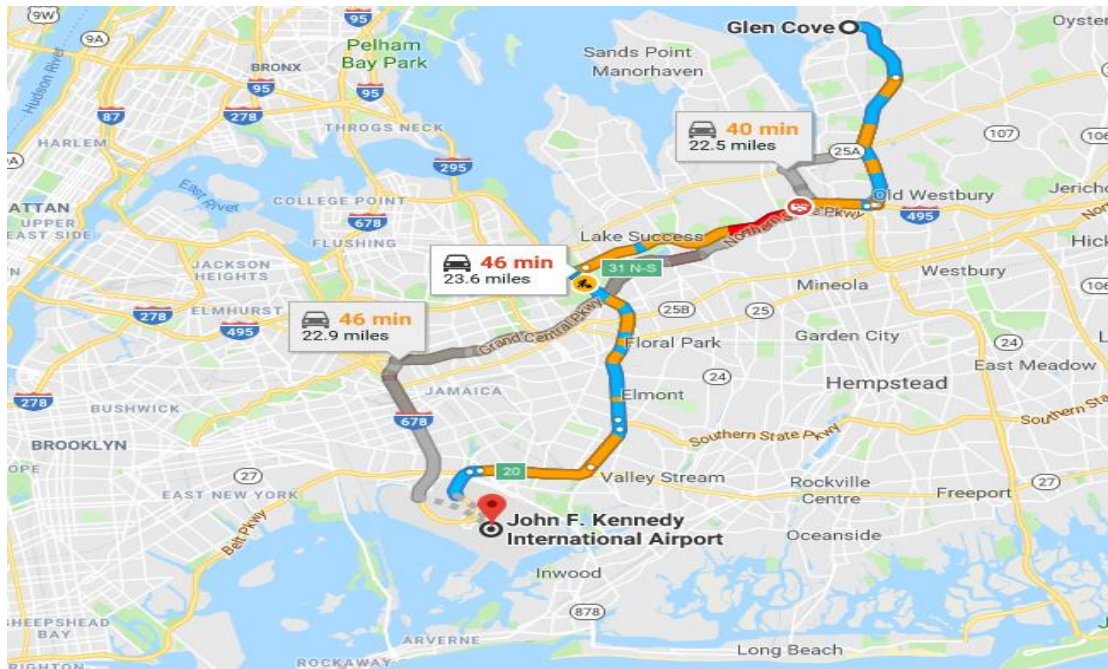
1.6 Immigration Requirements

Participants should contact their nearest embassy or consulate of the United States of America for information on visa and travel health requirements, and obtain the appropriate entry permit where necessary as early as possible.

The official invitation letter is generally sufficient to be used as supporting documentation for visa (entry permit) request. Please contact us, should you require an invitation letter well in advance.

2 TRAVEL TO GLEN COVE MANSION

Participants should make their own transportation arrangements to travel from the airport to Glen Cove Mansion Hotel and Conference Center. JFK International or LaGuardia International airports are approximately 25 miles from Glen Cove Mansion, whereas Newark Liberty airport is 53 miles away.



2.1 Airports

There are 3 major airports serving New York City. They are:

- **John F. Kennedy International Airport:** Phone: 1-718-244-4444. Located in Queens, New York, about 25 miles from Glen Cove Mansion.

- **Newark Liberty International Airport:** Phone: 1-973-961-6000. Located in Newark, New Jersey, about 53 miles from Glen Cove Mansion.
- **La Guardia Airport:** Phone: 1-718-533-3400. Located in Queens, New York about 25 miles from Glen Cove Mansion.

Information regarding these 3 airports can be accessed online at:

<http://www.panynj.gov/airports/>

2.1.1 Airport Transportation

Complete transportation information for the above 3 airports can be obtained by calling **Air-Ride** (1-800-AIR RIDE, toll free number within the U.S.) and online at www.panynj.gov

Please find below the options of transportation from the airports to Glen Cove Mansion Hotel and Conference Center Address 200 Dosoris Lane, Glen Cove, New York, 11542

Note: some fares may have recently changed, so there could be differences between fares shown here and current fares.

2.1.2 From JFK International Airport

By train

The train is the most economical option. To arrive to Glen Cove Mansion by train:

- Take the Air Train to Jamaica. After exiting the train, you will need to purchase a pay-per-ride metro card for \$5.50.
- At Jamaica LIRR Station take the Long Island Railroad (LIRR), Oyster Bay Line to Glen Cove Station. You will need to buy a LIRR ticket to Glen Cove for approx. \$7 (peak fare is \$9.50). Tickets can also be bought onboard, but will cost 50% more. Please see the schedule for the Oyster Bay branch trains here: <http://web.mta.info/lirr/Timetable/Branch2/OysterBayBranch.pdf>. We recommend checking the train schedule in advance as there is very limited Sunday Service. The travel time will be approximately one hour.
- Before arriving to Glen Cove Station we recommend you either call Glen Cove Mansion (+1-516-671-6400), Arena Taxi (+1-516-671-1848) or Mid-Island Taxi (+1-516-671-0707) to send a taxi to the Glen Cove station to pick you up. The Glen Cove Mansion is about 2 miles away from the station and a taxi should cost approximately \$6. We recommend calling at least 30 minutes prior to the train's arrival time to secure your booking.

By taxi or car service

The cost of one-way trip by taxi or car service from JFK to Glen Cove Mansion ranges between \$60 to \$150, depending on the type of transportation. Below is a table which provides information on some options to travel from JFK to Glen Cove Mansion by shared or private taxi, shuttle or car service. Uber or other services can also be used.

Car service from JFK to Glen Cove Mansion	Fare	ETA	Notes
All Star Limo Phone 1-800-546-6669/ 1-631-753-1234 www.allstarlimo.com	\$103 (pick up inside the terminal). This is a special fare for guests of Glen Cove Mansion. Additional cost will be the parking fees which average \$12 provided that there are no delays.	45"	Limo service recommended by the hotel. Reservation must be done in advance by telephone to open an account. To obtain the discounted rate of \$103, mention that you are staying at Glen Cove Mansion.
<u>Arena Taxi (Glen Cove City Taxi)</u> Phone +1-516-671-1848 / http://www.arenataxi.com/	\$80 flat rate (including tips) to Glen Cove Mansion. Pick-up is outside the terminal, generally on the middle island of the terminal). Passenger must call upon arrival to the airport to coordinate with the driver the exact location of pick-up.	45"	Arena Taxi is a company located in Glen Cove City. Pick-up must be arranged in advance using website. However, the company will not send a car if they do not receive a confirmation call from the passenger upon boarding the plane. Pick-up is outside the terminal, and, the passenger must call when he/she is ready to leave the terminal.
<u>Dial 7 Car Service</u> Phone +1-212-777-7777 / UK toll toll-free UK number is 0.808.234.6908 www.dial7.com	\$68 flat rate to Glen Cove Mansion if pick-up is outside the terminal. After collecting luggage, passenger must notify company that they are ready to be picked-up outside the terminal. Pick-up inside the terminal is possible. Passenger must pay, in addition, parking (\$18 per hour) and waiting time fees (\$52 per hour, prorated every 15 minutes).	45"	Reservations should be made at least 24 hours before traveling. The company has good customer service via e-mail and also a mobile app that facilitates communication and confirmation. For more details on airport pick-ups visit the page https://help.dial7.com/hc/en-us/articles/218646417-Airport-Pick-Ups
<u>Taxi (Yellow Cab)</u>	Metered fare could range between \$120-\$150 (depending on the traffic (plus tip 10-15% is customary). You can also negotiate for a flat rate. The official flat rate from JFK to Glen Cove is \$145.	45"	Follow the signs to Taxi Stands in front of terminals. NYC Yellow cabs will take you to Nassau County where Glen Cove is located. The metered fare doubles when leaving NYC boundaries.
<u>SuperShuttle</u>	\$59	90-120"	Reservation is recommended. You can reserve through the

Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)		website. Super Shuttle has also agents in the airport. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone. 24-48 hours reservations required for return service.
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2.1.3 From Newark Liberty International Airport

By train

If you arrive to Newark, you will first have to take the train to Penn Station in Manhattan, and from there take the LIRR to Glen Cove.

To get to Penn Station take the Air Train Newark International Airport Station and transfer to the NJ Transit Trains to New York Penn Station. For more information on how to get to Penn Station, please refer to:

<http://www.panynj.gov/airtrainnewark/what.index.html>
 1-800-AIR RIDE Connection with NJ Transit (www.njtransit.com)
 1-800-772-2222 or (973) 762-5100

The estimated time and cost to get from Newark to Penn Station via NJ transit is 30 minutes and costs \$13. The trains run every 8-12 minutes and are available 24 hours.

From New York Penn Station, you take the LIRR train to Jamaica Station LIRR and switch trains to take the Oyster Bay Line to Glen Cove Station. You will need to buy a LIRR ticket at NY Penn Station to Glen Cove for approx. \$9.75 (peak fare is \$13.50). Tickets can also be bought onboard, but will cost 50% more.

Please refer to the schedule for the Oyster Bay branch trains online at: <http://web.mta.info/lirr/Timetable/Branch2/OysterBayBranch.pdf>. We recommend checking the train schedule in advance as there is very limited Sunday Service. The travel time will be approximately one hour and 10 minutes.

Before arriving to Glen Cove Station we recommend you either call Glen Cove Mansion (+1-516-671-6400), Arena Taxi (+1-516-671-1848) or Mid-Island Taxi (+1-516-671-0707) to send a taxi to the Glen Cove station for you. The Glen Cove Mansion is about 2 miles away from the station and a taxi should cost approximately \$6. We recommend calling at least 30 minutes prior to the train's arrival time to secure your booking.

By taxi or car service:

The cost of one-way trip by taxi or car service from Newark to Glen Cove Mansion ranges between \$126 to \$280 depending on the type of transportation. Below is a table which

provides information on some options to travel from JFK to Glen Cove Mansion by shared or private taxi, shuttle or car service. Uber or other services can also be used

Car / Taxi Service from Newark to Glen Cove	Fare	ETA	Notes
All Star Limo Phone 1-800-546-6669/ 1-631-753-1234 www.allstarlimo.com	\$201 (pick up inside the terminal). This is a special fare for guests of Glen Cove Mansion Additional cost will be parking fees which average \$12 provided that there are no delay and tolls \$26	100-120"	Limo service recommended by the hotel. Reservation must be done in advance by telephone to open an account. To obtain the discounted rate of \$103, mention that you are staying at Glen Cove Mansion.
Dial 7 Car Service Phone +1-212-777-7777 / UK toll toll-free UK number is 0.808.234.6908 www.dial7.com	\$126 flat rate to Glen Cove Mansion if pick-up is outside the terminal. After collecting luggage, passenger must call the company that they are ready to be picked-up outside the terminal. Pick-up inside the terminal is possible. Passenger must pay, in addition, parking (\$18 per hour) and waiting time fees (\$52 per hour, prorated every 15 minutes)	120"	Reservations should be made at least 24 hours before traveling. The company has good customer service via e-mail and also a mobile app that facilitates communication and confirmation. For more details on airport pick-ups visit the page https://help.dial7.com/hc/en-us/articles/218646417-Airport-Pick-Ups
SuperShuttle Limo Service Newark 1-800-258-3826 www.supershuttle.com	\$250 - \$280 depending on the type of car	120"	There is no shared van service from Newark.
Taxi (Yellow cab)	\$250	120"	

2.1.4 From La Guardia Airport

There is no direct train transportation from LGA You may take the bus Q70-SBS that to the Roosevelt Avenue-Jackson Height subway station in Queens. From there you will take the subway E train to Jamaica Station and take the Long Island Railway as explained in the section *By train* from JFK.

By taxi or car service

If you arrive to La Guardia (LGA) airport, it is easier if you take a taxi to Glen Cove Mansion. You can also arrange for pick-up service, but due the construction site in the airport, drivers cannot pick up passenger inside the terminal. For taxi or car service information refer to the table below. Uber or similar services can be also used.

Car / Taxi Service from LGA to Glen Cove	Fare	ETA	Notes
All Star Limo Phone 1-800-546-6669/ 1-631-753-1234 www.allstarlimo.com	\$103 (pick up outside the terminal due to construction in LGA). This is a special fare for guests of Glen Cove Mansion.	45"	Limo service recommended by the hotel. Reservation must be done in advance by telephone to open an account. To obtain the discounted rate of \$103, mention that you are staying at Glen Cove Mansion.
<u>Arena Taxi (Glen Cove City Taxi)</u> Phone +1-516-671-1848 / http://www.arenataxi.com/	\$70 flat rate (including tips) to Glen Cove Mansion. Pick-up is outside the terminal, generally on the middle island of the terminal). Passenger must call to coordinate with the driver the exact location of pick-up.	45"	Arena Taxi is a company located in Glen Cove City. Pick-up must be arranged in advance using website and phone. The company will not send a car if they do not receive a confirmation call from the passenger upon boarding the plane. Also pick-up is outside the terminal, and, the passenger must call when he/she is ready to leave the terminal.
<u>Taxi (Yellow Cab)</u>	Metered fare could range between \$120-\$150 (depending on the traffic, plus tip 10-15% is customary). You can also negotiate for a flat rate. The official flat rate from LGA to Glen Cove is \$155.	45"	Follow the signs to Taxi Stands in front of terminals. NYC Yellow cabs will take you to Nassau County where Glen Cove is located. The metered fare doubles when leaving NYC boundaries.
<u>Super Shuttle</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)	\$59	120" or longer (depending on traffic and stops)	Reservation is recommended. You can reserve through the website. Super Shuttle has also agents in the airport. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone. 24-48 hours reservations required for return service.

2.2 Local Transportation

There is no public transportation available between Glen Cove City and the hotel. However, Glen Cove Mansion offers a shuttle service every day, except Sundays, for transportation between the city and the hotel. To reserve call the 1-516-671-6400.

Local taxi services include Arena Taxi (Phone 1-516-671-1848) or Mid-Island Taxi (1-516-671-0707).

2.3 Money

If you need local currency, it would be better that you use the currency exchange services at the airport. If you need to withdraw money, you can also use the ATM (Automated Teller Machines) at the airport. There are major bank branches in the city of Glen Cove that have ATM linked to international network.

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

2.4 Weather

To check for current weather condition in New York, please refer to www.weather.com/weather/local/10017?lsw=10017&lwsa=WeatherLocalUndeclared&from=whatwhere