



New York Resource Guide

United Nations Statistics Division

Scoping Workshop on the SEEA and Business Accounting

New York City

16-17 October 2019

Conference Room E

United Nations Headquarters Complex

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1 Welcome page from the UN Statistics Division

When, Where, What, How?

This resource guide has been compiled to assist you in the preparation for your trip to New York to participate in the Scoping Workshop on the SEEA and Business Accounting.

2 Meeting Information

Title

Scoping Workshop on the SEEA and Business Accounting

Date and time of the meeting

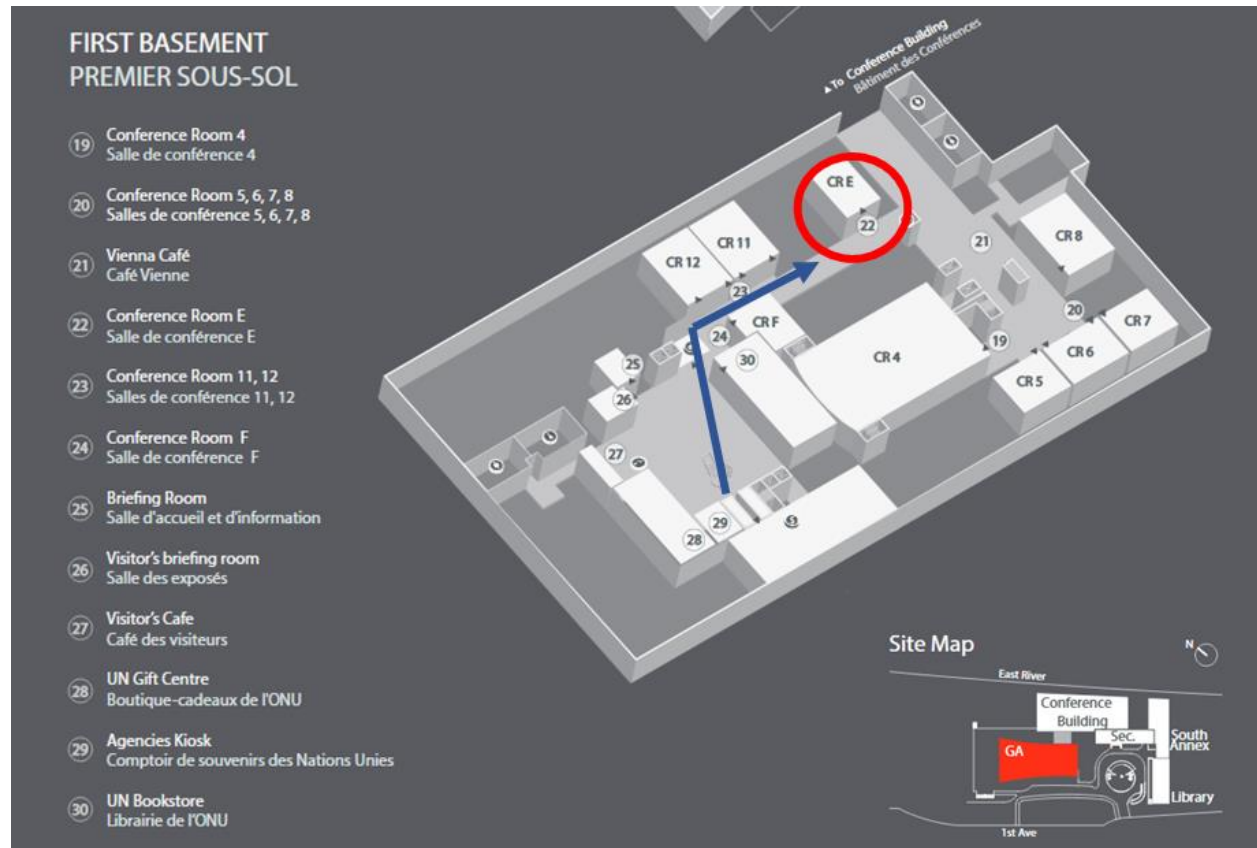
The meetings will be from 9.00 a.m. to 5.30 p.m on 16 October and from 9.00 a.m. to 4.00 p.m. on 17 October. Registration starts on 16 October at 8.30 a.m).

Venue

Note: Entrance will be through the Visitor's entrance gate, 1st Avenue at 46th St., New York, NY 10017.

Directions to Conference Room E (First Basement General Assembly Building):

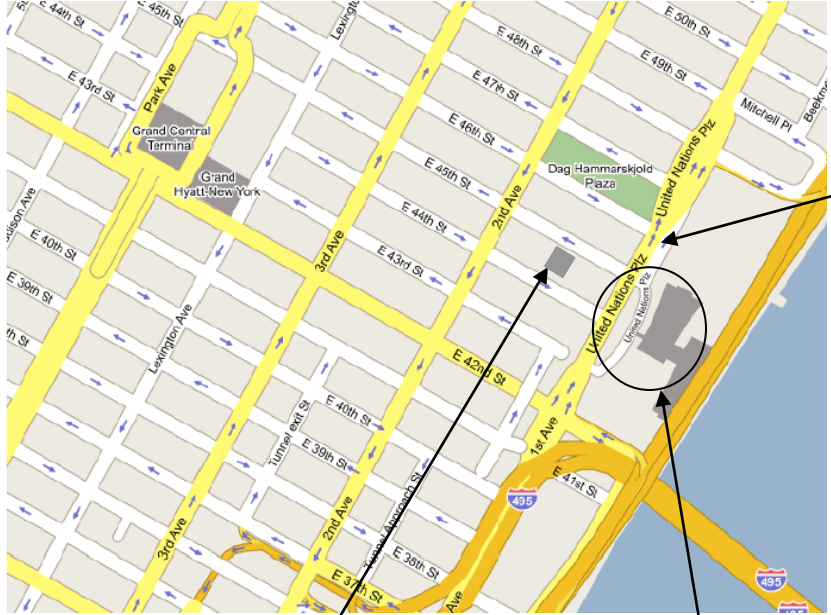
Once you enter the visitor's entrance, the General Assembly building is on your right. On the left, walk-down the stairs or take down the elevator to 1B (First Basement). On this floor you will find the Visitor's Café, the UN Bookstore and UN Postal Administration. Walk toward the UN Postal Administration shop, and on your right, passing the UN Bookstore, you will see a UN security officer guarding the two glass revolving doors that lead to the conference rooms. Once you pass the door, Conference Room E is right past Conference Room 12 and 11. (Refer to index 22 on map in the next page.)



Registration and Ground Passes

Participants will be met in the lobby of the DC2- building [2 United Nations Plaza, E. 44th Street between 1st and 2nd Avenues] on 16 October between 8:30 AM and 8:55 AM by one of our staff members who will give them a temporary United Nations grounds pass. A grounds pass is required at all times to enter all United Nations buildings. Please bring all the necessary documentation if you are being funded by United Nations (UN) (refer to information below).

Map of the United Nations vicinity



United Nations Headquarters Complex
 Visitors' Entrance

United Nations Headquarters Complex

1st Avenue (Between 42nd & 46th)

United Nations Statistics Division
 14th, 15th and 16th Floors
 DC2 - Two United Nations Plaza
 44th Street (Between 1st & 2nd Avenues)

Address and Contact Numbers

For substantive issues: Ms. Jessica Chan
 Room: DC2-1504
 Phone: +1 212 963 3581
 Fax: +1 212 963 1374
 Email: seea@un.org

For financial and travel issues: Ms. Elsa Begne
 Room: DC2-1519A
 Phone: +1 212 963 1114
 Fax: +1 212 963 1374
 Email: seea@un.org

Working Languages of the Meeting

The Meeting will be conducted in English only and all documentation will be in English.

Daily Subsistence Allowance (DSA)

For those participants that are being funded by the United Nations, the UN will provide eligible participant(s) 2 days of daily subsistence allowance, subject to the actual day and time of arrival and departure, at the rate determined by the United Nations for New York at the time the Meeting will take place. Additionally, the participant(s) will be provided with US\$250 to cover terminal expenses (airport transfers) for their flight to New York. At present, the DSA for New York is US\$430 (this amount is subject to change at any time).

On the first day of the meeting, eligible participants need to present to the UN representative the originals and copies of their passport, original tickets and original boarding passes for verification purposes.

Financial and Administrative Arrangements

Where participation costs are borne by UN, only travel expenses and DSA for the duration of the meeting plus terminal expenses will be covered by UN. UN will not assume responsibility for any other expenditure, such as:

- Salary and related allowances for the participants during the period of the meeting;
- 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;
- Compensation in the event of death or disability of participants in connection with their attending the Meeting;
- Any loss or damage to personal property of participants while attending the Meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
- Any other expenses of a personal nature, not directly related to the purpose of the Meeting.

Immigration Requirements

Participants should contact their nearest United States of America embassy or consulate on visa 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 there be any issues with obtaining visa for the purpose of attending this event.

3 New York Information

Hotels and Other Accommodations

Arrangements for hotels need to be made by individual participants (or their Mission) at hotels of their own choice. A list of hotels in the vicinity of the UN is provided below.

Please note that a credit card is normally required to make a reservation, participants should plan accordingly.

Participants can contact hotels directly and make reservations. Participants can also contact their country's Mission to the United Nations which may be able to assist them (contact details for missions can be found at www.un.org/Overview/missions.htm). Participants should make the necessary reservations at least one week prior to the event.

Below are some popular web sites for hotels:

www.expedia.com

www.hotels.com

www.orbitz.com

Hotels in the vicinity of the United Nations

Below is the list of hotels located in the vicinity of the United Nations (walking distance to the UN).

Hotel	Address	Telephone	Website
ALGONQUIN	59 W. 44th St.	(1-212) 840.6800	www.algonquinhotel.com
BEDFORD	118 E. 40th St.	(1-212) 697.8100	www.bedfordhotel.com
BEEKMAN	3 Mitchell Place	(1-212) 355.7300	www.affinia.com
BENJAMIN	125 E. 50th St.	(1-212) 753.2700	www.thebenjamin.com
BENTLEY	500 E. 62nd St.	(1-212) 644.6000	https://bentleyhotelnyc.com/
CROWNE PLAZA AT THE UNITED NATIONS	304 E. 42nd St.	(1-212) 986.8800	www.ichotelsgroup.com

Hotel	Address	Telephone	Website
DIPLOMAT RESIDENCE	210 E. 47 th St.	(1-212) 371.6029	-
EASTGATE TOWER	222 E. 39th St.	(1-212) 687.8000	www.affinia.com
DYLAN	52 E. 41st St.	(1-212) 338.0500	www.dylanhotel.com
FITZPATRICK	141 E. 44th St.	(1-212) 351.6872	www.fitzpatrickhotels.com
HELMSLEY PARK LANE	36 Central Park South	(1-212) 521.6239	www.helmsleyhotels.com
MARCEL	201 E. 24th St.	(1-212) 696.3800	https://themarcelatgramercy.com/
MELROSE HOTEL	140 E. 63rd St.	(1-212) 838.5700	www.melrosehotelnewyork.com
METROPOLITAN	569 Lexington Ave.	(1-212) 752.7000	www.metropolitanhotelnyc.com
MIDDLETOWN HELMSLEY	148 E. 48th St.	(1-212) 755.3000	www.helmsleyhotels.com
MILLENNIUM HOTEL	1 UN Plaza (E. 44th St at 1st Ave)	(1-212) 758.1234	www.millenniumhotels.com
NEW YORK HELMSLEY	212 E. 42nd St.	(1-212) 490.8900	www.helmsleyhotels.com
POD39	145 E 39 th St.	(1-844) 763.7666	https://www.thepodhotel.com/pod-39/
PICKWICK ARMS	230 E. 51 st St.	(1-212) 355.0300	www.pickwickarms.com
RADISSON	511 Lexington Ave.	(1-212) 755.4400	www.radisson.com
ROGER SMITH*	501 Lexington Ave.	(1-212) 755.1400	www.rogersmith.com
SAN CARLOS	150 E. 50 th St.	(1-212) 755.1800	www.sancarloshotel.com
WARWICK	65 W. 54 th St.	(1-212) 247.2700	www.warwickhotelny.com

Hotels which are a long walk or a non-walking distance from the UN

The hotels listed below are located further from the United Nations Complex (long walk or non-walking distance to the UN).

Hotel	Address	Telephone	Website
Affinia Dumont	150 East 34th Street (Lexington and Third Avenues)	(1-212) 481-7600	www.affinia.com
Belleclaire Hotel	250 W. 77 th Street	(1-212) 362-7700 Fax: (1-212) 362-1004	www.hotelbelleclaire.com e-mail: reservations@hotelbelleclaire.com
Carlton Arms Hotel	160. E. 25 th Street	(1-212) 679-0680	www.carltonarms.com e-mail: artbreakhotel@aol.com
Chelsea Hotel	222 West 23rd Street (7th and 8th Avenues)	(1-212) 243-3700	www.hotelchelsea.com
Doubletree Metropolitan	569 Lexington Avenue (51st Street)	(1-212) 752-7000	www.metropolitanhotelnyc.com
Excelsior Hotel	45 West 81st Street (Central Park West and Columbus Avenue)	(1-212) 362-9200	www.excelsiorhotelny.com
Gershwin Hotel	7 East 27th Street (Madison & 5th Avenues)	(1-212) 545-8000 Fax: (1-212) 684-5546	www.gershwinhotel.com e-mail: reservations@gershwinhotel.com
Hotel QT	125 West 45th Street (Avenue of the Americas and 7th Avenue)	(1-212) 354-2323	www.hotelqt.com
Hotel Riverview	113 Jane Street (between W. 12 & 14 th Streets)	(1-212) 929-0060 Fax: (1-212) 675-8581	www.hotelriverview.com e-mail: Hriverview@aol.com

Hotel	Address	Telephone	Website
Hotel Stanford	43 West 32nd Street (Broadway and 5th Avenue)	(1-800)-365-1114	www.hotelstanford.com
Hudson Hotel	356 West 58th Street (8th and 9th Avenues)	(1-212) 554-6000	www.hudsonhotel.com
The Macaw Guesthouses	106 E. 101 st Street	(1-212) 348-4643	www.themacawguesthouse.com
Off SoHo Suites Hotel	11 Rivington Street (Bowery and Chrystie Streets)	(1-800)-633-7646	www.offsoho.com
The Time	224 West 49th Street (Broadway and 8th Avenue)	(1-877)-846-3692	www.thetimeny.com

Hostels

Hostel	Address	Telephone	Website
Central Park Hostel	19 West 103 rd Street	(1-212) 678-0491 Fax: (1-212) 678-0453	www.centralparkhostel.com e-mail: info@centralparkhostel.com
Hostelling International	891 Amsterdam Avenue	(1-212) 932-2300 Fax: (1-12) 932-2574	www.hinewyork.org e-mail: reserve@hinewyork.org

Apartment/Residences/International Houses/YMCA

Name	Address	Telephone	Website
Chelsmore Apartments	205 W. 15 th Street (between 7 th & 8 th Avenues)	(1-212) 924-7991 Fax: (1-212) 727-7284	www.chelsmore.com e-mail: reservations@chelsmore.com
DeHirsch Residence Operated by 92 nd Street YMCA	1395 Lexington Ave (at 92 nd St)	(1-212) 415-5650 (1-800) 858-4692 Fax: (1-212) 415-5578	www.92ndsty.org e-mail: dehirsch@92ndsty.org
Harlem YMCA	180 W. 135 th St.	(1-212) 281-4100	e-mail: harlemguestrooms@ymcanyc.org
Vanderbilt YMCA	224 E. 47 th St (between 2 nd & 3 rd Avenues)	(1-212) 756-9600 Fax: (1-212) 752-0210	www.ymcanyc.org

Airports

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

1. **John F. Kennedy International Airport:** Phone: 1-718-244-4444. Located in Queens, New York, about 15 miles from Midtown Manhattan.
2. **Newark Liberty International Airport:** Phone: 1-973-961-6000. Located in Newark, New Jersey, about 16 miles from Midtown Manhattan.
3. **La Guardia Airport:** Phone: 1-718-533-3400. Located in Queens, New York about 8 miles from Midtown Manhattan.

Information regarding these 3 airports can be accessed online at:

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

Airport Transportation

Complete transportation information for the above 3 airports can be obtained by calling **Air-Ride** ph: 1-800-AIR RIDE (toll free number within the U.S.). Please find below the options of transportation from the airports to Midtown Manhattan:

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

From JFK International Airport

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>AirTrain JFK</u></p> <p>(www.panynj.gov/airtrain) Connection with NYC subway (www.mta.info/nyct/subway)</p> <p>Connection with Long Island Railroad (LIRR) direct to Penn Station (www.mta.info/lirr)</p>	<p>\$5 Enter/Exit Fare + Subway Fare (\$2.75)</p> <p>\$5 Enter/Exit Fare + Train Fare (Peak hrs:\$6.75, off-peak hrs \$4.75)</p> <p>On weekends, there is CityTicket which costs \$4.25 from Jamaica to Penn Station by LIRR</p>	<p>55 minutes</p> <p>40 minutes</p>	<p>Service available 24 hrs. Air Train:4-10 minutes</p> <p>Subway:4-12 minutes.</p> <p>LIRR: 2-22 minutes depending on the time of the day.</p>	<p>There is an additional \$1 MTA fee for new MetroCards.</p> <p>Connect to "E" subway train/LIRR at 'Jamaica Station'.</p> <p>Use pay-per-ride Metrocard is required to ride Air Train.</p>
<p><u>New York City Express Bus</u> (1-718) 777-5111</p> <p>(http://www.nycairporter.com)</p>	<p>Round Trip \$35 (one-way \$19)</p>	<p>90 minutes (longer at peak hours)</p>	<p>Every 30 minutes 11:00 a.m. - 7 p.m.</p>	<p>Grand Central Terminal (bus stops at corner of E 41st Street and Lexington)</p>
<p><u>SuperShuttle Manhattan</u></p> <p>Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$22</p>	<p>45 – 75 minutes (depending on traffic)</p>	<p>Available 24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. 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.</p> <p>24-48 hours reservations required for return service.</p>
<p><u>Taxi</u></p>	<p>Flat rate \$52.80 +4.50 rush hour surcharge (16:00 to 20:00) plus tolls (\$5.76) and tips.</p> <p>Surcharges may apply</p> <p>(10-15% is</p>	<p>40 - 60 minutes (longer at peak hours).</p>	<p>Available 24 hours a day.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>

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From Newark Liberty International Airport

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>AirTrain Newark</u></p> <p>(http://www.panynj.gov/airtrainnewark/what.index.html)</p> <p>1-800-AIR RIDE Connection with NJTransit (www.njtransit.com)</p> <p>1-800-772-2222 or (973) 762-5100</p>	<p>AirTrain Newark + NJ Transit Fare (\$12.50) to Penn Station in Manhattan</p>	<p>40 minutes</p>	<p>Air Train: 8-12 minutes. Available 24 hours.</p> <p>NJ Transit: 7-30 minutes depending on the time of the day between 4:46 a.m. and 1:55 a.m. For exact times check www.njtransit.com or call 1-800-626-RIDE</p>	<p>Take Air Train to 'Newark Int'l Airport Station' and transfer the NJ Transit Trains to New York Penn Station.</p>
<p><u>Newark Airport Express</u></p> <p>1-877- 8-NEWARK</p> <p>1-877 863-9275</p> <p>(http://www.panynj.gov/aviation/egtsfram.htm)</p>	<p>\$30 round-trip or \$17 one-way.</p>	<p>30 - 60 minutes (longer at peak hours)</p>	<p>Every 20-30 minutes 4:00 a.m. - 11:00 p.m.</p>	<p>Drop off service to Grand Central Terminal (120 E. 41st St, between Park and Lexington Ave.), Port Authority (E. 42nd St and 8th Ave) or Penn Station (W. 34th st and 8th Ave)</p>
<p><u>SuperShuttle Manhattan</u></p> <p>Shared door to door minibus 1-800-258-3826 www.supershuttle.com</p>	<p>\$21</p>	<p>30 – 60 minutes (longer at peak hours)</p>	<p>Available on demand 24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. 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.</p> <p>24-48 hours reservations required for return service.</p>
<p><u>Taxi</u></p>	<p>Flat rate ranging from \$55 to \$75 plus tolls (\$6.50 each way) and</p>	<p>40 minutes (longer at peak hours).</p>	<p>Available during flight hours.</p>	<p>Follow the signs to Taxi Stands outside arrival areas.</p>

	tips (10-15%).			
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From La Guardia Airport:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><u>New York City Express Bus</u> (1-718) 777-5111 (http://www.nycairporter.com)</p>	<p>\$30 round trip or \$16 one-way</p>	<p>60 minutes, (longer at peak hours)</p>	<p>Every hour on the hour minutes 11:00 a.m. - 7:00 p.m.</p>	<p>Grand Central Terminal (bus stops at corner of E 41st Street and Lexington).</p>
<p><u>SuperShuttle Manhattan</u> Shared door to door minibus 1-800-258-3826 (www.supershuttle.com)</p>	<p>\$15 - \$19</p>	<p>45 – 75 minutes (depending on traffic)</p>	<p>Available on demand 7:00 a.m. - 11:30 p.m.</p>	<p>No reservation is required for trip from Airport to Manhattan. 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.</p>
<p><u>Taxi</u></p>	<p>\$21 - \$30 plus tolls (\$5.76) and tips (10-15% is customary) plus night surcharge (\$0.50 from 8:00 pm to 6:00 am) or weekday surcharge (\$1 Mon to Fri from 4:00 pm to 8:00 p.m.) if applicable.</p>	<p>20 - 30 minutes (longer at peak hours).</p>	<p>Available during flight hours.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>

Local Transportation

Subway and buses

<http://www.mta.info>

Subway and buses are a convenient way to get around Manhattan. **MetroCard** valid for subway and bus can be purchased at subway stations. Riding the subway is generally safe even at night, especially within Manhattan.

Subway map: <http://web.mta.info/nyct/maps/subwaymap.pdf>

Use google maps for finding the best and quickest way to your destination.

Fare info: <http://web.mta.info/nyct/fare/FaresatAGlance.htm>

Single (Sold at subway vending machines only): single ride ticket is \$3.00 (no transfer to bus).

Pay-per-ride: \$3.00 (\$2.75 if you add at least \$5.50 to your MetroCard. MetroCard is \$1)

7-Day Metro Card costs \$33.00 (unlimited ride for one week for one person)

Yellow Cab Taxis

Yellow taxis are readily available around Manhattan. While taxis are relatively expensive for a single person, they are affordable with 3 or more riders. Taxis are also a safe alternative for late night travel when train and buses can be few and far between. All taxis usually accept credit cards. Pay only what is on the meter, plus a 10% to 15% gratuity (tip for safety and good service).

Caution: Do not to take taxis without meters (illegal taxi) or with the meter turned off and do not use black cabs that you have not ordered beforehand using a smartphone app like Uber, Gett, Lyft, etc., as they could charge you exorbitant fares. At the airports only get onto a taxi at the official taxi stand where usually an agent should be present.

On all trips within New York City, any bridge and tunnel tolls to the destination shall be paid by the passenger, who shall be so informed before the start of the trip. On all trips within the City of New York, return tolls shall not be charged except for trips

over the Cross Bay Veterans, Marine Parkway-Gil Hodges Memorial, and Verrazano Narrows Bridges. On trips beyond the City of New York, all necessary tolls to and from the destination shall be paid by the passenger. There are additional charges for crossings outside the metropolitan area and New Jersey. Passengers are required to pay one way.

The rates for taxis are as follows:

Initial fare	\$2.50
Each 1/5 mile (4 blocks)	\$0.50
Each 1 minute idle	\$0.50
Improvement surcharge	\$0.30
State surcharge	\$0.50
Night surcharge	\$0.50 (after 20:00 until 06:00)
Peak hour weekday surcharge	\$1.00 (Mon-Fri, 16:00 until 20:00)
New York State Congestion surcharge	\$2.50
Trips below 96 th street surcharge	\$0.75
New York State tax surcharge	\$0.50
Additional riders	FREE

For more fare information, including airport rides:

http://www.nyc.gov/html/tlc/html/passenger/taxicab_rate.shtml

Black Cabs (Uber, Uber Pool, Gett, Via, Lyft, etc.)

There are many black cabs operating in New York. Most of them are now hailed using an app like Uber, Uber Pool, Gett, Via, Lyft, etc. Uber accounts from abroad were reported to work also in New York. This might be a good alternative for trips within the city and to the airports, especially if there are several passengers to share the costs of the ride.

Ferries

New York has different networks of ferries. Please consult the following websites:

On the Hudson River: <http://www.nywaterway.com>

On the East River: <http://www.eastriverferry.com/>

Staten Island Ferry (free): <http://www.siferry.com>

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** (www.mastercard.com/atmlocator/index.jsp) or **Plus** (www.visa.com/atm), the two 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), **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.

Postal Services

United Nations Post Office

UN Secretariat Building

New York, NY 10017

1st Avenue (between E. 45th and E. 46th St., entry via Visitor's Entrance)

US Postal Offices

884 2nd Ave

New York, NY 10017

(1-800) 275-8777

5 Tudor City Pl

New York, NY 10017

[\(1-800\) 275-8777](tel:18002758777)

Confirmation of Return Flights

Please contact the airline directly to reconfirm your flight.

Electric Plug and Socket

The electric power in the US is 120 V at 60 Hz and plug types used are type A and B. Participants are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances. In case of need, adapters can be purchased from Duane Reade near the venue or other electronics shops.

Time

For the time difference between New York and your country, please refer to http://www.worldtimeserver.com/convert_time_in_US-NY.aspx

Weather

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