

UN RIAS/RIAS 2016

UNHQ|NYC

## DATE AND VENUE

The UN RIAS/ RIAS meeting 2016 will be held on 6 – 9 September 2016 at:

The United Nations Building, New York Headquarters.

The United Nations Visitors Entrance is at 46th Street and 1st Avenue, New York, NY 10017

The United Nations Headquarters is located in the heart of New York City on 1st Avenue between 42nd and 48th Street. This 18-acre site has been declared international territory and belongs to the 193 Member States of the United Nations.

## GETTING THERE AND TRANSPORTATION

We recommend the use of public transportation as the United Nations Headquarters does not offer parking facilities.

**By subway:**

Numbers 4, 5, 6, 7, or S trains to Grand Central Station; walk east on 42nd Street to 1st Avenue

[Learn more](#)

**By bus:**

M15, M42, M50

[Learn more](#)

**By car:**

Private parking garages are available from East 45th Street to East 49th Streets, between 1st and 2nd Avenues

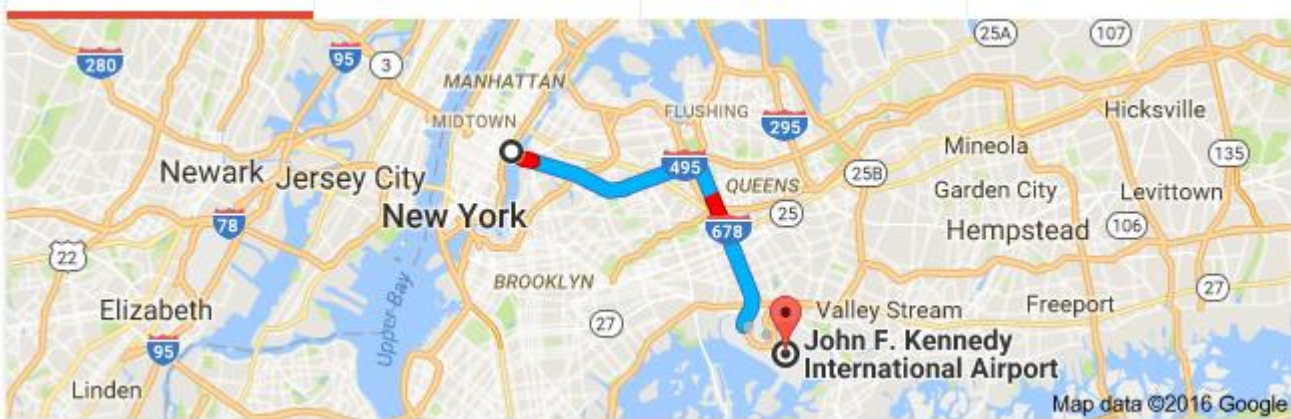
If you are staying in the Brooklyn area, you can catch the East River Ferry over to Manhattan (East 34th St/Midtown stop)

For Ferry ride schedule click here:

<http://www.eastriverferry.com/routesschedules/>

**Participants are responsible for arranging their own transfers and transportation.**

New York City has two international airports, John F. Kennedy International Airport in the state of New York and Newark Liberty International Airport in the state of New Jersey. New York City can also be accessed through its domestic airport La Guardia, located in Queens.



Taxi, buses, and trains are available from both Newark and JFK International Airports. From JFK, a taxi costs approximately USD\$80 (including tip and toll) into Manhattan while taxis from Newark airport are a bit more expensive due to tolls (closer to USD\$90, including tip and toll)

For additional information on NYC Taxis or buses click here:

[http://www.nyc.gov/html/tlc/html/passenger/taxicab\\_rate.shtml#AirportTrips](http://www.nyc.gov/html/tlc/html/passenger/taxicab_rate.shtml#AirportTrips)

<http://www.nycairporter.com/OurServices/JFKAirportShuttle.aspx>

While in NYC you may want to visit some of our popular tourist sites and may even be curious about our subway system. For this please use the MTA Trip planner here:

[http://www.tripplanner.mta.info/mytrip/ui\\_web/customplanner/TripPlanner.aspx](http://www.tripplanner.mta.info/mytrip/ui_web/customplanner/TripPlanner.aspx)

Taxis are readily available in Manhattan or you may want to book a car service through:

Uber New York City

<https://www.uber.com/cities/new-york/>

## ACCOMMODATION

New York City offers a wide range of accommodations to fit every taste: marquee hotels that reflect NYC's bright lights, boutique hotels tucked away on charming side streets, family-friendly stays close to parks and greenery. Whether you're looking to visit nearby attractions, explore NYC history or be within walking distance to the UN building situated in Midtown East, there will be an option for you.

You will see a list of hotels listed in the RIAS website where some are offering special rates for participants but please also check out other alternate options to hotels such as:

<https://www.airbnb.com/>

<https://www.homeaway.com/>

## SECURITY

Security screening is carried out for non-UN Staff before entering the United Nations Headquarters. Please arrive with ample time for screening.

### Non-UN/External participants:

- All non-UN/external participants will receive a UN Events ground pass on Tuesday 6<sup>th</sup> September or Thursday 8<sup>th</sup> September. You will be able to collect your ground pass from the front of the ramp leading up to the security check on the visitor entrance located on 46<sup>th</sup> street/1<sup>st</sup> Avenue. Collection will begin at 8:15am and end at 9:00am (meeting registration will be between 8am and 9am). This ground pass will be valid for the duration of the meeting and will not need to be renewed daily.
- Photo ID required  
All event participants and visitors to the United Nations 18 years and older require government-issued photo identification issued by a [Member State](#) or an [Observer State](#) of the United Nations to enter UN Headquarters. Photo Identification can include a passport, driver's license or national identify card and will be checked against your ground pass daily.

### UN Staff members and affiliated agencies:

- All UN staff members and UN agencies can access the UN ground using your valid UNLP. You will be able to gain access either through the entrance on 46<sup>th</sup> Street/1<sup>st</sup> Avenue visitor entrance or the entrance on 42<sup>nd</sup> Street/1<sup>st</sup> Avenue. Please remember to bring it with you.

## MEETING ROOM SCHEDULE

| Date        | Room #       |
|-------------|--------------|
| 6 September | CR-11        |
| 7 September | CR-6         |
| 8 September | CR-8 & CR-F  |
| 9 September | CR-11 & CR-F |

## BUILDING ENTRANCE AND MEETING ROOM DIRECTIONS

***We would like to advise all participants to enter through the Visitor's Entrance on 46<sup>th</sup> Street and 1<sup>st</sup> Avenue as this is the easiest and quickest way to locate your meeting rooms.***

Please have your LP or ID to show the Security at the gate and when entering the building, you will need to show the Security your ID/LP again once you reach the revolving/glass door in the basement.



### Getting Access to All Conference Rooms

- 1) Once you have passed Security, walk straight towards the doors of the General Assembly (GA) Building. Once inside you will see a bridge-like structure with a staircase on your right going down towards the basement (if you have gone past the information desk, you have gone too far inside).
- 2) Head down the stairs (*the main gift shop will be on your right as you go down*).

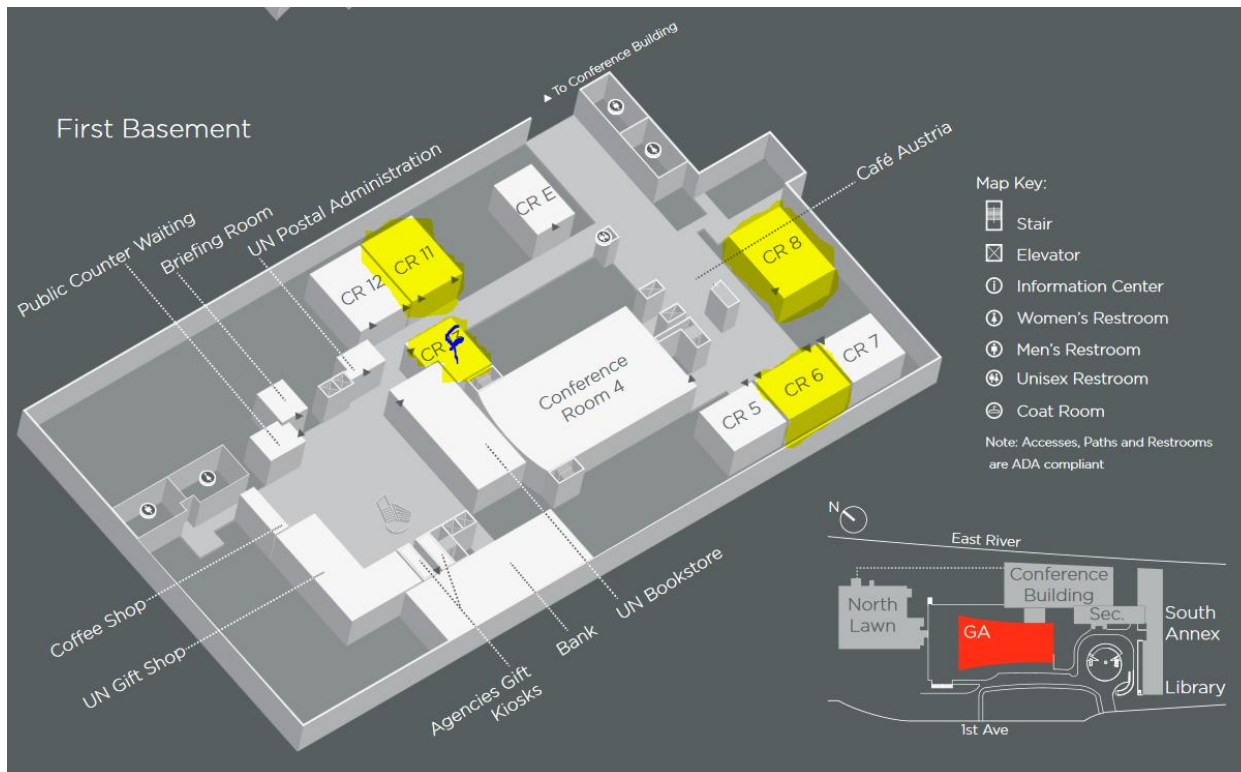


### Conference Room Locations

- **Conference Room 11** - Walk straight towards the UN Bookshop ahead and you will see the UN Postal Administration. Continue walking through the **revolving doors** (*you will need to show Security your ID/LP*), turn right, walk straight, and conference room 11 **will be the third door on your left**.
- **Conference Room 6** - continue from conference room 11 towards conference room E and through the glass doors (*there is an EXIT sign above the door*). You will see the Vienna Café to your right. **Conference room 6 is at the back left of the Vienna Café.**
- **Conference Room 8** - continue from conference room 11 towards conference room E and through the glass doors. You will see the Vienna Café to your right **Conference room 8 is on the left side of the Vienna Café. (shown as Café Austria on the below map)**



## The highlighted conference rooms are in use by UNRIAS



### **Entering from 42<sup>nd</sup> street entrance:**

- 1) Please have your LP to show the Security at the gate and when entering the building.
- 2) Exit security through the glass doors, head straight towards the main building towards the glass revolving doors.
- 3) Once you are through the revolving doors, show your LP to Security, then bear right towards the river (*you will see it through the glass*). Next, pass the small gift shop and straight ahead of you is the escalator. Take the escalator to the basement level. Once you get off the escalator, bear right, and walk straight down the corridor. Pass Conference rooms A, B, C, and D. Once you pass conference room D, take the left (*Vienna Café will be ahead of you shown as Café Austria on the map*).
- 4) Before getting to the Café, on your right you will see glass doors, take the glass doors and you will see Conference room E continue and **Conference room 11 is the next door on your right**.
- 5) Pass Conference room 12 at the end of the hallway and you will find glass revolving doors, go through the glass doors and **Conference room F** is directly to your left. (*this is the breakout room*).

## PASSPORT AND VISA REQUIREMENTS

***Participants are responsible for securing their entry visa before departing from their country.***

### Visa Requirements

Participants gaining entry into the United States will need either a visa in their national passport or will be eligible for the Visa Waiver Program (VWP) according to their nationality.

Please make sure to check for visa requirements in the site below:

<https://www.dhs.gov/visa-types>

<https://www.cbp.gov/travel/international-visitors/esta>

Please check for your nationality, form and other requirements in the Homeland Security site below:

<https://travel.state.gov/content/visas/en/visit/visa-waiver-program.html>

**Please be aware that the UNLP is not recognized in the US border but you must bring it with you in order to gain access and entry into the UN grounds if you have one.**

## GENERAL INFORMATION

Event dress code: Business casual

Electricity: 120 volts at a frequency of 60 Hz

Average temperature in NYC in September: 75F/24c

Emergency Number: 911 (Fire, Police, Ambulance)

## MEAL & DSA CALCULATION

Daily Subsistence Allowance (DSA) or Per Diem will not be covered by UNDP and should be covered by the respective organizations.

Two coffee breaks will be provided daily (6 – 9 September 2016). Gift cards for cafeteria purchases will be distributed on Tuesday and Thursday upon registration.

The following cafeterias are available:

Vienna café on 1-B floor

Visitor's café on the 1<sup>st</sup> floor

Riverview café on the 4<sup>th</sup> floor

## SOCIAL EVENTS

6 September 2016: **Tuttles Bar and Grill (Informal gathering)**

735 2<sup>nd</sup> Ave (between 39<sup>th</sup> and 40<sup>th</sup> Street), New York 10016

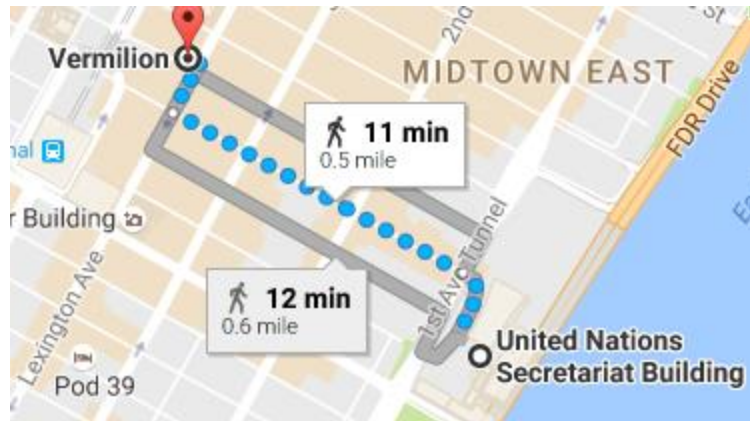
<http://tuttlesnyc.com/blog/>

7 September 2016: **RIAS Welcoming Reception**

**Vermilion**

480 Lexington Ave, New York, NY 10167

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

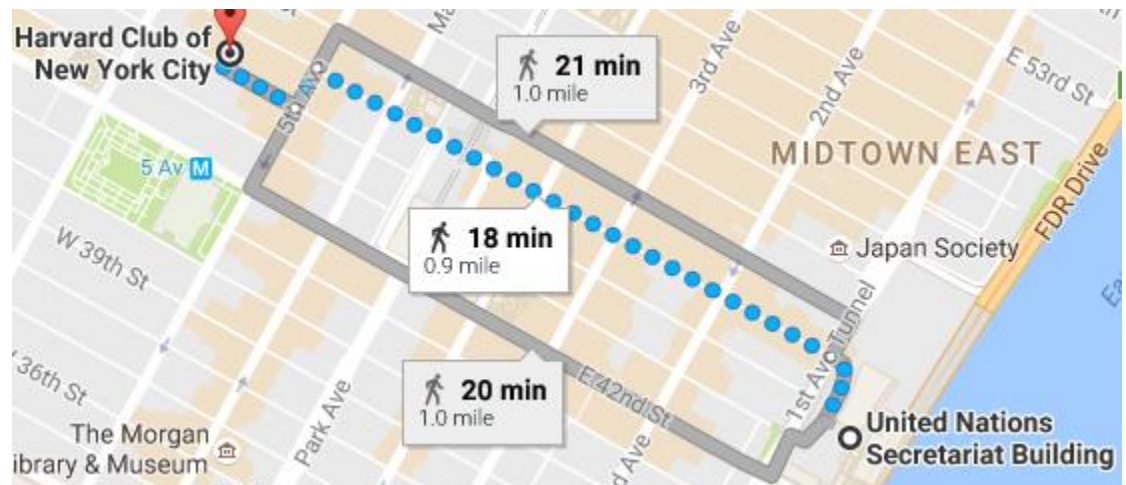


8 September 2016: **RIAS Participant's Dinner**

**Harvard Club of NY**

35 W 44th St, New York, NY 10036

<https://www.hcny.com>



## OUT AND ABOUT IN NYC

Find out what to do, where to go, where to stay and what to eat in NYC from the experts who know it best:

<http://www.nycgo.com/>



# NYC MAP AND NEARBY POPULAR TOURIST ATTRACTIONS

