

Global Conference 19-21 July 2005
“From Reaction to Prevention:
Civil Society Forging Partnerships to Prevent
Violent Conflict and Build Peace”
Welcome guide – New York City



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Dear Participant,

On behalf of the Conference Planning Team it is our greatest pleasure to welcome you to New York City. We have no doubt that your stay here will be productive and one that you will treasure for a long time to come. This brochure provides some practical information to help make your conference experience a memorable one. It is divided into sections to help you quickly find the information you need. If at any time during the conference you need help, please don't hesitate to ask, we are here to help you. Have a wonderful conference!

~ Vandy Kanyako

1. Contact Information – New York based Conference Secretariat

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Office of the NY based Conference
Secretariat:
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2. Arrival

Visa

With the exception of US residents and nationals from visa waiver countries (mostly western Europe, Australia, Japan, New Zealand etc), citizens of all other countries require a valid

visa to be admitted into the US. If you are not sure if you need a visa please check the US immigration website.

Currency Exchange

If is advisable to have some petty cash in US currency when you arrive at the airport. Travelers Checks in US dollars can also be easily transacted at the airport and other establishments. If you however arrive without having done so, don't worry as there are several currency-exchange bureaus at all the airports. Some hotels also provide the service, though at a slightly less favorable rate. You can also get money at cash machines (automatic teller machines - ATMs). You can also use credit cards to charge items and get a cash advance.

Banks have the most favorable currency exchange rates, though many are not equipped to handle foreign exchange transactions. In general, U.S. banks will not cash a personal check unless you have an account at that bank. You must fill out a form and produce a photo identification to be able to change amounts more than \$1,000.

Ground Transportation Desk

Once you clear immigration and customs, follow the sign to the **Ground Transportation** desk (Every terminal at every airport has one). At the Ground Transportation desk they can help you with a ticket for the shuttle into Manhattan, and they can advise you about all other transport possibilities.

Customs & Duties

Non-U.S. residents ages 21 and older may import into the United States 200 cigarettes or 50 cigars or 2 kilograms of tobacco, 1 liter of alcohol, and gifts worth \$100. Meat products, seeds, plants, and fruits are prohibited. For additional information, see the **U.S. Customs Service** web site: <http://www.customs.ustreas.gov/>

3. Travel – from airports to Manhattan

The New York City-area airports are : John F Kennedy International (JFK), LaGuardia, or Newark. JFK and LaGuardia Airports are in Queens, New York City. Newark Airport is located in Newark, New Jersey, which borders the state of New York . However, Newark Airport is the closer to Manhattan than JFK airport. Transport*- You can get to your destination either by taxicab**, bus, Bluevan (shuttle/ mini van) or Subway. All ground transportation is available 24 hours.

*NOTE: Persons that receive financial support from the International Secretariat only will receive reimbursement for subway, bus or shuttle into the city.

**NOTE: Taxicab rides will not be reimbursed under any circumstances. If taking a taxicab, make sure ONLY to take official yellow taxis lined up at the airport taxi stand. DO NOT accept rides from unofficial offers; they are often unlicensed, uninsured and disreputable. (http://www.nyc.gov/html/tlc/html/passenger/taxicab_rate.shtml)

JFK (John F Kennedy International)

	PRICE	TIME
TAXI	\$45 plus tolls and gratuity	60 minutes
BUS	\$13 one-way	45-60 minutes
SHUTTLE	\$15-20	45-60 minutes
SUBWAY	\$7	60 minutes

Taxi

Fare from the airport to Manhattan is fixed at US\$45 but be sure to add \$4 for any bridge or tunnel tolls and up to a 10% gratuity/tip for the driver. Sometimes the driver will ask for \$4 to cover toll charges.

Bus

"New York Airport Service" operates frequent coach services to Grand Central Station from all terminals at JFK. Purchase ticket at ground transportation counter in arrivals hall for US\$13 one way. (<http://www.nyairportservice.com/>)

SuperShuttle

www.SuperShuttle.com

(15-passenger vans) Telephone: 212-209-7000 or free at 1-800-258-3826

\$15-\$20 one-way fare; 45-60 minutes to midtown Manhattan.

Door-to-door airport transfers. From airports: Go to Ground Transportation desk, here they will make a reservation for you, give you a ticket, and you have to pay the driver of the shuttle; or use SuperShuttle courtesy phone to connect to dispatcher who will arrange for your pick up directly outside the terminal. For groups reservations required 24-hours in advance of pick up.

Train

JFK Airtrain provides \$7 direct service to the A or E trains on the NYC subway system. Travel time to Manhattan is approximately 1 hour. Only use this mode of transportation if you are familiar with the subway system as it can get quite complicated for the first time visitor.

LGA (New York - LaGuardia Airport)

This airport primarily serves domestic flights.

	PRICE	TIME
TAXI	\$22 plus tolls and gratuity	15-30 minutes
BUS	\$12 one-way	30 minutes
SHUTTLE	\$15-20 one-way	15-30 minutes

Taxi

Fare is approx US\$22 plus any bridge or tunnel tolls (\$4) and a 10% tip to the driver is customary. Travel time is 15-30 minutes depending on traffic and road conditions.

Bus

"New York Airport Service" has coach service to Grand Central Station from all terminals. Purchase ticket at ground transportation counter in arrivals hall - approximately US\$12. Further information is available at (<http://www.nyairportservice.com/>)

SuperShuttle

www.SuperShuttle.com

(15-passenger vans) Telephone: 212-209-7000 or free at 1-800-258-3826

\$15-\$20 one-way fare; 45-60 minutes to midtown Manhattan. Door-to-door airport transfers. From airports: Go to Ground Transportation desk, here they will make a reservation for you, give you a ticket, and you have to pay the driver of the shuttle; For groups reservations required 24-hours in advance of pick up.

Newark Airport

Newark Airport is located in Newark, New Jersey, which borders the state of New York.

	PRICE	TIME
TAXI	\$50 plus tolls and gratuity	30 minutes
BUS	\$12 one-way/\$19 round-trip	30 minutes
TRAIN	\$11.55 one-way	30 minutes

Taxi fare is approx US\$50 plus tolls and tip - BUS/COACH or AirTrain is recommended.

Bus

Coach USA service or Olympia bus service is available regularly (every 20 minutes) to Grand Central Station. www.coachusa.com Purchase ticket (approx \$19 round trip, \$12 one-way) at the ground transportation counter in arrivals hall.

Train

AirTrain (<http://www.airtrainnewark.com/airtrainnewark/index.html>) AirTrain Newark goes to Newark Liberty International Airport Station, where you can then change to local trains (**NJ TRANSIT**) at Newark Penn Station for Penn Station in Manhattan. Travel time is approximately 30 minutes, and trains leave every 20 minutes. One way full fare is \$11.55.

From Penn Station

Located at 7th Avenue and 31st Street

Taxi ride from Penn Station to the United Nations is approximately US\$10

Subway from Penn Station to Grand Central is US\$2 - take 1/2/9 North to Times Square, transfer to the 7 or S to Grand Central. On arrival at Grand Central, proceed by taxi or on foot to your hotel. (Approximately 10 minute walk - see map)

4. Travel – within Manhattan

Manhattan is relatively easy to navigate because the streets form a basic grid, where “Avenues” run North and South and “Streets” run East and West.

Buses and **subways** are frequent and accessible in New York City. A map is included in this packet.

Metro cards are the bus and subway tickets.  They should be swiped in the turnstile of the subway or dipped in the bus, in the direction of the arrow.

Where to buy a metro card? The easiest location is in the subway. Every subway station has outlets for metro card sale either in the booth or automatic machines which accept cash, debit, or credit cards. They can also be purchased at small convenience stores.

Cost: \$2 per ride, including one free transfer from subway to bus, or bus to bus. Transfer from one subway train to another is free.

If you plan to ride the public transit system frequently consider buying a **multiple-ride metro card**.

- A one-day pass, \$7, gets you unlimited rides for one day
- A \$10 card gets you 6 rides (meaning one free ride)
- A \$20 card gets you 12 rides (meaning two free rides)
- A 7-day pass costs \$21 and gives you unlimited rides for one week

Taxis are abundant in New York, easiest to catch on Avenues, which are large and run north-south.

Hailing a taxi only requires that you wave your arm to get the driver's attention.

Cost: All taxis are metered. The total cost depends on the distance traveled and time spent in the cab. Taxi fares are \$2.50 for the first 1/3 mile, then 40¢ each 1/5 of a mile thereafter, and 40¢ per 120 seconds when cab is not moving; a 50¢ night surcharge is in effect between 8pm and 6am; a \$1 surcharge is in effect 4-8pm weekdays (not including holidays). Any bridge or tunnel tolls will be added to the total charge; drivers might ask that you pay the tolls as you go through them. Taxi drivers are usually given a **15% gratuity** on top of the final metered fare.

5. Basics about New York City

Weather

July in New York is typically hot: 26 degrees Celsius. Please keep in mind the appropriate dress required at the United Nations (see section 6 on the UN, Appropriate Dress).

Electric Currents

Throughout the United States, we use electric currents, adaptors of 110V, 60Hz. Converters are available in hardware stores and department stores throughout the city, but it is best to purchase in your country of origin in case availability is limited.

Plugs in the United States are two-pronged, both prongs are flat. Be aware that neither adaptors nor convertors will not be provided for participants.

Tipping/Gratuity

A 15%-20% tip is standard for waiters, taxi drivers, bartenders, and hairdressers. Coat-checkers usually expect \$1; bellhops and porters should get 50 cents to \$1 per bag; hotel maids should get about \$1 per day. On package tours, conductors and drivers usually get \$10 per day from the whole group. For local sightseeing tours, you might want to tip the driver-guide \$1. Theater ushers do not expect tips.

Smoking

As of March 2003 smoking is prohibited in most indoor public spaces including restaurants and bars. (Some restaurants with outdoor dining may set aside part of that space to accommodate smokers.) You can't smoke in taxis or on buses or subways.



6. United Nations reference guide

The United Nations is located on the east side of Manhattan in mid-town: **First Avenue between 42nd and 46th Streets.**

Rules and Regulations at the United Nations Secretariat

All participants must register for their UN pass AND for the conference sessions prior to the opening of the conference. This applies to NGO representatives and all others who are already in possession of a valid UN grounds pass. Participants will only gain access if their in possession of both the conference badge and the UN security badge. These two must be carried at all times.

Entrance to the UN for all participants is located at the 'Visitors Entrance' on First Avenue (also known as UN Plaza) at 46th Street. Registration will take place in the 'Visitor's Lobby'. We will be available for assistance.

In order to register all participants must present their letter of invitation to the conference to the registration staff, together with a photo Identification document (passport, national ID card, Drivers' license, etc.)

The registration for the conference sessions is open on Monday 18 July from 10.00-18.00 and takes place in the 'Visitor's Lobby'. Upon conference registration you will receive the conference bag, including background material for the conference.

The registration for UN passes is in the same lobby, and will be open on Monday 18 July from 13.00-18.00. We urge participants to register for the conference as early as possible on Monday 18 July as registration will be on a first come first serve basis, and due to high demand we expect registration for panels, working groups and workshops to fill up quickly.

Because of stringent security regulations at the UN secretariat participants must take careful note of the following rules:

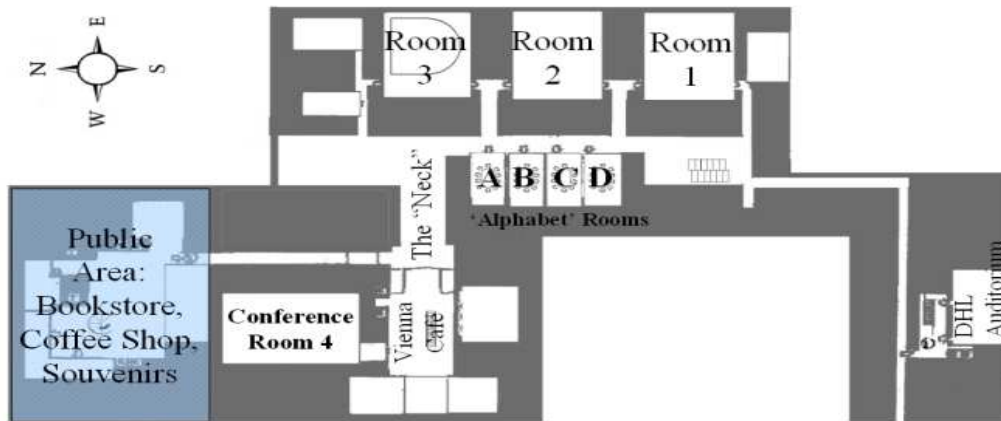
- All participants must enter and exit the UN Secretariat at the Visitor's Entrance located at 46th Street on 1st Avenue.
- Conference Badges and UN passes must be visibly worn on the UN premises at all times during the conference (No exceptions). These passes will only be valid for the duration of the conference. Participants will obtain the passes as well as conference information materials upon registration.
- Participants cannot bring bulk packages: whether information materials or personal luggage into the UN Secretariat.
- Smoking is strictly prohibited in most areas of the UN Secretariat.
- Participants must have their belongings with them at all times as the UN and the conference organizers are not liable for the loss or theft of any item/s.
- No commercial activities on Secretariat premises

The UN Secretariat is a weapons-free zone. Participants are strongly advised to desist from bringing in objects that might be construed as dangerous, such as knives.

Appropriate Dress

The United Nations is a formal working environment. Formal and semi-formal clothes from one's home country are also appropriate and very much appreciated.

Floorplan - UN Basement Level (1B)



7. Telephone and Internet facilities

Conference organizers are not responsible for any of the following costs that might be incurred by participants.

Telephone

The cheapest way to call international is with a calling card. These are easily available in most corner stores or your hotel lobby. To call an international number from the US you must dial **011** followed by the country code, then city code then the number.

Internet

There are approximately 12 computers with internet access in the 1b level of the Secretariat (just outside the alphabet rooms). Even though they are designated '*Strictly for delegates only*' participants can use these when available. All conference rooms and most areas in the Secretariat are wireless equipped. This means that with appropriate software on your laptop, you can access the internet from any of those designated areas. This software will not be provided by the conference organizers.

The New York Public library (located on 42nd street between 5 and 6th avenues) also has free internet service. Usage is limited to 30 minutes and has long wait periods. The library is closed on Mondays.

There is a huge internet café on Times Square EasyInternet Café, which is open 24hrs a day. Most Starbucks Cafés also have Wireless Hotspots. The nearest Kinkos (for making copies) is on 47th and Third Avenue (24 hours) or 39th and Third Ave. (7am - 11pm).

8. Safety and Emergency Numbers

New York City is the safest big city in the United States. Manhattan is the safest of all the five boroughs. That said however there are a few things you can do to make your stay incident-free.

A few tips

- Don't display large sums of money in public
- Keep your wallet or purse with you at all times.
- Beware of pickpockets at all times
- Carry an official photo identification with you at all times
- Always have with you the address and telephone number of your hotel

Emergency Number – 911

In case of an emergency (life threatening situations), **call 911**. You can dial the number from any public or private phone for free. An emergency operator will connect you to the appropriate authorities (medical ambulance, fire department or police).

The nearest **pharmacy** to the UN is Duane Reade on 43rd and Third Avenue (8:30am-7:30pm) or 42nd and Lexington Avenue (24 hours).

9. Hotels

All of the hotels listed in this document are within a 30-minute walk to the UN. Please note that only Fitzpatrick and Roosevelt provide breakfast (included in the charges).

For more information on how to book rooms in these hotels, please contact the Conference Secretariat (bgleixner@2005conference.com)

Millennium Hotel

One United Nations Plaza
44th Street
Between 1st & 2nd Avenues
212-758-1234

Hotel Bedford

118 East 40th Street
New York, NY 10015
212-697-4800

Fitzpatrick Grand Central Hotel

141 East 44th Street
New York, NY 10017
212-351-6800

Gershwin Hotel

7 East 27th Street
New York, NY 10016
212-545-8000

New York Helmsley

213 East 42nd Street
New York, NY 10017
212-490-8900

Pickwick Arms

230 East 51st Street
New York NY 10022
212-355-0300

Roger Smith Hotel

501 Lexington Ave.
212-755-1400

Roosevelt Hotel

Madison Avenue at 45th Street
212-661-9600

10. Meals and Restaurants

The United Nations cafeteria, located on the first floor of the Secretariat, serves a wide range of international menu at affordable prices. A typical lunch in the cafeteria ranges from \$3-\$8.

There are numerous corner stores that serve breakfast, (fresh fruit, juice, coffee, donuts, and bagels) at a reasonable price. Approximately \$2-\$4.

New York is also full of street venders and corner eateries for lunch and supper.

Affordable and convenient restaurants are available in the vicinity of the United Nations. For groups of more than five, it is wise to call ahead for reservations. Below is a sampling of some area restaurants.

Entrée Prices \$15 and under

Beer Bar

**200 Park Avenue
phone 212-818-1333
fax 212-949-8266**

American. Casual fare at Cafe Centro. Art Deco style recalling 1930's travel with a 'gangway' entrance, museum-quality art objects, and travel-motif carpet.

Manhattan Sky Bar & Restaurant

**c/o Grand Hyatt New York
Park Avenue at Grand Central
phone 212-883-1234
fax 212-697-3772**

Mediterranean restaurant in the Grand Hyatt New York. Discover the healthy and delicious foods of the Mediterranean at a weekday lunch buffet.

Chin Chin

**216 East 49th Street
phone 212-888-4555
fax 212-755-6470**

Reasonably priced fine Chinese food from different regions served in tranquil, modern surroundings.

Naples 45

**200 Park Avenue
phone 212-972-7001
fax 212-949-8266**

A vast and energetic restaurant with wine bar. Featuring Neapolitan-style cuisine. Closed Sat., Sun. Groups:10-300.

Food Merchants

**451 Lexington Avenue
phone 212-983-7474
fax 212-202-3576**

A preeminent corporate caterer and restaurant choice for breakfast, lunch, meetings, and special events. A great place to go to for lunch.

Entrée Prices \$16-\$23

Brasserie

**100 East 53rd Street
phone 212-751-4840
fax 212-751-8777**

A New York legend reborn. Midtown's downtown restaurant. Ultra-modern chic design and Executive Chef Luc Dimnet's cutting edge reinterpretation of the culinary classics.

Chez Josephine

**414 West 42nd Street
phone 212-594-1925
fax 212-868-1443**

Where the legend of Josephine baker lives on. Since 1986, Jean-Claude Baker has served solid bistro fare, live music, and superlative service. This theatrical bistro exudes an aura of magic.

Cafe St. Bart's

**Park Avenue at 50th Street
phone 212-888-2664
fax 212-888-2667**

Stylish American restaurant at one of midtown's landmark sites. Dine outside on our 5000-sq. ft. terrace (under a heated tent for cooler weather), or inside The Great Hall. Breakfast, lunch, dinner. Several private rooms available.

Giambelli 50

**46 East 50th Street
phone 212-688-2760
fax 212-751-6290**

Italian. Specialties include veal, chicken, beef, and fish dishes. Homemade pasta a tradition for 50 years. Two private rooms. Capacity: 80.

50 (Cinquanta) Restaurant

**50 East 50th Street
phone 212-759-5050
fax 212-355-4032**

Authentic Italian cuisine. Fresh game (in season), imported fresh fish, fresh pasta made daily. Prix-fixe menu \$26.00 available anytime. Fine dining; friendly service; four floors; private rooms 10/50; handicapped accessible.

Istana Restaurant and Bar

**455 Madison Avenue
phone 212-303-6032
fax 212-303-6022**

Popular midtown restaurant featuring inventive Mediterranean cuisine and American classics. Open for breakfast, lunch, cocktails, and dinner daily.

Le Colonial

**149 East 57th Street
phone 212-752-0808
fax 212-752-7534**

Framed in an atmosphere that is reminiscent of Southeast Asia in the 20th century, serves the food and mood of another place and time. The setting that transcends the present day with its authentic Vietnamese menu.

Metrazur

**404 Grand Central Terminal
phone 212-687-4600
fax 212-687-5671**

Sleek American brasserie overlooking the main concourse. The ultimate meeting place for a light snack or leisurely meal. Pre-theater menu, private dining room, special events.

Peking Duck House

**236 East 53rd Street
phone 212-759-8260
fax 212-753-0236**

Established in 1980. World renowned for its specialty, Peking duck. Pleasant and comfortable decor and atmosphere. Catering to business clientele. Super friendly staff.

Lexington Avenue Grill

**569 Lexington Avenue
phone 212-753-1515
fax 212-350-6086**

New York brasserie at the Loew's New York Hotel. Specialties include Maryland crab cakes with sweet potato fries and smoked grilled filet mignon with wild mushrooms.

Pershing Square

**90 East 42nd Street
phone 212-286-9600
fax 212-818-1248**

Winner of the 1999 Municipal Art Society Award, this beautiful landmark restaurant serves superb American food at modest prices. Open every day for breakfast, lunch, and dinner, with brunch on the weekends.

San Martin Restaurant

**143 East 49th Street
phone 212-832-0888
fax 212-755-1862**

Mediterranean. Elegant bistro specializing in Black Angus steaks, baby eels, and paella. Multilingual. Seven days.

Lily's

**501 Lexington Avenue
phone 212-755-1400
fax 212-319-9130**

American. Whimsical, surprising, flamboyant, energetic, colorful. At the Roger Smith Hotel.

Zarela Restaurant

**953 Second Avenue
phone 212-644-6740
fax 212-980-1073**

Mexican. Home-style regional food served in a fun and festive atmosphere.

Shelton Grille

**525 Lexington Avenue
phone 212-755-4000
fax 212-751-3440**

American. Gourmet continental cuisine. \$\$ Expensive

11. Subway Map

