



DEVELOPMENT COOPERATION FORUM

United Nations Headquarters, 30 June – 1 July 2008

Information note

Venue

As part of the High-level Segment of the Economic and Social Council (ECOSOC), the inaugural Development Cooperation Forum will be held on 30 June and 1 July 2008 at the United Nations Headquarters in New York. The United Nations Headquarters is located on 1st Avenue between 42nd and 46th Street. The opening session will take place in the ECOSOC Chamber which is located on the Second Floor of the General Assembly Building.

Registration and conference passes

Participants are required to enter the Headquarters at the “Visitors’ Entrance” located on 1st Avenue between 45th and 46th Streets (via the security tent). Once in the lobby, participants should proceed to the ECOSOC Chamber which is located on the Second Floor of the General Assembly Building.

In order to confirm your participation at the Forum and provide you with the required access, please complete the attached registration form and fax it to the United Nations Secretariat at: +1 (212) 963-2812 by no later than 25 June 2008. The registration form can also be obtained from the ECOSOC website: www.un.org/ecosoc/newfunc/2008dcf.shtml. Upon confirmation of the registration form, participants will be issued a conference pass with their name, country and/or organization. Please note that passes will only be issued to those who have confirmed participation by submitting their registration form prior to the meeting.

Conference passes are necessary to enter and leave UN buildings and they should be worn visibly at all times while on the premises. External participants attending the Development Cooperation Forum should plan to arrive at the Visitors’ Entrance at 1:30 p.m. on 30 June to allow time to pass through security. To receive your pass, please contact Ms. Margo Kemp at (212) 963-3135.

Documentation

Participants will receive information folders at the Forum, containing the programme, the analytical background report of the Secretary-General and other background documentation.

Passport and visas

Each participant is responsible for providing a valid passport to enter the United States. It is recommended that participants either contact the nearest United States Embassy or Consulate to determine whether a visa is required to enter the United States, or visit the US State Department website at: <http://www.unitedstatesvisas.gov/>. To obtain a visa to attend the DCF, you will need to present a Letter of Invitation for the Forum, along with the visa application form, any accompanying documentation and a valid passport to the nearest United States Embassy or Consulate in the country of departure.

Transportation

- *Subway*: Number 4, 5, 6 or 7 trains to Grand Central Station; walk east to 1st Avenue.
- *Buses*: Coming from Lower Manhattan, M15 will stop on 1st Avenue in front of the United Nations. From Uptown, M15 will run on 2nd Avenue and stop on 46th Street and 42nd. M42 or M104 will both stop on 42nd and 1st Avenue in both directions.
- New York City *taxis* are available from any destination.

Hotel accommodation

Attached below is a non-exhaustive list of hotels close to the United Nations. Please note that you will be responsible for making your own reservations directly with the hotel of your choice. Participants are encouraged to inquire about special rates when attending a United Nations conference. When making hotel reservations, you may wish to inquire if there is a hotel shuttle bus to and from the airport. **Please note that hotel reservations will only be guaranteed with a credit card.**

Other logistical information

Banks Chase Manhattan Bank has an office located on the fourth floor of the United Nations Headquarters (hours: 8:00 a.m. to 4:00 p.m. on business days). There is an ATM and foreign currency exchange at the bank.

Post office The United Nations has two postal services in the basement. One is located near the Bookstore near the General Assembly Lobby.

ICT services The United Nations provide areas with computers for delegates as well as wireless connection throughout Headquarters.

Medical services Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. Make sure that you are covered by your health insurance provider during your stay. The United Nations does not take responsibility for the ill health of any participants during their stay. Medical attention is available during regular working hours at 8:30 a.m. – 6:00 p.m.

Dining The United Nations has a Cafeteria (ground floor), a Staff Café (fourth floor) a Café (basement) and the Delegates Dining Room. Restaurants are available within short walking distance of the United Nations.

Contact information

If you have any questions regarding the Development Cooperation Forum, please contact:

Mr. Vilhelm Klareskov
DC1-1448
New York Tel: (917) 367-4388
klareskovv@un.org

Ms. Nahleen Ahmed
DC1-1441
New York Tel: (917) 367-5025
ahmed36@un.org

United Nations Nations Unies

Development Cooperation Forum Team
Phone: +1 (212) 963-8418 · Fax : +1 (212) 963-2812
Email: helgason@un.org
www.un.org/ecosoc/newfunct/2008dcf.shtml

REGISTRATION FORM

ECOSOC Development Cooperation Forum

United Nations Headquarters

30 June – 1 July 2008

Date:			
Name:			
Title:			
Organization / Company:			
E-mail:			
Telephone:		Fax :	
Address/Country:			

Submitting this form confirms my participation.

NEW YORK CITY HOTELS

AMERITANIA HOTEL

230 West 54th Street & Broadway
Tel (888) 664-6835 • Fax (212) 247-5000
Website: www.nychotels.com

AMSTERDAM COURT

226 West 50th Street & Broadway
Tel (888) 247-6835 • Fax (212) 459-1000
Website: www.nychotels.com

BENTLEY HOTEL

500 East 62nd Street
Tel (888) 664-6835 • (212) 644-6000
Website: www.nychotels.com

BEDFORD HOTEL

118 East 40th Street
Tel (212) 697-4800 • Fax (212) 697-1093
Toll free (800) 221-6881
Website: www.bedfordhotel.com

HOTEL CHANDLER

12 East 31st Street
Tel (212) 889-6363 • Fax (212) 889-6699
Toll free reservations: (866) 627-7847
Website: www.HotelChandler.com

CLUB QUARTERS – DOWNTOWN

52 William Street (between Wall & Pine
Sts.)
Tel (212) 269-6400
Website: www.clubquarters.com

CLUB QUARTERS – MIDTOWN

40 West 45th Street (between 5th & 6th
Avenues)
Tel (212) 354-6400
Website: www.clubquarters.com

CLUB QUARTERS–ROCKEFELLER CENTER

25 West 51st Street
(off 5th Avenue opposite Rockefeller Plaza)
Tel (212) 262-3200
Website: www.clubquarters.com

DIPLOMAT CONDOMINIUM I

210 East 47th Street
Tel (212) 308-7479 • Fax (212) 980-3739

FITZPATRICK GRAND CENTRAL HOTEL

141 East 44th Street @ Lexington Avenue
Tel (212) 351-6800 • Fax (212) 818-1747
Email: dferdinand@fitzpatrickhotels.com
Website: www.fitzpatrickhotels.com

THE FITZPATRICK MANHATTAN

687 Lexington Avenue bet. 56th & 57th
Streets
Tel (212) 355-0100 • Fax (212) 355-1371
Website: www.fitzpatrickhotels.com

HART-PARKER APARTMENTS

311 East 54th Street bet. 1st & 2nd Avenues
Tel (212) 752-7418
Email: hartparker@verizon.net
Website: www.hartparker.com

THE MILBURN HOTEL

242 West 76th Street
Tel (212) 362-1006 • Fax (212) 721-5476
Website: www.milburnhotel.com

THE NEW YORK HELMSLEY HOTEL

212 East 42nd Street
Tel (212) 490-8900 • Fax (212) 986-4792
Website: www.helmsleyhotels.com

MIDDLE TOWN HELMSLEY HOTEL

511 Lexington Ave.
Tel (212) 75504400 • Fax
Website: www.helmsleyhotels.com

JOLLY HOTEL – MADISON TOWERS

Madison Avenue @ 38th Street
Tel (212) 802-0600 • Fax (212) 447-0747
Email: res@jollymadison.com
Website: www.jollymadison.com

THE KIMBERLY HOTEL

145 East 50th Street
Tel (212) 702-1600 • Fax (212) 486-6915
Website: www.kimberlyhotel.com

MARRIOTT COURTYARD MIDTOWN EAST

866 Third Avenue @ 53rd Street
Tel (212) 317-7934 • Fax (212) 317-7914
Toll free (800) 894-6380
Website: www.nyccourtyardmidtown.com

MARRIOTT COURTYARD UPPER EAST SIDE

410 East 92nd Street
Tel (917) 492-3716
Toll free (800) 894-6380
Website: nyccourtyarduppereastside.com

MARRIOTT NEW YORK LAGUARDIA AIRPORT

102-05 Ditmars Boulevard, East Elmhurst
Tel (718) 533-3002
Toll free (800) 894-6380
Website:
www.marriott.com/hotels/travel/lgaapnew-york-laguardia-airport-marriott/

MILLENNIUM HOTEL – UN PLAZA

One United Nations Plaza
Tel (212) 758-1234 • Fax (212) 702-5051
Website: www.millenniumhotels.com

THE POD HOTEL (FORMERLY PICKWICK ARMS)

230 E. 51st Street (between 2nd & 3rd Avenues)
Tel (212) 355-0300

ROGER SMITH HOTEL

501 Lexington Avenue
Tel (800) 445-0277; (212) 755-1400
Fax (212) 758-4061
Website: www.rogersmith.com

SAN CARLOS HOTEL

150 E. 50th Street
Tel (212) 755-1800 • Fax (646) 277-1715
Website: www.sancarloshotel.com

THIRTY THIRTY HOTEL

30 East 30th Street
Tel 212.689.1900
Toll free (800) 804-4480
E-mail: info@thirtythirty-nyc.com
Website: www.thirtythirty-nyc.com

TUDOR HOTEL

304 East 42nd Street
Tel 212.986.8800
Website: www.TudorHotelNY.com