



United Nations
Office for South-South Cooperation

GLOBAL SOUTH-SOUTH DEVELOPMENT **EXPO 2018**

Logistics Note

28 to 30 November
United Nations Headquarters

**Showcasing Institutions Supporting
South-South and Triangular Cooperation
in Preparation for the
BAPA+40 Conference**



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1. BACKGROUND

The Global South-South Development Expo (GSSD Expo) is an annual event organized by the United Nations Office for South-South Cooperation (UNOSSC) in its capacity as the General Assembly-mandated global and United Nations system-wide coordinator and facilitator for South-South and triangular cooperation. It is designed to showcase evidence-based successful development solutions and initiatives. The Expo was endorsed by the General Assembly in its Nairobi Outcome Document adopted at the last United Nations High-level Conference on South-South Cooperation, held in Nairobi, Kenya in 2009 (A/RES/64/222).

2. DATE AND VENUE

GSSD Expo 2018 is scheduled to take place at the UN Headquarters, New York, from 28 to 30 November 2018. The 2018 Expo will be one of the last major opportunities for stakeholders including Member States, UN entities, academia and civil society to come together before the Second United Nations High-level Conference on South-south Cooperation (BAPA+40 Conference).

**United Nations Headquarters, New York
United States of America
28- 30 November 2018
Conference Room 1**

Please use this map for more information on the Conference Room 1:

http://ggim.un.org/ggim_20171012/docs/meetings/GGIM7/Conf%20room%20building.JPG

Please note the venue of the side events will be available at the GSSD Expo 2018 Programme Brochure.

3. OPENING OF THE GSSD EXPO

The High-level Opening Ceremony of the Expo will take place on Wednesday 28 November 2018 at 9 a.m. in Conference Room 1. Prominent dignitaries and senior officials will deliver keynote

statements to launch the Expo, set its tone and agenda, and share their ongoing commitment to innovative and inclusive South-South and triangular partnerships.

4. AGENDA

The full current agenda of the GSSD Expo 2018 can be found on the Expo website (www.expo.unsouthsouth.org).

5. SIDE EVENTS

Side events will be organized by GSSD Expo 2018 partners. The events will take place in various meeting rooms inside UN Headquarters and in surrounding buildings. Venue information will be available in the GSSD Expo programme brochure and on the Expo website.

6. REQUEST FOR MEETINGS

UNOSSC is happy to assist with facilitating meetings between Expo participants. Requests should be sent by email to gssdexpo.secretariat@unOSSC.org specifying the type of meeting in the subject line.

UNOSSC will not be responsible for setting up rooms for any meetings or providing assistance in obtaining space.

7. INTERPRETATION

The High-level Opening and Closing Ceremony and Thematic Solutions Forums will offer simultaneous interpretation in the official languages of UNDP (English, French and Spanish).

The High-level forum of Director-Generals for Development Cooperation (DG Forum) will have four languages (English, French, Spanish, Arabic) based on request from main contributing organizing partners.

Simultaneous interpretation for side events is not guaranteed and is at the discretion of side event organizers. The side event organizers are responsible for the associated cost and making the arrangements.

8. DOCUMENTATION

Summaries of proceedings will be prepared and posted on the GSSD Expo website daily in English. An official GSSD Expo 2018 report will be prepared in English following the Closing Ceremony and posted to the GSSD Expo website.

Session organizers are required to prepare a session summary report and submit this to the Secretariat via email (gssdexpo.secretariat@unssc.org) within one day of completion of the session.

9. ACCESS AND REGISTRATION OF DELEGATES

Delegations are required to register their participation at the GSSD Expo 2018 online through <http://www.expo.unsouthsouth.org/2018-new-york/registration/>. Registration will enable participants entry into the UN Headquarters and access to lunch for the GSSD Expo 2018.

In order to enter the UN premises, all participants need to be in a possession of a valid UN grounds pass issued by the United Nations Pass and ID unit.

All participants should be registered and would be able to access UN headquarters for GSSD Expo 2018 accordingly:

- ***Representatives with valid UN New York Headquarters grounds passes***

Representatives will be able to enter the UN and the GSSD Expo with their UN grounds pass.

- ***Representatives with UN Laissez Passer***

Representatives will be able to show their UN staff ID/UN Laissez Passer and enter the premises of UN Headquarters after registering on the link.

- ***Representatives without valid grounds passes***

Representative details will be submitted to UN Department of Safety and Security for issuance of special event tickets.

Representatives will need to show their special event ticket and Government issued ID to enter the UN Headquarters building.

Registration Note:

- Representatives and organizations are encouraged to submit their requests of UN grounds pass via registration link (<http://www.expo.unsouthsouth.org/2018-new-york/registration/>) as soon as possible.
- Delegations must register prior to 15 November 2018 in order to receive UN Headquarters grounds pass.
- Online registration does not guarantee that delegates will be granted access to UN Headquarters or to GSSD Expo 2018. UNOSSC may require additional information to process registrations.
- For security reasons, registrants who have not previously registered online will not be accepted.
- For identification and security reasons, all participants are requested to wear their meeting badges at all times during the whole event.

10. COLLECTION OF UN GROUND PASSES

Ground passes can be collected from the lobby of 304 East, 45th Street, FF, New York, NY, 10017 to the UN on the following dates. It is highly recommended to collect your Ground Pass on 27th November 2018, if not possible then on 28 November 2018.

Date: 26 November 2018

Hours: 9:30 am to 11:30 am

1:30 pm to 4:00 pm

Date: 27th November 2018

Hours: 9:30 am to 11:30 am

1:30 pm to 4:00 pm

Date: 28th November 2018

Hours: 8:00-8:30 am

For any questions please contact:

Email: gssdexpo.secretariat@unOSSC.org

Phone: +1 2129066024, +1 9293179540

What to bring to collect your ground pass?

- Passport or Government-issued photo-ID
- Confirmation email of attendance from UNOSSC

Entering the United Nations:

Please allow 30 minutes security check and registration to enter United Nations. It is therefore recommended to arrive at the UN Visitors Entrance at 46th Street and 1st Avenue no later than 8:30am on Nov 28th.

Participants must have their Passport or Government-issued photo ID with them at all times.

Please note that passes will NOT be issued to those that did not pre-register. Only participants who have pre-registered and panelists whose names are on the security list will be provided with security passes. The security pass must be worn and be visible at all times while on the United Nations premises.

Please note that all participants will receive only one security pass for the three-day event. The pass will not be re-issued if lost or forgotten. Please keep your pass in a safe place, as it will be valid for three days.

Please note that you will not be able to check in or bring in large suitcases or bags beyond the security checkpoint. We apologize for this inconvenience and ask that you plan accordingly.

11. VISA

Participants are responsible for obtaining necessary entry visa(s) for travel to the United States. Please ensure that the necessary arrangements are made in a timely fashion to obtain a US visa, as appropriate. Information regarding US visa requirements can be found on this website: <http://usembassy.state.gov/>.

Please also remember to check for any transit visas, if necessary.

Note that visa application procedures need to be started well ahead of time.

Holders of United Nations Laissez-Passer:

Participants with UNLP are responsible for obtaining their own visa for the United States. Please consult your organization on assistance in obtaining the appropriate visa for the GSSD Expo. To check if your country is in a Visa Waiver country, you can check for details at:

<https://www.cbp.gov/travel/international-visitors/visa-waiver-program>.

Please be advised that visas are issued at the discretion of the Government of the United States.

UNOSSC is not responsible for sponsoring visas for general participants due to security reasons.

12. HOTEL ACCOMODATION

Participants are responsible for securing hotel accommodation in New York City. Finding reasonably priced hotels in New York City can be a challenge, therefore it is recommended that you start as early as possible. You will find a list of hotels which are located within walking distance of the United Nations in **Annex 1**. Note that the GSSD Expo Secretariat has not negotiated discounted rates for participants. A credit card will normally be required for reservation.

13. LOCAL TRANSPORTATION

All participants are expected to make their own local transportation arrangements. Transportation information for the 3 major airports serving New York City can be found online at <http://www.panynj.gov/airports/>. Yellow New York taxis (approx. \$60 each way plus taxes, tolls and tip) and airport buses (approx. \$17 each way) are readily available from the airports to Grand Central Station, which is walking distance to the United Nations and can be booked online in advance. Local transportation options, including subway, buses, and MetroCard related information can be found at <http://www.mta.info/>.

Transportation close to UNHQ – Grand Central (4,5,6,7, Times Square Shuttle, and MetroNorth trains); 53 and Lexington (E, M).

14. FACILITIES

Restaurants, ATMs, American Express travel agency and the UN emergency medical service are all located in the UN Secretariat building.

15. POSTAL SERVICES

- United Nations Post Office, Visitor's Lobby 1st Basement (near the Gift Shop)
- US Postal Offices, 884 2nd Ave, New York, NY 10017, Tel: 1-800 275-87775

16. TIME

For the time difference between New York and your country, please refer to:

<http://www.timeanddate.com/worldclock>.

17. MEDIA ACCREDITATION

Media accreditation is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies, and online media who represent a bona fide media organization and is granted at the discretion of the Media Accreditation and Liaison Unit, United Nations Department of Public Information.

Full guidelines available at <http://www.un.org/en/media/accreditation/request.shtml>.

For more information please contact:

Media Accreditation and Liaison Unit
+1 212-963-6934 or malu@un.org

18. SAFETY AND SECURITY

Currently there are no significant security threats in general nor direct threats to UN personnel or assets within the country. Travelers should be aware of petty crime which may include pick pocketing and street scams, and exercise caution while transiting in public areas as well as when using ATM machines or money exchange tellers. Spare credit cards, travel documents and valuable items must be kept in a protected place such as the safe box in the hotel. Handbags should not be placed over backs of chairs or under tables at restaurants and one should always be vigilant when moving about the streets at night. It is the traveler's responsibility to comply with immigration, customs and health requirements while entering/exiting the country.

19. INSURANCE

UNOSSC does NOT cover insurance of the participants during their stay in USA. Participants are responsible for obtaining all necessary insurance.

20. CLIMATE AND CLOTHING

The weather in November is cold, it advisable to carry warm jacket. The temperature can vary from 60 to 40 (F) Fahrenheit. For current weather condition in New York, please refer to: <http://weather.cnn.com/weather/forecast.isp?locCode=MANH>.

21. CURRENCY

The official currency in United States is the US dollar.

22. TIPPING

Tipping service staff is customary and not optional. Most restaurant prices do not include service.

- Restaurant servers 18–20%, unless a gratuity is already charged on the bill (usually only for groups of five or more)
- Bartenders 15–20% per round, minimum per drink \$1 for standard drinks, and \$2 per specialty cocktail
- Taxi drivers 10–15%, rounded up to the next dollar
- Airport & hotel porters \$2 per bag, minimum per cart \$5
- Hotel maids \$2–4 per night, left in envelope or under the card provided

23. FIRST AID AND HEALTH SERVICES

Healthcare in the USA can be very expensive. Please ensure you have appropriate insurance for the duration of your stay in the USA.

UN emergency medical service is located in the UN Secretariat building.

24. ACCESSIBILITY

The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (Level 1B) (by the Secretariat Building escalators).

For more information, please visit <https://www.un.org/accessibilitycentre/>

A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

ANNEX 1 – List of hotels near UN

Note: The UN does not endorse any hotel. The list below is not in any order of preference but proximity to the UN.

- **ONE UN New York – Millennium Hotels**

1 UN Plaza (First Avenue and 44th St.)

+ 1 212-7581234

oneun@millenniumhotels.com

- **Hampton Inn Manhattan**

231 E. 43rd St. (between 2nd and 3rd Ave.)

+ 1 212-897-3385

- **Pod 51**

230 East 51st St.

+ 1 212-355-0300

www.thepedhotel.com

- **Pod 39**

145 East 39th St.

+ 1 212 865-5700

www.thepodhotel.com

- **FITZPATRICK GRAND CENTRAL**

141 East 44th Street

+1 212-351-6800

www.fitzpatrickhotels.com

- **Wyndham Midtown 45**

205 East 45th St.

+ 1 212-867-5100

www.wyndham.com/hotels/newyork

- **Residence Inn by Marriott**

148 East 48th St. (between 3rd and Lexington Ave.)

+1 212-980-1003

www.newyorkresidenceinn.com

- **The Lexington**

511 Lexington Ave at 48th St.

+ 1 212-755-4400

www.lexingtonhotelnyc.com

- **Hotel Boutique at Grand Central**

447 Lexington Ave (between 44th & 45th St)

+1 212-297-0300

www.hotelboutiqueatgrandcentral.com

- **Club Quarters Grand Central**

128 East 45th St.

+1 212-986-6400

www.clubquarters.com

- **Roger Smith Hotel**

501 Lexington Ave. (between 47th and 48th St.)

+1 212-755-1400

www.rogersmith.com

- **Vanderbilt YMCA**

224 E. 47th St.

+1 212-912-2500

www.ymcanyc.org/vanderbilt

- **Carvi Hotel**

**152 East 55th St. (between 3rd and
Lexington Ave)**

+1 212-752-0600

www.carvihotel.com

- **Double Tree by Hilton**

569 Lexington Ave. (between 54th and 55th St)

+1 212-752-7000

www.doubletree3.hilton.com

Disclaimer

The participant assumes full responsibility for losses, damages, and claims arising from activities associated with GSSD Expo 2018, and will indemnify, defend, and hold harmless the United Nations, UNOSSC and their respective agents and employees from any and all such losses, damages and claims.

For more information contact:

GSSD Expo Secretariat: gssdexpo.secretariat@unOSSC.org