



GLOBAL PARTNERSHIP  
ON CHILDREN  
WITH DISABILITIES

## Second Forum of the Global Partnership on Children with Disabilities (GPcwd)

24 September 2013

UNICEF House, 3 UN Plaza, 44th Street between 1st and 2nd Avenue  
New York, NY

### Administrative Note

Dear Colleagues:

Welcome to New York! We are pleased to provide you with the attached administrative and logistical details that you will need for your trip to “the Big Apple,” for the 2013 Global Partnership on Children with Disabilities Forum.

This letter is confirming your registration for the second Forum of the GPcwd on Tuesday, 24 September, 2013 at UNICEF House location, 3 UN Plaza (44<sup>th</sup> Street, between 1<sup>st</sup> and 2<sup>nd</sup> Avenues). We have reserved the Labouisse Hall and Danny Kaye for this Meeting. **Please note that the Forum will take place during the UN General Assembly and heightened security measures will be in place in the surface routes. Access to UNICEF House location will be restricted. We therefore urge for you read the instructions with regard to registration very carefully.**

Should you have any questions, please do not hesitate to contact the GPcwd Secretariat. Contact information is listed at the end of this note.

### **Visa and cancelation of trip**

Please ensure that your visa requirements are met before travelling. Kindly note that UNICEF will not be able to cover costs associated with your participation. In case you have registered for the Forum 2013, but will not be able to attend, kindly email Anna at [aburlyaevanorman@unicef.org](mailto:aburlyaevanorman@unicef.org) immediately.

### **Airport Transfers and Transportation in New York**

Approximate cost for cab fare (excluding toll and tips):

- From **La Guardia Airport**, Distance 8 miles (Taxi Fee: approximately US \$ 32.00 one way)
- From **JFK International Airport**, Distance 16 miles (Taxi Fee approximately US \$ 55.00 one way)
- From **Newark Airport**, Distance 18 miles (Taxi Fee approximately US \$ 53.00 one way)

Airport Shuttle Service (from La Guardia, JFK or Newark):

**NYC Airporter** offers express bus service to **Grand Central Terminal** (*within walking distance to 633 Third Avenue and UNICEF House*) with daily departures from each terminal every 20 – 30 minutes, for a fee ranging from \$ 13.00 - \$ 24.00. *They also offer a complimentary shuttle van to all Midtown hotels from Grand Central Terminal (with all hotels serviced between 23<sup>rd</sup> and 63<sup>rd</sup> Streets).* In addition, they offer Inter-Airport Services. Reservations can be made online through their website: <http://www.nyairporter.com>

**New York Airport Service Express Bus** is another shuttle service providing transportation to **Grand Central Station**. Please visit their website for departures and fares <http://www.nyairportservice.com/page.php?id=31>

For **wheelchair users**, we recommend Accessible Dispatch which is operated by Metro Taxi, a leader in providing wheelchair-accessible taxi service in Manhattan. No advance reservations are necessary and the service is available to you 24/7. To reach by phone, call the dispatch center directly at (646) 599-9999 or text a request to (646) 400-0789. For more information please visit: <http://www.accessibledispatch.com/about-accessible-dispatch/>.

### **Accommodations**

The meeting will take place during the UN General Assembly in New York City; consequently, hotel vacancies around the UNICEF House will be rare and more expensive than normal. ***For this reason, participants are urged early on to make their own arrangements for accommodations.***

### **Meeting Venue**

The meeting will take place in the Labouisse Hall and Danny Kaye reception area, 44th Street, 3 UN Plaza at UNICEF House from 9:00 to 19:30h. The building is located between 2nd and 1st Avenue, and is close to Grand Central Station. **Please note that we have reached the maximum number of participants and we are working in full capacity to accommodate all of you, therefore, the seating in Labouisse Hall will be on a first come first served basis and no reservations will be allowed. Once the Labouisse Hall is full, participants will automatically be directed to Danny Kaye.** The two meeting venues will be connected through live-streaming and a co-facilitator will support the session at Danny Kaye. There will also be live streaming in the cafeteria for participants who are not able to seat in either of the two venues. An evening reception for the participants, jointly organised by the GPCwd and UN PRPD will take place from 18:00 to 20:00h at the Labouisse Hall.

Because the conference room is air-conditioned, some participants may find it cold. It is recommended that participants dress in layers for maximum comfort.

### Access to the Building

**Please take note that the meeting will take place during the United Nations General Assembly meetings and events, as a result heightened security measures will be in place both at the entrance to UNICEF House, surrounding building and general access routes to the United Nations.**

Kindly remember to give yourself ample time to arrive at UNICEF House and come prepared to pass through several security checkpoints and searches. All participants who are registered will have their names entered into the system at UNICEF House and will be required to show a photo ID to confirm their names at the entrance to 44<sup>th</sup> street on 2<sup>nd</sup> Avenue. All invitees coming to UNICEF will be met by UNICEF volunteers at 44<sup>th</sup> and 2<sup>nd</sup> and if needed, escorted to UNICEF House.

***All participants, including those with disabilities, will need to access UNICEF House through the main front door. Please remember to come early and bring photo identification and/or passport in order to cross-reference your name in the system and confirm by email if you require access to a separate entrance. Please double check the spelling of your name in the registration list and make sure it is confirm with your passport.***

### Registration

This year we reached the maximum number of participants, totalling 230 individuals. **For participants who will arrive earlier we urge you to register on Friday, September 20<sup>th</sup>, and on Monday, September 23<sup>th</sup>, 2013. Please remember to bring photo identification so that the Visitor's Pass can be issued.** Pre-registered participants will receive their Visitor's pass along with meeting materials in advance and will be able to seat quicker.

The registration desk will be accessible at the entrance of UNICEF House on the first floor. The following registration hours are available and we urge you to make use of them:

- Friday, September 20<sup>th</sup>, from 17:00 to 19:00h
- Monday, September 23<sup>rd</sup>, from 8:00 to 19:00h
- Tuesday, September 24<sup>th</sup>, from 7:30 to 9:00h (Please note, this option is not recommended as the Forum will open at 9:00 sharp)

### Coffee/Lunch Breaks

- During the meeting, there will be two coffee/tea breaks; timing of breaks is according to the meeting agenda;
- Lunch will be served at 12:00h at the Danny Kaye reception area and can be enjoyed outside in the UNICEF garden, weather permitting, and the UNICEF cafeteria;
- There are also a number of restaurants available near the meeting venue, and any of the locally-based staff will be happy to make recommendations

### Internet Connection / Computer Information

- Wi-Fi access is available in both the Labouisse Hall and Danny Kaye. Please bring your own laptop computer, if desired. Printing will not be available in the conference room.

### **Social Media**

We encourage everyone to post updates on Tweeter using the **hashtag #GPCwd and #theability**

### **Arrival and Departure**

Unless you are attending other UN events or are participating at the Task Force meetings scheduled on Wednesday, 25 September 2013, arrival in New York should be planned for the evening of Monday, 23 September and departure for after the early evening reception planned for after 20:00.

Please find the links to the updated HLMDD agenda:

<http://www.un.org/disabilities/default.asp?id=1590#sideevents>

And side events: <http://www.un.org/disabilities/default.asp?id=1613>

### **Useful Information**

Local Time: GMT – 5

Tipping: There is no VAT in the USA. Standard tipping is considered to be between 15-20% of a restaurant bill.

Weather: The Average High Temperature is 45 F with a historical range of 21 F to 74 F. The Average Low Temperature is 31 F with a historical range of 10 F to 51 F. There is a 52% chance of a Freezing Day (temperature below 32°F / 0°C).

Other information (including up-to-date weather forecasts) can be obtained through

<http://www.timeanddate.com/weather/usa/new-york>.

### **Useful Telephone Numbers**

New York University Langone Medical Center: Tel: 888 769-8633  
550 1<sup>st</sup> Ave., New York, NY.

### **UNICEF SECRETARIAT Contact Information**

#### *Office Information*

- Anna Burlyaeva                      Tel: +1 212 824 6554 at [aburlyaevanorman@unicef.org](mailto:aburlyaevanorman@unicef.org)
- Nurten Yilmaz                        Tel: (212) 326 7391 at [nyilmaz@unicef.org](mailto:nyilmaz@unicef.org)
- Nilgun Sahin                         Tel: (212) 326 7653 at [nsahin@unicef.org](mailto:nsahin@unicef.org)