

UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES

NEW YORK RESOURCE GUIDE

**THE 2025 SESSION OF THE
GROUP OF EXPERTS ON GEOGRAPHICAL NAMES**

UN HEADQUARTERS, NEW YORK



United Nations

(5 December 2024)

UNITED NATIONS HEADQUARTERS, NEW YORK

These information notes have been compiled to assist you in the preparation for your trip to New York to participate in the **2025 Session of the United Nations Group of Experts on Geographical Names**.

We would appreciate any comments or suggestions that you have on how to improve this document.

Administrative arrangements for the meeting

The 2025 session of the United Nations Group of Experts on Geographical Names will be held from 28 April to 2 May 2025 at the United Nations Headquarters in Conference Room 3 of the General Assembly Building. The opening session will start at **10:30 a.m. on 28 April 2025** and on subsequent days the meeting will start at 10:00 a.m. **Please enter the UN premises through the Visitor's Entrance located on First Avenue (between E. 45 & E. 46 Streets).**

The 2025 session will be conducted in Arabic, Chinese, English, French, Russian and Spanish and all official documentation will be in the six UN official languages. All the other meetings will be conducted in English only.

Website

Relevant information, including provisional agenda, organization of work, summaries, full-length documents, and side event calendar will be loaded as soon as they become available to the 2025 session's website at https://unstats.un.org/unsd/ungegn/sessions/4th_session_2025/

The 2025 session will be webcast live and archived at [UN Web TV](#).

Identification badges and grounds passes

Country delegates

To attend the 2025 session, you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to register the composition of your delegation in the e-deleGATE portal (under ECOSOC/United Nations Group of Experts on Geographical Names). Your Mission will then request grounds passes to the United Nations premises for you. The contact information for Permanent Missions is available on the following website: <https://www.un.org/en/about-us/member-states>. **The e-Delegate Portal for Member States will open on 24 February 2025.**

Observers

Representatives from non-UN organizations, such as non-government organizations - academia, the private sector and international technical organizations, the Statistics Division will make arrangements for your events pass upon receipt of your official nominations from your organization.

Visa and entry requirements

Most visitors will need a visa for entry into the United States. Participants may contact the nearest United States Embassy or Consulate in the country of departure (<http://www.usembassy.gov/>) as soon as possible to determine whether a visa is required or visit the US State Department website at: <http://www.unitedstatesvisas.us/> for further information.

The official announcement letter is generally sufficient to be used as supporting documentation for visa (entry permit) request, along with the visa application form, any accompanying documentation and a passport valid for six months after departure from the United States. Kindly also check whether you would need a transit visa for countries in which you may need to transfer or stop over during your trip to and from New York. **Please note that all visa and entry requirements including to the United States is the sole responsibility of participants.**

All confirmed participants and their respective sending States or organizations must ensure adequate health insurance coverage prior to entering the United States of America.

Meals

The following options are available in United Nations Secretariat building:

1. Riverview Café in the Conference Bldg, 4th Flr. South (M-F 11:00am - 3:00pm)
2. North Delegates Lounge in the Conference Bldg., 2nd Flr. North (M-F 9:30am-7:00pm)
3. Lobby Café in the Secretariat Lobby, 1st Flr. North (M-F 8:00am - 3:30pm)
4. Vienna Café in the General Assembly, 1st Basement South (M-F 08:30 am - 5:00 pm)
5. Visitors Café in the General Assembly, 1st Basement (M-F 09:00 am – 5:00 pm)
6. Café de la Paix in the Secretariat, 1st Basement South (M-F 11:00 am – 3:00 pm)

Various restaurants are also available within a short walking distance of United Nations Headquarters.

Hotel accommodation

Participants will make their own hotel reservations. When making reservations, participants may wish to inquire about special rates for attending a United Nations conference and for hotel shuttle buses to and from airports. Please note that hotel reservations will only be guaranteed with a credit card.

Participants can contact hotels directly and make reservations. If you need assistance, you should contact American Express, United Nations New York, (Tel. 1-844-487-4289, Outside the US: 1-312-340-2638, and Email us.un.travel@amexgbt.com).

Participants can also contact your country's Mission to the United Nations which may be able to assist you (contact details for missions can be found at <https://bluebook.unmeetings.org/>). Participants should make the necessary reservations as early as possible but at least one week prior to the event.

UNITED NATIONS HOTEL LIST *

Hotel Name	Hotel Address	Telephone
Beekman Hotel	3 Mitchell Place	646-921-6001
Even Hotel	221 E 44th St.	212-239-0002
Fitzpatrick	141 East 44th St.	212-351-6800
Hampton Inn	231 E 43rd St.	212-897-3385
Hotel NH Collection	22 E 38th St.	212-802-0600
Hyatt Grand Central New York	109 E 42nd St.	212-883-1234
Intercontinental	111 E 48th St.	212-755-5900
Millennium Hilton	1 UN Plaza	212-758-1234
Radisson Hotel	25 W 51st St.	646-690-9997
Residence Inn by Marriott	148 E 48th St.	212-980-1003
The Benjamin	125 East 50th St.	212-715-2500
The Gotham Hotel NY	16 E 46th St.	212-490-8500
The Lexington Hotel	511 Lexington Ave, E 48th St.	212-755-4400
Westin Grand Central	212 East 42nd St.	212-490 -8900

Search engines to find hotels in New York

- www.agoda.com/
- www.kayak.com/hotels
- www.expedia.com/
- www.booking.com/Hotels

Reviews of hotels in New York

- www.yelp.com/
- www.tripadvisor.com/NewYorkCity

Transportation in New York

By subway: Number 4, 5, 6 or 7 trains to Grand Central Station, then walk east three blocks on East 42nd Street to 1st Avenue.

By bus: buses M15 and M15 Select stop in front of the United Nations on 1st Avenue.

New York City taxis are available from any destination.

Other logistical information

Post Office

The United Nations has postal services in the basement of the UN General Assembly building. The office is located near the UN Gift Shop. Hours: 9:00 am-5:30 pm.

Banks

The closest bank to the United Nations Secretariat is Chase Manhattan Bank, located on 2nd Ave between 42nd and 43rd Street (open from 9 a.m. to 5 p.m.). There are ATMs and foreign currency exchange at the bank, as well as ATMs on UN premises (e.g., UN Visitor Centre in the basement of the General Assembly building).

Money

The majority of ATMs (Automated Teller Machines) networks in New York City are linked to a network that most likely includes your bank at home. Hence, you would be able to make a cash withdrawal if you have a cash card (ATM Card) that offers **Cirrus** (<http://www.mastercard.com/atmlocator/index.jsp>) or **Plus** (www.visa.com/atm), the 2 most popular networks. There are fees and daily limits associated with withdrawing money using the above networks. Please check with your bank at home for this information.

Traveller's cheques are another good and safe alternative. Be sure to keep a record of their serial numbers, so you are ensured a refund in case they are lost or stolen. The 3 most popular traveller's cheque providers are **American Express** (American Express branches, www.americanexpress.com), **Visa** (Citibank branches), **MasterCard** (Thomas Cook Currency Services). Credit Cards are a convenient way to pay for transactions. **American Express**, **Visa** and **Master Card** (among others) are accepted virtually everywhere in New York.

Time

For the time difference between New York and your country, please refer to <http://www.timeanddate.com/worldclock/>

Weather

To check for current weather condition in New York, please refer to <http://www.weather.com/weather/local/10017?lsw=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>

Medical services

Participants are responsible for making their own inoculations and medical/health insurance arrangements, including life, health, medical evacuations and treatments, and other forms deemed appropriate. 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 from 9:00 a.m. to 5:30 p.m. at the UN Secretariat (5th floor).

Contact information

For substantive matters:

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For administrative matters:

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