GLOBAL NUTRITION CLUSTER
SAG MEETING: 27 March 2018

ANNUAL WORKING MEETING OF PARTNERS
28-29 March 2018
NEW YORK, USA
Dear Participants,

Welcome to New York!

We would like to welcome you at the Global Nutrition Cluster (GNC) Annual Working Meeting of Partners that will be held in New York City, USA, on 28-29 March, 2018, and the GNC Strategic Advisory Group (SAG) Meeting on 27 March 2018, organised by the GNC-CT and hosted by UNICEF.

We are pleased to share with you some general information regarding the administrative and logistics arrangements that are made for the smooth running of this event.

Venue: The meeting will be held at 633 Third Avenue (between 40th and 41st Streets), 22nd floor conference room, New York NY 10017.
**Accommodations:** Participants are advised to book their own accommodations during their stay. UNICEF NY has consolidated its hotel guidance and rate arrangements. You can find this list on the last page of this administrative note.

**Transportation/Logistics:** While there are public buses and trains available, express shuttle buses and vans are the easiest and most economical means to get to Manhattan from the airport, and vice versa. Below are some express shuttle services, with estimated fees:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>(available between 6:15AM to 11:00PM)</td>
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<tr>
<td>(available between 5:00AM to 11:30PM, direct trips)</td>
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<tr>
<td><strong>Super Shuttle</strong></td>
<td>~USD 20</td>
<td><a href="http://www.supershuttle.com/">http://www.supershuttle.com/</a></td>
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<tr>
<td>(operates 24 hours)</td>
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Taxis are also a quick and convenient way to travel to and from the airports. There are designated taxi stands outside the airport terminals at JFK, LaGuardia and Newark. Fares, whether fixed or metered, do not include toll fees ($4-$6) and a tip for the driver (15%-20% is customary). Below are estimated fees:

<table>
<thead>
<tr>
<th>Airport</th>
<th>Fee</th>
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<tbody>
<tr>
<td>LaGuardia Airport</td>
<td>taxi fare is ~USD 25 one way + tip</td>
</tr>
<tr>
<td>JFK International Airport</td>
<td>taxi fare is ~USD 52 one way + tip</td>
</tr>
<tr>
<td>Newark International Airport</td>
<td>taxi fare is ~USD 55 one way + tip</td>
</tr>
</tbody>
</table>

**Transportation within Manhattan**
Buses and subways are available 24 hours a day and cost USD 3.00 per trip. Metro cards can be purchased at all subway stations. For more information and to download a map of the subway and bus system, visit the New York Metropolitan Transportation Authority website: [http://www.mta.info](http://www.mta.info)

The closest subway stops to UNICEF House are the 4, 5, 6 and 7 at Grand Central Station. Taxis are available for traveling around the city and the fare is determined by the meter.
Coffee Breaks/Lunch: Throughout the meeting, arrangements have been made to organize two coffee breaks and the lunch to be provided during the two days of the meeting: 28-29 March 2018. Timing of breaks will be included in the meeting agenda.

Internet access: Wireless internet access will be available in the meeting room. The password will be issued upon arrival to the meeting. Please remember to bring your own laptop, outlet converter and charger. Also, please let us know in advance if you have any specific needs for any possible presentations you may be making.

Local currency: The local currency in the United States of America is US Dollars. Foreign exchange transactions can be made at the airport and in any local bank. International ATM machines are widely accessible throughout the city at local banks. Many hotels, shops and other businesses accept Visa, Master Card and American Express credit cards.

Medical Assistance: For any medical and/or health emergency cases you dial 911 from any local phone number.

Weather Condition: The average temperature during March in New York City is 1 °C to 9°C.

Electricity Voltage: As for information on electricity, the voltage in the USA is 120 volts at 60Hz, using standard 2-pin flat plugs.

Mobile Phones: If you plan to make numerous calls and/or need to be reached at all times, one alternative is to carry your mobile phone as roaming is available in the country throughout; you can also purchase prepaid SIM cards from any convenience store, such as CVS or Duane Reade (USA’s country code is +1).

Emergency Contact Information: In case of emergency or should you require any assistance; please do not hesitate to call our emergency office at +1 212 326 7222 (UNICEF Operations Centre - OPSCEN) or the following numbers:

<table>
<thead>
<tr>
<th>Ms. Ruth Situma</th>
<th>Mr. Ayadil Sarperekov</th>
<th>Ms. Nicole Ricasata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition Specialist</td>
<td>Deputy Global Nutrition Cluster Coordinator</td>
<td>Programme Assistant</td>
</tr>
<tr>
<td>UNICEF</td>
<td>UNICEF Office of Emergency Programmes</td>
<td>UNICEF</td>
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<tr>
<td>Mobile: +1 347 429 0799</td>
<td>Mobile: +41 79 384 7560</td>
<td>Mobile: +1 212 326 7196</td>
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<tr>
<td>Email: <a href="mailto:rsituma@unicef.org">rsituma@unicef.org</a></td>
<td>Email: <a href="mailto:asarperekov@unicef.org">asarperekov@unicef.org</a></td>
<td>Email: <a href="mailto:nricasata@unicef.org">nricasata@unicef.org</a></td>
</tr>
</tbody>
</table>
List of hotels with special UN rate:

FITZPATRICK GRAND CENTRAL HOTEL
141 East 44th Street & Lexington
Tel: 1-212-351-6800
Website: www.fitzpatrickhotels.com

GRAND HYATT
109 East 42nd Street
Tel: 1-212-883-1234;
Website: https://newyork.grand.hyatt.com/

HAMPTON INN MANHATTAN GRAND CENTRAL
231 East 43rd Street, New York 10017
[bet. 2nd/3rd Aves.]
Tel: 1-212-897-3385; Fax: 1-212-897-386

HILTON NEW YORK GRAND CENTRAL
304 East 42nd Street
New York, New York, 10017
Tel: 212-986-8800 Fax: 212-297-3531

ONE UN New York
One United Nations Plaza [across UNICEF House]
Tel: 1-212-758-1234; Fax: 1-212-702-051
Website: https://www.millenniumhotels.com/en/new-york/one-un-new-york/

WYNDHAM MIDTOWN 45
205 East 45th Street [bet. 2nd/3rd Aves.]
Tel: 1-212-867-5100;
Fax: 1-212-867-7878
Website: www.wyndhammidtown45.com

- Please ask for the applicable UN Rates.
- All reservations must be guaranteed by a valid credit card at the time of booking
- Do inquire about their cancellation policy