

**Convention on
Biological Diversity**

Distr.
GENERAL






20 March 2019

ENGLISH ONLY

**EXPERT WORKSHOP ON DEVELOPING RECOMMENDATIONS
FOR A GENDER-RESPONSIVE POST-2020 GLOBAL
BIODIVERSITY FRAMEWORK**
New York, New York, USA, 11-12 April 2019

INFORMATION NOTE FOR PARTICIPANTS

QUICK LINKS: (Control + click on icons for web page)


Visa Information (page 3)

Meeting Documents (page 2)

Hotel Information (pages 4, 5)

Weather Information (page 4)

Currency Information (page 4)

INFORMATION HIGHLIGHTS

1. OPENING AND REGISTRATION	2
2. VENUE	2
4. DOCUMENTS	2
5. GENERAL INFORMATION ON ACCESS TO NEW YORK, UNITED STATES OF AMERICA ...	3
6. VISA INFORMATION	3
7. HOTEL INFORMATION	4
ANNEX A – HOTEL LISTING	5
10. WEATHER AND TIME ZONE INFORMATION	4

1. Opening and registration

The Expert Workshop on developing recommendations for a gender-responsive post-2020 global biodiversity framework will be held in New York City, United States of America, from Thursday, 11 April, to Friday, 12 April 2019.

Meeting registration will start at 9:00 a.m. on Thursday, 11 April 2019. Please note that lunch and coffee and snacks will be provided for the duration of the workshop.

2. Venue

The meeting will be held at:

UN Women Headquarters

Daily News Building

220 East 42nd Street, New York (between 2nd and 3rd avenues)

Conference Room on the 19th floor

Access to the venue

We kindly request all participants to arrive at the lobby of the meeting venue **between 8:30am and 8:45 am**.

All registered participants will be met by UN Women staff at the reception in the lobby of the building. Your access pass will be distributed in the lobby and you will be assisted in accessing conference room.

Contact persons at UN Women:

Ms. Verona Collante: Mob. +1-917-239-3559

Ms. Hanna Paulose: Mob. +1-614-648-68-48

3. Working language

The meeting will be held in English.

4. Documents

In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no extra copies made available on site during the meeting. Documents are available on the following web page:



<https://www.cbd.int/meetings/005907>

5. General information on access to New York, United States of America



Taxi Transportation:

- The flat rate of taxi cabs from JFK International Airport to Manhattan is around \$65 (including tolls and tips) <https://www.jfkairport.com/to-from-airport/taxi-car-and-van-service>
- The fare for a taxi ride to/from Newark International Airport is the amount on the taximeter plus a surcharge of \$5 (may total around \$100). All necessary tolls to and from the destination shall be paid by the passenger. <https://www.newarkairport.com/to-from-airport/taxi-car-and-van-service>

Public Transportation:

- From JFK International Airport: AirTrain is a light-rail system that links JFK Airport directly to the Jamaica Station in Queens, New York. It is available every 4 to 10 minutes, and the travel to/from the airport to Jamaica station takes about 12 minutes. The fare costs \$5 each way. To go to Manhattan from Jamaica Station, participants can take either the subway (E, J, Z – \$2.75) or take the Long Island Rail Road train to New York Penn Station (peak time of \$9.00). <http://web.mta.info/mta/airtrain.htm>
- Buses are available at the airports at costs that are lower than taxi fares. <https://www.jfkairport.com/to-from-airport/public-transportation>
- From Newark International Airport: The AirTrain at Newark International Airport connects to New Jersey Transit trains where trains are available for travel to New York Penn Station in Manhattan. The total cost of the fare from the AirTrain in Newark International Airport to Penn Station is approximately \$18. http://www.njtransit.com/rg/rg_servlet.srv?hdnPageAction=AirportConnectionsTo
- Express airport buses that travel to Grand Central Terminal in Manhattan are also available at all the major New York City airports (from JFK, the fare is about \$20). <http://www.panynj.gov/airports/jfk-public-transportation.html>
- The shared taxi-van takes passengers directly from the airport to their hotel. The ride is shared with other passengers. <https://www.jfkairport.com/to-from-airport/taxi-car-and-van-service>, <http://www.panynj.gov/airports/jfk-public-transportation.html>
- Participants may direct their inquiries at the Ground Transportation Information desk at the airport upon arrival if they wish to use any of these means of transportation.
JFK: <https://www.jfkairport.com/to-from-airport/public-transportation>
- Newark: <https://www.newarkairport.com/to-from-airport/public-transportation>

6. Visa information



Participants requiring an entry visa for United States of America are strongly advised to contact the nearest American diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

All participants must travel with a passport valid for at least 6 months from the date of entry into the country.

Information on visa procedures, including a list of relevant American diplomatic/consular missions abroad, is available on the web site of the U.S. Department of State at: <https://travel.state.gov/content/travel/en/us-visas.html> and <https://www.usembassy.gov/>

7. Hotel information

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. A list of hotels in the vicinity of the venue is attached in Annex B.

8. Payment of the Daily Subsistence Allowance (DSA)

The DSA will be disbursed to sponsored participants on the first day of the workshop in the form of a prepaid credit card. For identification purposes, these participants are kindly requested to bring their passports and boarding passes. These will be photocopied and returned to participants during the workshop. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA.

9. Official language

The official language in United States of America is English.

10. Weather and time zone information



In April average temperatures in New York City usually range between a maximum of +16°C in the daytime and a minimum of +7°C at night. Please bring appropriate clothing for rainy weather. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=278>.

The standard time zone in New York is Eastern Standard Time and is equivalent to GMT/UTC -4 hours.

11. Electricity

The electrical currents are 120 volts, 60 Hertz and the plugs used are shown below.



12. Currency



The currency in New York is the US Dollar (US \$). The current exchange rate as at 20 March 2019 is US \$1 = € \$0.88 and € 1 = US \$1.13 (rates are subject to change, source: www.xe.com).

13. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Annex A – Hotel Listing

LIST OF HOTELS NEAR THE UNITED NATIONS HEADQUARTERS (1 UN Plaza 42nd Street and 1st Avenue)

UN Women is nearby located at 220 East 42nd Street, New York (between 2nd and 3rd avenues)

HOTELS	Address and Website	WALKING DISTANCE TO VENUE
1. Dylan Hotel Tel: +1-: 212-338-0500	52 E. 41st St. https://www.dylanhotelnyc.com/	0.6 miles
2. Hilton Doubletree Metropolitan Hotel Tel: +1-212-752-7000	569 Lexington Ave. https://doubletree3.hilton.com/en/hotels/new-york/doubletree-by-hilton-hotel-metropolitan-new-york-city-NYCDTDT/index.html	0.6 miles
3. The Pod 51 Hotel Tel: +1 212-355-0300	230 E. 51st St. https://www.thepodhotel.com/	0.5 miles
4. The Lexington Hotel, Autograph Collection Tel: +1-212-855-647-9677	511 Lexington Ave. at 48th St. https://www.lexingtonhotelnyc.com/	0.5 miles
5. Applecor Hotels, The New York City - The Hotel @ New York City Tel: +1-212-545-1800	161 Lexington Ave https://www.applecorehotels.com/	1.1 miles
6. Roger Smith Hotel Tel: +1 212-755-1400	501 Lexington Ave https://www.rogersmith.com/	0.5 miles
7. Sheraton New York Times Square Hotel and Towers Tel: +1-212-581-1000	811 7th Ave. on 53rd St. https://www.marriott.com/hotels/travel/nycst-sheraton-new-york-times-square-hotel?program=spg	1.4 miles
8. The Maxwell New Hotel New York City by Marriott Tel: +1-212-755-1200	541 Lexington Ave. http://www.starwoodhotels.com/whotels/property/overview/index.html?propertyID=97502	0.5 miles
9. New York Marriott East Side Tel: +1-212-755-4000	525 Lexington Avenue at 49th Street https://www.marriott.com/reservation/rateListMenu.mi?defaultTab=prepay	0.5 miles
