



**Technical Meeting on “Tax Treaty Administration and Negotiation”
30-31 May 2013
UN Headquarters, New York**

INFORMATION NOTE

General

The Financing for Development Office (FfDO) of UN-DESA and the International Tax Compact (ITC) are jointly organizing a Technical Meeting on “Tax Treaty Administration and Negotiation”, which will be held on 30-31 May 2013, 9:30 a.m.-1:30 p.m. and 3:00-6:00 p.m. at the United Nations Headquarters in New York.

Meeting Venue

The United Nations Headquarters is located in the heart of New York City (1st Avenue between 42nd & 48th Streets). The meeting will be held in S2726-S2727 Conference Room located on the 27th floor of the Secretariat Building.

How to get to the UN Headquarters

By subway: Take 4, 5, 6, 7, or S trains to Grand Central Station and walk east on 42nd Street to 1st Avenue.

New York City Subway Map: <http://www.mta.info/nyct/maps/submap.htm>

By bus: Take the UN-1st Avenue Crosstown bound M42 bus and get off at East 42nd Street & 1st

buses, and can be purchased in subway stations (self-service vending machine) and newspaper kiosks. A single-ride subway and bus fare is \$2.50.

By taxi: NYC taxis are painted in yellow. Look for one with a lit light on the rooftop center panel and dark side panels, but no “off duty” sign. It is easy to hail a taxi on the street or from a cabstand in front of major hotels.

By car: Private parking garages are available from East 45th to 49th Streets, between 1st & 2nd Avenues.

Security and Registration

The UN Visitor's entrance is located on 1st Avenue, between 45th & 46th Streets. Participants are advised to arrive at the Visitor's Entrance by 9:00 a.m. to allow sufficient time to go through security screening. After the security check, participants will have to proceed to the registration desk near the Visitor's Information of the General Assembly Building, to collect their UN badges, upon presentation of a government issued photo ID (Passport, National ID or Driver's license). The UN badge is valid for two days (30-31 May). For identification and security reasons, all participants are requested to wear their badges at all times during the meeting. Please note that UN will only issue badges to those who have confirmed their participation prior to the meeting.

Organization of the meeting

Tentative programme, concept note and other relevant materials are available on FfD website at: <http://www.un.org/esa/ffd/tax/2013TMTTAN/index.htm>

Language and Interpretation

The working language of the meeting is English. Interpretation will not be provided.

Powerpoint Presentation

Presenters who will be making powerpoint presentations are kindly advised to submit an electronic copy of the presentation by e-mail (panghulanv@un.org) on or before Friday, 24 May. In case the presenters would not be able to send their presentations, please be in conference room with the presentation on a flash drive at least 30 minutes before the start of the meeting, so that we could upload it to the computer before the meeting starts.

Other Facility

The UN Main Cafeteria is located in the southeast corner, ground floor of the Secretariat Building.

Hotel Accommodations

Participants are kindly advised to arrange for the booking of their own hotel accommodation. Attached is a list of hotels in the vicinity of the UN Headquarters, for reference.

Visa

Participants are advised to check if they need a visa to travel to the United States of America. If they do, please submit the visa application form, invitation letter, a valid passport and any accompanying documentation, to the nearest US Consulate in their country of departure.

Contact Information

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We hope that you have a pleasant stay in New York.