



# 2023 UNITED NATIONS ECONOMIC AND SOCIAL COUNCIL (ECOSOC) YOUTH FORUM

25 – 27 April 2023

United Nations Headquarters, New York

## LOGISTICAL INFORMATION FOR PARTICIPANTS

### *Venue of the Forum*

The United Nations Economic and Social Council (ECOSOC) Youth Forum 2023 on “[Accelerating the COVID-19 recovery and full implementation of the 2030 Agenda with and for youth](#)”, will take place on 25-27 April 2023 at the United Nations Headquarters in New York.

The plenary sessions of the Youth Forum will be held in the Trusteeship Council Chamber, and the breakout sessions in various conference rooms.

### *UN grounds’ access passes*

UN grounds’ access passes for [Member/Observer States, Youth delegates representing his/her country, Permanent/Observer Missions](#): Accreditation to official meetings is provided to official delegations (Representatives of Member/Observer States, youth delegates representing his/her country, and Permanent/Observer Missions). Therefore, **Permanent Missions in New York should facilitate UN grounds’ access passes for the members of their delegations.** The contact details for Permanent Missions are:

[https://protocol.un.org/dgacm/pls/site.nsf/files/Email%20addresses%20and%20websites/\\$FILE/PLSTmpEmailsAllWPhone.xlsx](https://protocol.un.org/dgacm/pls/site.nsf/files/Email%20addresses%20and%20websites/$FILE/PLSTmpEmailsAllWPhone.xlsx). If the name and photograph of a government representative is already in the computer system of the UN Pass and ID Office, his/her pass may be collected by a representative of the Mission in the absence of the government representative. Names of youth representatives participating in the ECOSOC Youth forum as part of the delegations of their countries should be cited in the official note verbale, to be sent to the UN Secretariat.



The plenary session of the ECOSOC Youth Forum will take place in the Trusteeship Council Chamber. Seating in the Trusteeship is one [At table] + one [Adviser seat]. All UN grounds passes to **civil society representatives, international organizations, youth-led and youth-focused organizations, regional youth platforms, youth advocates, and youth representatives nominated by the UN System** will be handled by the UN Secretariat (More in section 2 below: Registration to the Forum and issuances of identification badges for non-government representatives).

***Registration for the Forum and issuances of special event access passes for non-government representatives***

Due to the expected number of participants in New York City for 25-27 April 2023, please be advised that all registered participants (excluding Member State delegations) should pick up their special event access passes at:

**UNITED NATIONS PASS AND ID OFFICE  
(320 E 45<sup>TH</sup> STREET BETWEEN 1 AND 2<sup>ND</sup> AVENUES)**

**HOURS FOR COLLECTION OF SPECIAL EVENT ACCESS PASSES:**

**Monday, 24 April 2023 – 9:00 am to 5:00 pm**

**Tuesday, 25 April 2023 – 7:00 am to 1:00 pm**

**Proof of ID and invitation: Passport or government issued ID, and letter of invitation from the President of ECOSOC**

Please note that passes will **NOT** be issued to those that did not pre-register and confirm their in-person participation. **No exceptions.** Only participants who have pre-registered and speakers and moderators whose names are on the security list will be provided with special event access passes. The special event access pass must be worn and be visible at all times while on the United Nations premises.

**Please note that all participants will receive only one special event access pass for the three-day event. To access entry to the UN premises, the name in your special event access pass should correspond to your government issued ID. The pass will not be re-issued if lost or forgotten. Please keep your pass in a safe place, as it will be valid for the three days of the Forum. You will not be able to use your special events access pass before or after the forum dates. They are only valid from 25 to 27 April 2023.**

**Please note that you will not be able to check in or bring in large suitcases, bags, or any form of media equipment** beyond the security checkpoint. We apologize for this inconvenience and ask that you plan accordingly. Suitcases and bags that can fit through a standard security carousel (no larger than airline carry-on size) will be permitted.

**Please also note that participation at this event is by invitation only. Those who have not been formally invited and pre-registered will not be granted access to UN grounds.**

### ***Passport and visa requirements***

It is required for many overseas visitors to obtain a visa for entry into the United States. Participants are responsible for their own visa arrangements. The United Nations Secretariat will not be able to support visa application procedures apart from issuing invitation letters in the name of nominated participants.

We recommend that participants 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. To obtain a visa to attend the 2023 Youth Forum, please present the official letter of invitation addressed to you, along with the visa application form, any required accompanying documentation and your passport. For more information, visit: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>

To check if your country is in a Visa Waiver country, you can check for details at: <https://www.cbp.gov/travel/international-visitors/visa-waiver-program>

**IMPORTANT:** Please also check whether you need a **transit visa** for countries in which you may have to transfer/stop over during your trip to/from New York.

### ***Documentation***

The 2023 ECOSOC Youth Forum will aim to be paper-smart. The provisional programme, various concept notes of sessions and other relevant information are available on the [official website](#) of the Youth Forum.

## **Media**

Only accredited media can bring professional media equipment into UNHQ. Delegates, NGOs and other pass holders may only take photos or video from their seat using a small camera or phone, as long as it does not interfere with the sightlines of other delegates or disrupt the proceedings of the meeting. For more information, please contact the [Media Accreditation & Liaison Unit \(MALU\)](#).

## **Transportation in New York**

- [Subway](#): Number 4, 5, 6 or 7 trains to Grand Central Station: walk east to 1<sup>st</sup> Avenue.
- [Buses](#): Coming from lower Manhattan, bus [M15](#) will stop on 1<sup>st</sup> Avenue in front of the United Nations. From uptown, bus [M15](#) will run on 2<sup>nd</sup> Avenue and stop on 46<sup>th</sup> and 42<sup>nd</sup> Streets. Buses [M42](#) and [M104](#) stop on 42<sup>nd</sup> Street and 1<sup>st</sup> Avenue in both directions.
- New York City [taxis](#) are available from any destination.
- [Uber](#) is also available. Please register online and get a [fare estimate](#) to ride with Uber.

## **Hotel accommodation**

Participants are responsible for arranging their own reservations for hotels of their choice. When making hotel reservations, participants are encouraged to inquire about special rates for attending United Nations meetings. Please note that hotel reservations will only be guaranteed with a credit card. **A list of hotels reasonably close to the United Nations headquarters is available for reference in [Annex 1](#) below.**

## **Other Logistical Information**

### **Banks**

The United Nations Federal Credit Union (UNFCU) is located in 1B of the United Nations General Assembly Building (405 E. 42<sup>nd</sup> Street). Hours of operation are from 8:00 am – 4:00 pm. There is an automated teller machine (ATM) and foreign currency exchange at the bank, as well as UNFCU ATMs at the lobby of the Secretariat Building.

Other bank offices are located in the proximity to the United Nations ([Citibank](#), [Bank of America](#), [Chase](#)) in the event that youth

participants would like to exchange foreign currency. Exchange rates for foreign currencies at those banks may be more convenient than the ones offer at the Airports or Hotels.

Post Office

The United Nations has postal services located in the Concourse level of the General Assembly Building near the UN Gift Shop. Hours of operation are from 9:30 am-5:30 pm.

Medical services

Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. Medical attention is available during regular working hours from 9:00 a.m. to 5:30 p.m. at the UN Secretariat Building (5<sup>th</sup> floor).

Dining

The United Nations has several dining options. For information, please see [here](#). There are also vending machines on the ground floor. Restaurants are available within short walking distance of the United Nations Headquarters.

### ***Contact Information***

For any questions regarding the substantive and logistical preparations of the ECOSOC Youth Forum 2023, please contact:

The UN ECOSOC Youth Forum Coordination Team  
United Nations  
E-mail: [ecosocyouthforum@un.org](mailto:ecosocyouthforum@un.org)



## Annex 1 - List of Hotels

Below you can find the current list of hotels and apartment buildings in the vicinity of the UN Headquarters. Please check with the Hotel if preferential rates for participants attending UN meetings will be applicable to your reservation. Reservations should be made directly with the hotel and must be booked with a credit card. Please check with the hotel for their cancellation policy. **Please note that any discounts that are provided by the hotels are provided as a courtesy; and are subject to change without notice. Please confirm rates and availability with the hotel when making your booking.**

Hotel (Street Address)	Phone
ACCOR Hotels (Novotel) (226 West 52nd Street)	(212) 315-0100
AFFINIA 50 (155 East 50th Street)	(212) 751-5710
AFFINIA DUMONT (150 West 34th Street)	(212) 481-7600
AFFINIA GARDENS (215 East 64th Street)	(212) 355-1230
AFFINIA MANHATTAN (371 Seventh Avenue)	(212) 563-1800
ALGONQUIN Hotel (59 West 44 <sup>th</sup> Street)	(212) 840-6800





AMERITANIA Hotel  
(230 West 54th Street)

(212) 247-5000

AMSTERDAM COURT  
(226 West 50th Street)

(212) 459-1000

BEEKMAN TOWER  
(3 Mitchell Place)

(212) 355-7300

The BENJAMIN  
(125 East 50th Street)

(212) 715-2500

BENTLEY  
(500 East 62nd Street)

(212) 644-6000

CROWNE PLAZA  
(304 East 42nd Street)

(212) 986-8800

DOUBLETREE METROPOLITAN  
(569 Lexington Avenue)

(212) 752-7000

EASTGATE TOWER Hotel  
(222 East 39th Street)

(212) 687-8000

ENVOY CLUB  
(377 East 33rd Street)

(212) 481-4600





FITZPATRICK GRAND CENTRAL (141 East 44th Street)	(212) 203-0860
GRAND HYATT (42nd Street / Park Avenue)	(212) 883-1234
HELMSLEY MIDDLETOWNE (148 East 48th Street)	(212) 755-3000
HELMSLEY PARK LANE (36 Central Park South)	(212) 521-6239
KORMAN COMMUNITIES (234 East 46th Street)	(646) 291-4200
MARCEL (201 East 24th Street)	(212) 696-3800
MILLENIUM UN PLAZA (UN Plaza, 44th Street)	(212) 758-1234
MODERNE (243 West 55th Street)	(212) 397-6767
The NEW YORK HELMSLEY (212 East 42nd Street)	(212) 490-8900
PARAMOUNT Hotel (235 West 46th Street)	(212) 764-5500





PICKWICK ARMS  
(230 East 51st Street)

(212) 355-0300

RADISSON LEXINGTON  
(511 Lexington Avenue)

(212) 755-4400

ROGER SMITH  
(501 Lexington Avenue)

(212) 755-1400

SHELBURNE MURRAY HILL  
(303 Lexington Avenue)

(212) 689-5200

SURREY Hotel  
(20 East 76th Street)

(212) 288-3700

The WARWICK  
(65 West 54th Street)

(212) 247-2700

Tudor Hotel at the United Nations  
(304 East 42nd Street)

(212) 297-3558



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[youtube.com/UNECOSOC](https://www.youtube.com/UNECOSOC)