



Global Migration Group (GMG) Symposium
“Migration and Youth: Harnessing Opportunities for Development”
17 – 18 May 2011, New York

INFORMATION NOTE

(9 May 2011)

This document provides logistical details related to your travel to New York and participation in the GMG Symposium.

1. Venue:

The Symposium will be held at Henry Labouisse Hall, UNICEF House, 3 United Nations Plaza, New York, NY, 10017 (44th Street, between 1st & 2nd Avenue)

Tel: (212) 326-7000 operator <http://www.unicef.org>

2. Time:

- **17 May 2011** – 9:00 am – 6:00 pm – Labouisse Hall
(please note that *the Roundtable 1.1.: Enhancing Development through International Cooperation on Migration* will be held at Conference Room 6 North Lawn Building from 1:45pm – 3:45pm).
- **18 May 2011** – 9:00 am – 6:30 pm - Labouisse Hall

3. Temporary passes for non-United Nations participants:

There will be a security check for all participants without a valid United Nations grounds pass or a United Nations Laissez Passer at UNICEF House. Please bring a PHOTO ID.

Those participants who will be attending Roundtable 1.1 on *Enhancing Development through International Cooperation on Migration* on 17 May 2011, 1:45–3:45pm in the North Lawn Building are required to go through the visitors' entrance and pick up a pass at a table set up for that purpose in the lobby. Please bring a photo ID.

4. Participants with United Nations Passes:

Please ensure that you bring your UN Pass or UN Laissez Passer to access both buildings.

5. Bios:

If you are a speaker or presenter, please send a brief biographical note (one paragraph) to Ms. Madeleine Sinclair (msinclair@unicef.org), cc. Ms. Rhea Saab (rsaab@unicef.org) and Mr. Christian Privat (cprivat@unicef.org) by 11 May 2011 at the latest.

6. Working Language of the meeting:

The meeting will be conducted in English and all documentation will be in English.

7. PowerPoint and other presentations:

If you have been requested to make a presentation, please send your presentation and/or PowerPoint to Ms. Madeleine Sinclair (msinclair@unicef.org), cc. Ms. Rhea Saab (rsaab@unicef.org) and Mr. Christian Privat (cprivat@unicef.org) by 11 May 2011 at the latest.

8. Distribution and Display of Publications

There will be space for displaying relevant publications outside the conference hall. If you wish to arrange for delivery of material for distribution or display on 16 May, please contact Ms. Madeleine Sinclair (msinclair@unicef.org), cc. Ms. Rhea Saab (rsaab@unicef.org) and Mr. Christian Privat (cprivat@unicef.org).

9. Immigration Requirements:

Participants should contact their nearest United States of America embassies or consulates regarding visa requirements, and obtain the appropriate entry permit where necessary as early as possible. The official invitation letter is generally sufficient to be used as supporting documentation for visa (entry permit) request.

10. Hotel Reservation:

Participants are requested to make their own arrangements for accommodation during the meeting. Attached is a list of hotels located near the United Nations. These hotels are supposed to offer special United Nations rates. Upon your arrival, you may be requested to show a copy of the invitation letter to the meeting or your temporary ID card later in your stay in order to receive the special United Nations rates. You can also use popular websites to find hotels: www.expedia.com, www.hotels.com, www.orbitz.com.

11. Meals:

Please note that we will be providing coffee and tea during the scheduled coffee breaks on both days. Lunch and dinner will not be provided.

12. Travel Arrangement and Payment of Partial Daily Subsistence Allowance:

Daily Subsistence Allowance (DSA) and terminals are at the expense of the participants, unless previously notified otherwise.

13. Luggage:

Participants are requested to make arrangements with their respective hotels for luggage storage. Luggage storage will not be available at the Symposium.

14. Airport transportation:

JFK and Newark Airports are located approximately 1 hour from New York City. Taxi or Buses are available at the airport. Participants are kindly requested to make their own arrangements.

15. Confirmation:

Confirmed speakers, participants from GMG member agencies and high-level invitees are requested to register online at: [GMG Symposium Application Form](#) by 7 May 2011. Invited civil society participants without a speaking role are requested to register online at: [GMG Symposium Application Form \(Civil Society\)](#) by 7 May 2011

16. Contact persons at UNICEF:

Mr. Christian Privat, Division of Policy & Practice / UNICEF

Office Telephone: (917) 265-4535

Email: cprivat@unicef.org

17. Additional information

For more information about the Symposium, please visit:

[GMG Symposium on Migration and Youth: Harnessing Opportunities for Development](#)

The Symposium is scheduled immediately before the United Nations General Assembly Informal Thematic Debate on International Migration and Development, so as to enhance synergies between the two events.

For more information about the GA Informal Debate, please visit:

[UN General Assembly Informal Thematic Debate on International Migration and Development](#)

Please note that the GMG Chair is not involved in the organization of the GA Informal Debate. Please address requests for participation directly to the President of the General Assembly.