

LOGISTICS NOTE



WPS Focal Points Network Sixth Capital-Level Meeting

21-22 October 2024, New York, United States of America

“Reclaiming Women, Peace and Security: Defining a Path Forward”

1) Venue

The Meeting will be held at the United Nations Headquarters, [405 E 42nd St, New York, NY 10017](#)

** You will need your government-issued ID to pick up your pass and to access the UN premises.*

2) Webpage & Registration

Please visit the webpage for more information and to register: [Sixth Capital-Level Meeting - WPS Focal Points Network](#). The deadline for registration is **Friday, September 20, 2024**.

** Registration is mandatory. There will be no admittance to any portion if an individual is not registered.*

3) Visa

Focal Points are kindly requested to make their own arrangements with regards to valid travel documents such as passports, visas, etc.

The United States does have specific visa requirements. We ask focal points who require a visa to address their visa application to the United States embassy in their country of residence (see [U.S. Visas \(state.gov\)](https://state.gov) for more details).

** Please note that as the issuance process for the visa varies, we recommend you apply for your visa at your earliest convenience.*

Please contact the Network Secretariat if you require a visa invitation letter. A visa invitation letter will be provided on a case-by-case basis to confirmed registrants.

4) Hotel

All participants are responsible for securing their own hotel reservations. Participants are strongly advised to make arrangements for accommodation as soon as possible.

5) Transportation

All participants are asked to make their own arrangements for airport transfer to/from their hotel of choice. Taxis are readily available at all major New York City area airports. Additionally, the Air Train at JFK Airport connects to the A and E lines of the New York city subway, while a New Jersey Transit train service connects Newark Airport to Pennsylvania Station in Manhattan, New York. For more information about New York public transportation please visit the [Metropolitan Transportation Authority website](https://www.mta.info).

6) Interpretation

The working languages of the Meeting are English, French, and Spanish. Simultaneous interpretation into these languages will be provided.

7) Meals/Refreshments

Lunch and coffee will be provided.

** Please list any dietary restrictions or requests on the registration page.*

8) Additional Information & Points of Contact

Accessibility

- If you have any requests for accessibility, please include them in your registration.

Dress Code: Business Formal

Currency/Credit Cards

- The national currency is the U.S. Dollar (USD). There are banknotes for USD 1, 5, 10, 20, 50, 100, and more, and coins for 1, 5, 10, and 25 cents.
- All major credit cards are accepted in most restaurants, hotels, and shops in New York.
- If you have questions about the hotel reservation with credit cards, please reach out to them directly.

Electrical Appliances

- The standard voltage in the United States is 120V and 60Hz AC electricity, please bring an adaptor for U.S. plugs/outlets.

Internet

- Free wireless access is available at the United Nations Headquarters.

Travel and Health Insurance

- It is the responsibility of each participant to have adequate travel and health insurance for the whole duration of the trip. The organizer cannot be held liable for any incidents related to travel to, or within, the United States.

Temperature

- In October, New York City experiences pleasant fall weather. The average high temperature is around 66°F (19°C), while the average low is about 48°F (9°C). It is advisable to wear layered clothing as it can get chilly in the evenings.

For any additional information or queries, do not hesitate to contact the Network Secretariat: wpsfocalpointsnetwork@unwomen.org

We look forward to welcoming you in New York City!

Prior to arrival, you will receive a detailed Agenda with information on speakers, breakout rooms, and logistics.