

# **BPW International Guideline for Attending Commission on Status of Women 52<sup>nd</sup> Session 25 Feb – 7 March 2008**

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- I. Checklist**
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  - III. Transportation**
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## **I. CHECK LIST:**

- Get confirmation letter from UN Division on Advancement of Women to attend CSW 2008.
- Apply for Visa to the U.S.
- Make your own accommodation arrangement and inform President's Office accordingly.
- Bring such confirmation letter to New York in order to obtain NGO badge in enter UN building.

(OPTIONAL - Registration Required)

- Register for NGO Consultation to be held [SUNDAY 24 February 2008](#)
- Register for the NGO Reception to be held on [TUESDAY 26 February 2008](#) at Turkish Center.
- UNIFEM Luncheon at UN Dinning room to be held on [WEDNESDAY 27 February 2008](#).
- Register for BPW New York 2008 Annual Meeting to be held on [SATURDAY 1 March 2008](#).

(OPTIONAL Social Events – Reservation Required)

Reserve seats with president's office [presidents.office@bpw-international](mailto:presidents.office@bpw-international) for

- BPW Official Dinner on [THURSDAY 28 February 2008](#) (approx. USD 50 per person).

## II. ACCOMMODATIONS:

There are varieties of accommodations at various prices. You can review and select hotels from [www.regal-hotels.com/newyorkcity](http://www.regal-hotels.com/newyorkcity)  
However, most BPW members would stay at

### **Murray Hill East Suites**

149 East 39th Street,  
New York

Tel: (212) 661 2100

Fax: (212) 818 0724

(Between Lexington and 3rd Avenues and about 15 min on walking distance from UN)

If you stay here, it's at 10-15 minutes walk to UN. It offers private rooms for 4-5 persons with kitchen, bath and a pull-out couch for extra bed. Also offer a room for 2-3 persons at lower price. Please call early for booking to get better rates.

OR

### **Helmsley Middletown Hotel**

148 East 48<sup>th</sup> Street

New York, New York 10017

Tel: (212) 755-3000

Fax: (212) 832-0261

Reservations: (212) 697-8300

Toll Free Reservations: 1-800-221-4982

E-mail: [frontdesk@helmsleyhotels.com](mailto:frontdesk@helmsleyhotels.com)

<http://www.helmsleymiddletowne.com/>

(about 5 min on walking distance from UN)

If you want the hotel located nearest to the UN and don't mind high price, you may stay at

### **Millennium UN Plaza Hotel**

One United Nations Plaza

44th Street and First Avenue

New York, NY

Tel: 212-758-1234

Fax: 212-702-5051

### **III. TRANSPORTATION**

Taxi: Taxi from JFK Airport to any hotel in Manhattan area is US\$45 + Toll.

Super Shuttle: Use “Super Shuttle” courtesy phone of at Ground Information Booth at the airport to call to get a shuttle bus to pick you up from the airport to go to the hotel. To get “Super Shuttle” to pick you up from hotel to go to airport, call (212)-258-3826. The rate is around US\$17 one way.

New York Airport Service: This shuttle can take you from the airport to Grand Central Station for US\$12 (LGA airport to hotel) or US\$15 (JFK airport to hotel). Then you can change to mini-bus that would take you from Grand Central to any hotel in Manhattan areas. For more information, call Tel. (212) 875-8200 .

### **IV. FACILITIES INSIDE THE UNITED NATIONS:**

#### **IV.1 Hanging Coats**

We can hang their coats in several areas.

- 1) In front of Conference room 4 (ground floor)
- 2) In front of the entrance to Dag Hammarskjold Library (ground floor)
- 3) In front of Delegate Dining room (4<sup>th</sup> Floor)

It must be noted, however, that there are no one watching these areas. You can leave your coat there, but at your own risks.

#### **IV.2 Internet Access**

Dag Hammarskjold Library offers FREE internet access. There are about 10 computers on the main floor and 2 on the ground floor. Though there are computers in front of Conference rooms 1, 2 and 3 are for government delegates, not for NGO usage.

#### **IV.3 Meeting Areas**

Typically, CSW meeting is held in either Conference room 1, 2 or 3.

#### **IV.4 Café / Cafeteria**

There are many cafeteria for NGOs to choose from. Three most popular ones are:

- 1) Vienna Café: This café is located on the ground floor between the underground entrance to Meeting rooms and the Conferences Rooms. Offer sandwiches, pastries, fruits, coffee, tea, etc. This is a convenience meeting point but tend to be smoky because it's in the area where smoking is allowed.
- 2) UN Main Cafeteria: This cafeteria is located on the 1<sup>st</sup> floor near the South Entrance to the UN building and have large window facing the river. It offers varieties of food at very economical price. Seating can be a bit competitive, however.
- 3) Delegate Dinning room: This cafeteria is located on the 4<sup>th</sup> Floor of the UN building. It offers great buffet food at price US\$35 or higher. It has a very nice view.

Across the street from the UN on 44<sup>th</sup> Street, near Church Center, is a UNICEF Cafeteria. It located on the ground floor. It's small but it's not as crowd.

#### **IV.5 DPI/NGO Resource Center**

If you are looking for free UN publication (available in English / Spanish / French), visit DPI/NGO Resource Center on the ground floor. You can get there by walking in underground tunnel, pass underground entrance to Dag Hammarskjold Library).

#### **IV.6 Delegate Document Center**

There is a window underneath the escalator (in front of Conference Room 1) that has "Journal" published daily to summarize what happen at the UN the previous day and what will happen at the UN on that day. The journal is published both in English and French.

#### **IV.7 Discount for Art / Entertainments**

Museums: Some museums in New York may give discounts if you show your UN Pass badges. Ask, just in case. The best museum to attend in New York is Metropolitan Museum of Art (The MET).

Broadway show: You can get discount coupons for Broadway shows at the counter located in front of UN Main Cafeteria & near the South Entrance of the UN Building. You can get even cheaper tickets if you queue up at Time Square to buy half prices ticket, but you may have to take 1-2 hours to stand in the cold! The ticket place opens at 3:00 pm but it is wise to get in line before 2:30 pm.

#### **IV.8 UN Post Office**

UN Post office is located at Ground Floor near the UN book shop / gift shop and underground tunnel on the way to Dag Hammarskjold Library.

**V. SCHEDULE of EVENTS  
for BPW Members before & during CSW 52<sup>nd</sup> Session  
New York, 25 Feb - 7 March 2008**

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CSW consist of UN meetings where NGOs who were accredited to participate in CSW can observe government representative discuss the issues during the CSW 52<sup>nd</sup> Session. It also typically features over a hundred other side events before and during these 2 weeks. Most of these side events are typically free for CSW participants. Special events that required registration or reservations would be specifically stated. Below are extract of some of key events that may be of interest to BPW members who participate in BPW as well as BPW social get together and meetings.

The list below is just the BPW events and some highlights of NGO events that may be of interest to BPW members. For more detail listing of the programs as well as other information regarding CSW 52<sup>nd</sup> Session, please visit <http://www.un.org/womenwatch/daw/csw/52sess.htm>

**V.1. DAILY EVENTS**

<b>Date</b>	<b>Daily events</b>	<b>Venue / Time</b>
<b>22 Feb -7 March, 2008</b>	<b>Registration for CSW 52<sup>nd</sup> Session</b> You MUST bring the confirmation letter from the UN and your ID (passport) and get in line to go get your photo-badge for entering UN building. The longest queue is on <b>Monday 25 Feb 2008</b> . Registration remains open for those who arrive later on during CSW. Please see information on your accreditation letter.	United Nations First Ave between 42 <sup>nd</sup> – 48 <sup>th</sup> Street NGO Registration Desk Time: 10:00 am – 12:30 pm/2:00 – 4:00 pm 23 Feb: 02:00 pm – 6:00 pm
<b>26 Feb - 7 March 2008</b>	<b>Morning Briefing for NGO</b>  This event is organized by NGO Committee on CSW. It provided daily summary of what went on the previous day, emerging issues, other reports and key events of that day. The agenda of this briefing will need be set every day in the evening. There will also be selected speaker for each briefing.	UN main conference room 9:00 – 9:40 a.m. (Room number will be announced later)
<b>25 Feb 2008 - 7 Mar 2008</b>	<b>Lunch – Informal Get Together for BPW</b>  This is just a recommendation for BPW members to eat lunch at the same place (UN Main Cafeteria) so that they would have chances to meet other BPW members to exchange experiences, answer questions, etc.	UN Main Cafeteria Room, Main floor near NGO entrance at South end of United Nations 12:30 – 2:30 pm

## V.2. BPW EVENTS / HIGHLIGHT NGO EVENTS

Date	Event	Venue / Time
<p><b>21-23 Feb 2008</b></p>	<p><b>IDP Leadership Program Facilitator Certification Sessions</b></p> <p>Organized by BPW USA &amp; BPW International's Leadership Taskforce</p> <p>IDP Leadership program is BPW/USA's copyrighted interactive seminar series in personal and professional leadership development and is now being made available to BPW International members. The program was designed to provide the tools every Business and Professional Women needs to develop her full leadership potential. The program offers 14 training module on variety of topics, including communication differences, creating presentation, public speaking, networking, interviewing tips and techniques, negotiating skill, facilitating meetings, leadership skills, business etiquette, lobbying &amp; grassroots organizing, media relation and much more.</p> <p><b>Fee USD 280.</b> Deadline 31 December 2007. Fee includes all training and support materials professional meeting space, 2 continental breakfast / 3 afternoon breaks and complete IDP Leadership Program CD-Rom (a \$64.95 value).</p> <p>Contact Carolyn Grady at <a href="mailto:cvgrady@vbemail.net">cvgrady@vbemail.net</a> or phone 1-920-235-8200.</p>	<p><u>Sessions</u></p> <p>City University of New York - Baruch College Vertical Campus Building 14<sup>th</sup> Floor Conference Room (Rm 14-270)</p> <p>1 Bernard Baruch way 55 Lexington Avenue between 24<sup>th</sup> -25<sup>th</sup> Street <a href="http://www.baruch.cuny.edu">http://www.baruch.cuny.edu</a></p> <p><u>Day 1</u> - Registration: 9:00 am – 9:30 am. Continental Breakfast: 9:00 am – 10:00 am Session begin: 10:00 am – 5:30 pm</p> <p><u>Day 2-3</u>: Breakfast: 8:00 am – 9:00 am Session begin: 9:00 am – 5:30 pm</p> <p><u>IDP Dinner</u> (on 21 Feb 08 – exclusive for IDP participants) <b>Francisco's Centro Vasco Restaurant</b> 159 West 23rd Street (between 6th &amp; 7th Ave). New York, NY 10020</p>
<p><b>23 Feb 2008</b> <b>Saturday</b></p>	<p><b>Project Five-O Meeting</b> (closed meeting) This is a closed meeting for Presidents, Vice Presidents and Project Committee Chairs, and UN representatives of BPW International, IFUW, ICW, Zonta International, and Soroptimist International. <b>Attendance by invitation only.</b></p>	<p>Church Center 777 United Nations Plaza, 44<sup>th</sup> Street and First Avenue,</p>
<p><b>24 Feb 2008</b> <b>Sunday</b></p>	<p><b>The NGO Consultation “Financing for Success and Security”</b></p> <p>A meeting to give NGO overview of the issues that <b>CSW 52<sup>nd</sup> Session</b> will address. Include break out sessions on several special issues to allow interactive participation of NGOs to help gain understanding on what to lobby for.</p> <p><b>Registration fee is \$50.</b> Pre-registration is required no later than <u>1 February 2008</u>. This is necessary for ALL. Please return Pre-Registration Form by fax to 212-209-7161 or e-mail: <a href="mailto:NGO_CSW_NY@hotmail.com">NGO_CSW_NY@hotmail.com</a>. You may pay at NGO CSW Administrative Offices, 708 3<sup>rd</sup> Ave., 5th Floor, Room 101, in Manhattan, on Saturday, 23 February, from 10:00 AM – 3:00 PM or you can pay at the door.</p>	<p>New York University (NYU), Farkas Auditorium 550 1<sup>st</sup> Ave, New York, NY 10016 (Between 31<sup>st</sup> and 32<sup>nd</sup> Street). 8:00 A.M. – 5:15 P.M.</p> <p>This event will be conducted in English, with interpretation in French and Spanish. Facility is wheelchair accessible</p> <p>Limit to 30 participants per organization</p>

Date	Event	Venue / Time
<p><b>25 Feb 2008</b> <b>Monday</b></p>	<p><b>NGO Orientation for new participants</b></p> <p>UN Division on Advancement of Women will inform <i>new participants</i> on</p> <ul style="list-style-type: none"> <li>• How to find what you need at UN,</li> <li>• Understand UN Jargon,</li> <li>• Procedure for NGOs,</li> <li>• The Commission Process</li> <li>• Protocol in approaching government representatives</li> <li>• U.N. agencies for the advancement of women and their interconnections</li> </ul>	<p>United Nations Head Quarter Dag Hammarskjold Auditorium 1:15 – 2:30 P.M. <b>Cost: FREE</b></p>
<p><b>25 Feb 2008</b> <b>Monday</b></p>	<p><b>BPW International Workshop on “Corporate Social Responsibilities (CSR) for Economic Empowerment of Women”</b></p> <ol style="list-style-type: none"> <li>1. <i>Ms. Bianca S.K. Stringuini</i> - Diversity Manager JAPA region, and <i>Ms. Melinda Wolfe</i> – V.P. for Diversity – AMERICAN EXPRESS</li> <li>2. <i>Ms. Inês Bozzini</i> – Executive of BOVESPA and one of the founder of Bovespa program Women in Action. BOVESPA is the 3<sup>rd</sup> Largest Stock Exchange Market in the World.</li> <li>3. <i>Ms. Thitinan Wattanavekin</i> – Bank Owner and Head of Deposit and Marketing at Kiatnakin Bank, Thailand, and Finance Director of BPW International.</li> </ol>	<p>United Nations Head Quarter, DHL Auditorium Monday: 11:00 am – 12:30 pm</p>
<p><b>25 Feb 2008</b> <b>Monday</b></p>	<p><b>Project Five-O Workshop on “Investing in Gender Equality and Empowerment of Women: Challenges and Opportunities”.</b></p> <p>Organized by Project Five-O (Coalition of BPW International, International Council of Women, International Federation of University Women, Soroptimist International and Zonta International).</p> <p><b>Speakers</b></p> <ul style="list-style-type: none"> <li>• <i>Michaela Walsh</i>: speak on topic: Micro-enterprise.</li> <li>• <i>Amanda Ellis</i>: speak on topic: The World Bank’s view of Financing Opportunities to foster Gender Equality.</li> </ul> <p><b>Project 5-O presentation on Financing Gender Equality through Micro-Credit.</b> Free workshop – open for all CSW participants and all BPW members.</p>	<p>Church Center – Hardin Room (11th floor) 777 United Nations Plaza, 44<sup>th</sup> Street and First Avenue, 1:30 – 3:00 P.M.</p>

Date	Event	Venue / Time
<b>26 Feb 2008</b> <b>Tuesday</b>	<p><b>NGO Reception – Presentation of the Woman of Distinction Award</b></p> <p>Offers opportunities for NGO, government delegates, and U.N. Secretariat staffs to network. Also present “Women Distinction Award”. There are foods but you should plan to go for dinner afterward).</p> <p><b>Cost \$30.</b> Pre-registration is required no later than <u>1 February 2008</u> by fax to 212-209-7161 or e-mail: <a href="mailto:NGO_CSW_NY@hotmail.com">NGO_CSW_NY@hotmail.com</a>. You may pay at NGO CSW Administrative Offices, 708 3<sup>rd</sup> Ave., 5th Floor, Room 101, in Manhattan, on Saturday, 23 February from 10:00 A.M. – 3:00 P.M. or you can pay at the door.</p>	<p>Turkish Center, 2<sup>nd</sup> Floor  821 United Nations Plaza, 2<sup>nd</sup> Floor  46<sup>th</sup> Street and 1<sup>st</sup> Avenue, New York City  6:00 – 8:00 P.M.</p>
<b>27 Feb 2008</b> <b>Wednesday</b>	<p><b>UNIFEM Luncheon</b></p> <p>Luncheon Sponsored by the Metropolitan N.Y. Chapter of the U.S. Committee for UNIFEM “<b>Women in Leadership: Breaking the Glass Ceiling</b>”.</p> <p><b>Cost \$95</b> – Please make reservation and payment directly with Sybil Evans, 244 Madison Avenue, New York, NY 10016, U.S.A.,  E-mail: <a href="mailto:sevansny@aol.com">sevansny@aol.com</a></p> <p><i>(This is not a BPW event, so please don’t go through BPW on this reservation)</i>  However, if you like to be seat with other BPW members, please give your name to <a href="mailto:presidents.office@bpw-international.org">presidents.office@bpw-international.org</a> so that we can make the request to the organizer accordingly.</p>	<p>UN Delegates Dinning Room, West Terrace  United Nations 4<sup>th</sup> Floor  12:30 pm. – 2:30 pm.  (Enter through Visitors’ Entrance,  First Ave. at 45<sup>th</sup> Street, New York City)</p>
<b>28 February 2008</b> <b>Thursday</b>	<p><b>Official BPW Dinner</b></p> <p>This event is for all BPW members and all UN Representatives in New York. This event offers our opportunities for BPW members to network and socialize as well as opportunities to thank our UN representatives for their hard work.</p> <p><b>Cost: approximately \$50 per person - PLEASE MAKE RESERVATION with Mrs. Naphaphen Vejjajiva (Deon) or <a href="mailto:presidents.office@bpw-international.org">presidents.office@bpw-international.org</a> by 26 Feb 2008 or earlier.</b> Make payment at the door.</p>	<p><a href="#">Restaurant to be announced soon.</a>  7:00 pm – 9:30 pm</p>

Date	Event	Venue / Time
<p><b>1 March 2008</b> <b>Saturday</b></p>	<p><b>BPW New York Annual Meeting 2008</b></p> <p>10:00am – 11:00am    Registration, coffee, Tea and Networking  11:00am – 03:00pm    Business and Lunch</p> <p>Cost: \$100.00    Includes meeting registration, conference materials, refreshment, and lunch. Must pre-register with Eileen Brenen at her email address: <a href="mailto:eibren@aol.com">eibren@aol.com</a> and pay before 28 February 2008.</p> <p>Cost: \$120.00    For guests or those who pay at the door.</p>	<p>Harmonie Club  4 East 60<sup>th</sup> Street, New York  Corner of 60<sup>th</sup> &amp; 5<sup>th</sup> Avenue  Tel: 212-355-7400  10:00 A.M. – 3:00 P.M.</p> <p>Take Taxi or Subway. For subway, take NRW Yellow line uptown to 59<sup>th</sup> and 5<sup>th</sup> 4, 5, 6 / Green line. Uptown to 59<sup>th</sup> Street at Lexington, walk 2 block west.</p> <p>Parking is available at the following locations:  Garages on 58<sup>th</sup> between 6<sup>th</sup> and 7<sup>th</sup> (\$17.00/day)  Next to Harmonie Club on west side (Sunday all day special) Pierre Hotel: 61<sup>st</sup> and 5<sup>th</sup></p>