SECOND MEETING OF STATES PARTIES TO THE TREATY ON THE PROHIBITION OF NUCLEAR WEAPONS

27 NOVEMBER - 1 DECEMBER 2023

PARTICIPANTS' GUIDE

Hello New York!

ICAN partners, governments, experts, academics, affected community representatives, lawmakers, and others will soon gather in New York City for the Second Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons (TPNW).

ICAN is honored to serve as the civil society coordinator for the TPNW and its meetings.

The week in New York will be jam-packed with meetings, concerts, art exhibitions, and other events. This guide is designed to help those who are unfamiliar with the city in getting around and making the most of this action-packed Nuclear Ban Week.

You'll find practical information about entering the US, traveling from any of the city airports into Manhattan, how to get to the UN, and a preview of the exciting events and activities planned throughout the week. Finally, there is information on how to navigate around New York.

In between Nuclear Ban events at the United Nations and the Artists Against the Bomb exhibition in Soho, there are numerous iconic New York moments to witness in person. Whether it’s the collective gasp of tens of thousands of people as the Rockefeller Center Christmas Tree illuminates or the whimsical holiday decorations of 5th avenue’s storefronts, there are numerous opportunities to join campaign colleagues and brainstorm as you stroll through the city.

We cannot wait to welcome you to New York and strengthen our cooperation, campaign, and opposition to nuclear weapons.

Onwards,

Melissa Parke
Executive Director
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GENERAL INFORMATION

UNITED STATES VISA AND ENTRY REQUIREMENTS

To enter the United States, a visa is required for the majority of visitors. For more information on whether you need a visa to enter the US, the type of visa you need, and the supporting documents you need, please visit the United States Department of State website.

You may also be required to get a transit visa for countries in which you may need to transfer or stop over during your trip to and from New York.

Please let us know if you require visa support letters or any other visa-related information by sending an email to tonw-msp@icanw.org.

Meeting all visa and entry requirements including to the United States is the sole responsibility of participants.

ACCOMMODATION

Participants are responsible for making their accommodation arrangements including any hotel reservations. Please note that hotel reservations will only be guaranteed with a credit card.

Search engines to find hotels in New York include:
- Trivago
- Agoda
- Kayak
- Expedia
- Booking.com/Hotels

Reviews of hotels in New York:
- Yelp
- Trip Advisor

The UN is located in the Midtown-East neighborhood (42nd Street & 1st Avenue) which is quite expensive, though less expensive accommodations may be secured further away and require only a short subway or bus commute.

Oftentimes campaigners have booked their accommodations at the Pod 39 or Pod 51 hotels. Other recommended hotels are: Millennium Hilton New York One UN Plaza, Hotel 57 luxurban, Hilton Garden Inn, EVEN Hotel New York - Midtown East.

CURRENCY AND PAYMENT

The US uses the U.S. Dollar. Current exchange rates can be found here. There are plenty of currency exchange locations around New York City and most banks offer exchange services. There are also currency exchange locations in the airport.
For cash withdrawals, most of the ATMs in NYC are linked to a network that most likely uses credit cards (Mastercard, Visa, Maestro, American Express and so on). Please check with your local bank for this information, and as to whether you can use your ATM or credit card internationally. Some banks require advance notice of international travel.

**TIME**

Please refer to the time difference between New York and your country [here](#).

**WEATHER**

To check for current weather conditions in New York, please refer to [the weather channel](#). You can expect the average temperatures in New York in November to range from 41 to 54 Fahrenheit (5 to 12 Celsius).

**HEALTH**

Participants are responsible for their own inoculations and medical/health insurance arrangements, including life, health, medical evacuations and treatments, and other forms deemed appropriate.

**ICAN does not take responsibility for the ill health of any participants during their stay.**

**It is the sole responsibility for participants to ensure that they obtain travel health insurance coverage prior to entering the United States.**

**COVID-19 INFORMATION**

As of May 12, 2023, noncitizen nonimmigrant visitors to the US [arriving by air](#) or [arriving by land or sea](#) no longer need to show proof of being fully vaccinated against COVID-19. That means, if you plan to visit the US, you do not need to be tested or vaccinated for COVID-19. Refer to the [US government website](#) for further information.

UN Headquarters is following guidelines issued by the World Health Organization, the Centers for Disease Control (CDC), New York State, and New York City for increased health and safety procedures. Full COVID-19 vaccination is strongly recommended for entry to the UN premises. Showing proof of vaccination is not required. Masks are recommended, but not required. Refer to the [UN website](#) for further information.

New York City provides information about COVID-19 [testing here](#), and information about COVID-19 [treatment here](#).
POWER PLUGS AND SOCKET

The United States uses type A and B power plug sockets. The standard voltage is 120 V and the frequency is 60 Hz. Check here if you need a power plug adapter or voltage converter for the power sockets (outlets) used.

LANGUAGE

The United State's official language is English. ICAN's working meetings will be conducted primarily in English, although some events may include interpretation at the organizer's discretion.

PHONE

The international code to call the USA is “+1”.

911 EMERGENCY NUMBERS IN NEW YORK

Call 911 when you are in immediate danger or witness a crime in progress. Call 911 if you have a serious injury or life-threatening medical condition. Remember to carry your travel insurance card or health insurance card with you at all times.

REACHING ICAN WHILE YOU ARE IN NEW YORK

If you need to be in touch with an ICAN staff member while in New York, the best way to do so is to send a message to tpnw-msp@icanw.org, and include your Whatsapp number if possible.

CODE OF CONDUCT

For all events within the UN system, the UN code of conduct applies.

For all ICAN events, ICAN's Statement of Values and Code of Conduct applies.

TRAVEL FROM JFK INTERNATIONAL AIRPORT

TAXI

Taking a taxi is the least stressful way of getting from the airport to Manhattan but the most expensive and it may be the slowest, depending on traffic conditions. All taxis from JFK to any part of Manhattan have a fixed fare of $52. However, that's not likely all you'll need to pay. If you're traveling during "peak hours," which are from 4–8 p.m. on weekdays, there's an additional surcharge of $4.50. If there are any tolls along the way, those will also be added to your fare. And finally, tipping your driver about 15-20% is customary. You can expect to pay around $75 for the journey, including tip.
When you’re leaving the airport, make sure to hail one of the **official NYC yellow cabs** from the taxi stand outside each terminal. **Ignore anyone else who is soliciting taxi rides; it's illegal for them to do so and they are not official cabs.**

**SUBWAY**

You need to use the **AirTrain** to get out of the airport. The AirTrain is a tram that circles all of the terminals at JFK and connects to two different transit stations outside of the airport with service to the city: Jamaica Station and Howard Beach.

**If your final destination is in Manhattan, it's most likely that you need to transfer at Jamaica Station.**

While the AirTrain is free if you're using it to travel between terminals, you'll need to pay a fee of $7.75 if your starting or ending point is outside of the airport. Once you're off the AirTrain at Jamaica Station, **follow signs for the Sutphin Boulevard–Archer Avenue subway station.**

In addition to the AirTrain ticket, you'll also need a subway ticket, which costs an additional $2.75. The available train options are the E, J, and Z lines, and which one you take depends on where you're going.

**Use Google Maps or Apple Maps to type in the address of your destination. Either one should give you the best route that involves the least transfers.**

**COMMUTER TRAIN**

The Long Island Railroad, or LIRR, is the fastest way to get into Manhattan from the airport. Just as with the subway, you'll first need to take the **AirTrain from the airport to Jamaica Station.** You can buy tickets from the ticket office, at one of the machines, or on your phone using the MTA eTix application. You can also buy tickets on the train, but they'll be more expensive.

**All Manhattan-bound trains go to Penn Station** and take about 25 minutes. From there, you can connect to the 1, 2, 3, A, C, E, D, F, N Q, R, or W subways lines, or take a bus or taxi to your final destination.

**AIRPORT SHUTTLE**

**Several private companies offer shuttles** throughout the day that take you directly to major transit hubs in Manhattan. If you want flexibility with your drop-off location, including the possibility of being dropped off right at your hotel door, you can reserve a seat with **GO Airlink.** It's a little more expensive than shared buses, but you can choose your own drop-off location just as if you were in a taxi. However, it's a shared shuttle, so the travel time can really vary depending on if you're the first person dropped off or the last one.
TRAVEL FROM NEWARK AIRPORT

Newark Airport (EWR) is about 17 miles from midtown Manhattan. Depending on the day and time you arrive and the way you choose to travel from EWR to Manhattan, the trip can take about half an hour or well over an hour.

TAXI

Depending on where you’re going, a yellow taxi from Newark to Manhattan can cost between $50-$75, not including tolls and possible surcharges for oversized luggage. The local taxi commission will also add a surcharge of $5.50 for credit card payments. The total cost can easily top $100 once tip, tolls and other surcharges are included.

AIRPORT SHUTTLE

Several private companies offer shuttles throughout the day that take you directly to major transit hubs in Manhattan. If you want flexibility with your drop-off location, including the possibility of being dropped off right at your hotel door, you can reserve a seat with Go Airlink NYC. It’s a little more expensive than shared buses, but you can choose your own drop-off location just as if you were in a taxi. However, it’s a shared shuttle, so the travel time can really vary depending on if you’re the first person dropped off or the last one.

BUS

There’s also express bus service available from Newark Airport to 3 different locations in Manhattan:
- Grand Central Station (41st Street between Park & Lexington Avenues)
- Bryant Park (42nd Street & 5th Avenue), and
- Port Authority Bus Terminal (41st Street between 8th and 9th Avenues).

Departures run every 15-20 minutes. Service is available from 4 am to 1 am. If your hotel is not near one of the above drop-off locations, you can access the subway from any of the stops listed above. You can also get a taxi or walk to your destination.

COMMUTER TRAIN

AirTrain combined with New Jersey Transit trains are the most budget-friendly way to travel from Newark Airport to Manhattan.

From your terminal, follow the signs to the AirTrain, stopping at the orange and blue NJ Transit ticket machines at the AirTrain entrance to purchase tickets. If you plan to use the train for your return trip, you can buy a round trip now. The ticket you buy is for your complete journey on both the AirTrain and the NJ Transit train.

You’ll need to purchase a ticket to go to New York Penn Station, NOT Newark Penn Station. At the time of writing this, the cost of tickets was $15.25. From the AirTrain platform take the train going to the Newark Liberty International Airport AirTrain station.
The ride takes from 7-10 minutes depending on the airport terminal from which you started.

At the Newark Liberty Airport Station, get off the AirTrain and connect with the NJ Transit train going to New York Penn Station. Look for signs and screens directing you to the right platform.

Make sure you get on the train bound for New York Penn Station, not Newark Penn Station. The ride to New York Penn will be about 30 minutes. Newark Penn takes about half that time.

The train you’re looking for is an NJ Transit train, not an Amtrak train. Expect a train conductor to check tickets onboard the NJ Transit train. The train is also likely to make a couple of stops but don’t get off the train until you reach New York Penn Station.

**TRAVEL FROM LAGUARDIA AIRPORT**

**TAXI**

You can get a yellow taxi at the Taxi Stand outside of Baggage Claim. Before tolls and tips, you can expect to pay $30-$40 plus a $5 surcharge. Bridge tolls and tips are not included. To Manhattan, you can anticipate a total charge of $60-75.

**SHUTTLE BUS**

NYC Express Bus can be found at Terminals B, C, and D. Look for the red signs. The bus goes into Manhattan and drops passengers at three locations:

- Grand Central Terminal (corner of 41st Street & Lexington Avenue)
- Times Square / Bryant Park (42nd Street between 5th and 6th Avenue)
- Port Authority Bus Terminal (42nd Street between 8th and 9th Avenues)

To all destinations from LaGuardia:

**Cost:** $16.00 per person (Children 5 and under are free)

Each ticket includes two suitcases and one carry-on bag. More than that and you must pay an additional fee.

Travel Time: Approximately 60 minutes - 2 hours.

Hours of Operation: 7 days a week, 11 am - 7 pm, every hour on the hour.

**ACCESSING THE UNITED NATIONS**

The UN has issued an information note for civil society organisations wishing to participate at the 2MSP. The full information note contains all relevant details, what follows below is a summary.
2MSP will take place in the Trusteehip Council chamber at UN Headquarters in New York City, from 27 November - 1 December.

ACCREDITATION & REGISTRATION & ISSUANCE OF GROUNDS PASSES

Accreditation and registration is a two step process. First, an ECOSOC registered organisation must register itself for accreditation, and once approved, individuals on their delegation will need to register one by one in step two.

NGOs that are not in consultative status with ECOSOC but whose purpose and activities are consistent with the object and purpose of the Treaty must provide additional information on the organization’s purpose, programmes and activities, and their consistency with the object and purpose of the Treaty.

Those NGOs that have requested accreditation as stated above will be informed by the secretariat by email by 10 November 2023 of the outcome of their request. NGOs with consultative status will be accredited to the Meeting. The accreditation of all other NGOs will be decided upon by the Meeting though its intersessional decision-making process.

You must be at least 18 years of age to request for accreditation and to attend side events. For questions relating to accreditation, please contact the Secretariat (tpnw@un.org).

STEP ONE: ACCREDITATION

All requests for accreditation by organizations must be submitted to the secretariat (tpnw@un.org) no later than 28 October 2023 using the online form available here.

NGOs must also send to the Secretariat a written accreditation request on the official letterhead of the organization listing the representatives who will attend, including their full names and titles. To facilitate communications concerning accreditation and registration, the letter must include the personal email address and direct telephone number of a point of contact in the organisation. See a sample letter here. Additional representatives may be included in a revised accreditation request letter, which should be submitted by 17 November 2023.

STEP TWO: REGISTRATION

Online registration (INDICO) will be available from 10 to 20 November 2023 to representatives of NGOs whose accreditation has been approved.

Attendees without a valid grounds pass for Headquarters must complete the registration form on the online Indico system at INDICO.UN and follow the process described therein.

Once their registrations have been approved on INDICO, representatives of NGOs will receive a confirmation email. For questions related to registration and issuance of grounds passes, please contact the Secretariat (tpnw@un.org).
For full instructions, the UN Information Note is available [here](#).

**ISSUANCE OF GROUNDS PASSES**

Ground passes valid for the duration of the Meeting of States Parties will be available for collection at 320 East 45th Street, New York, NY 10017, Ground Floor, between 9:00 am and 4:00 pm, Monday through Friday. Representatives will need to have their passport and a printed copy of the confirmation email with them to collect a grounds pass. Grounds pass or events pass are necessary to enter the UN premises.

**MEALS AT THE UNITED NATIONS**

The following options are available in United Nations Secretariat building:
- Riverview Café on the Conference Building, 4th Floor South (M-F 11:30 am - 3:00 pm)
- The Lobby Café on the Secretariat Lobby, 1st Floor North (M-F 8:00 am - 3:30 pm)
- Vienna Café on the General Assembly, 1st Basement South (M-F 10:00 am - 5:00 pm)

Various restaurants are also available within a short walking distance of United Nations Headquarters.

**TRANSPORT TO THE UNITED NATIONS**

**By subway:** Number 4, 5, 6 or 7 trains to Grand Central Station, then walk east three blocks on East 42nd Street to 1st Avenue.

**By bus:** buses M15 and M15 stop in front of the United Nations on 1st Avenue.

**By taxi:** New York City taxis are available from any destination.

**By foot:** You could also walk to the UN depending on your hotel location. Please use your Google Maps or Apple Maps.
EVENTS

Events during Nuclear Ban Week will take place both inside and outside of the UN. The full list of events can be found on the ICAN website here.

ICAN CAMPAIGNERS MEETING
Date: Sunday, 26 November
Time: 10:00 - 17:00
Venue: The Brick Church,
Non-sponsored participants, register here

PARLIAMENTARIANS FOR THE TPNW CONFERENCE
Date: 27 November
Time: 14:00 - 17:00
Venue: UN HQ
More information here

NYCAN PRESENTS - “THE NEW MANHATTAN PROJECT: A CONCERT FOR NUCLEAR ABOLITION”
Date: 27 November
Time: 19:30
Venue: Japan Society, 333 E 47th St
Tickets available here

YOUTH MSP
Date: 28 November
Time: 12:00 -17:00
Venue: Church Centre of the United Nations,
777 United Nations Plaza
More information here

WALL STREET & THE NUCLEAR BAN TREATY
Date: 29 November
Time: 08:30 - 10:30
Venue: Domini Impact Investments
More information: here

KOYAANISQATSI (NYCAN CONCERT PRESENTATION WITH PHILIP GLASS ENSEMBLE)
Date: 29 November
Time: Doors open 18:00
Venue: The Town Hall, 123 W 43rd St.
More information: here

ICAN CLOSING PARTY
Date: 1 December
Time: 18:30 - ?
Venue: To be announced
EXPLORING NEW YORK CITY

New York is known as the “city that never sleeps” and public transit runs all night long (though less frequently in the wee hours). Similarly, there are cafes, diners, bodegas and more open at all hours, though not always in all neighborhoods.

TAXI

The iconic yellow taxi is certainly a popular way to get around the city with residents and visitors alike. Taxis are metered, with fares starting at $3, and then increasing as time and distance pass – you can see the fares [here](#). Note that tolls will also be added to your taxi fare. New York taxi fares can be paid in cash, or with a credit or debit card.

There are of course alternatives to the yellow taxi, including ride-sharing services such as [Uber](#) and [Lyft](#). These need to be booked in advance using their apps, and do generally work out cheaper than a yellow cab.

BUS

The New York [Metropolitan Transport Authority](#) (MTA) operates a fleet of almost 6,000 buses in New York, which cover over 322 routes. Suffice to say, you should be able to find a bus route to meet your needs!

Buses only stop at marked stops, which are normally located two to three blocks apart. Bus stops are clearly marked with blue signs and sometimes with shelters. The bus stop will indicate which bus routes service the route.

To use the public bus in New York, just stand at the stop, and as your bus approaches, just signal with your hand that you want the bus to stop. Fares are $2.75 for standard buses, and $6.75 for express buses. Fares can be paid in cash, by [MetroCard](#) or using contactless via the OMNY system. If paying in cash, you need to give exact change, and be aware that only coins are accepted as fare – no bills.

If you have a contactless payment card or smartphone device, the OMNY system is going to be the easiest way to pay for your fare. Just swipe your card or device on the reader and the fare will be deducted. OMNY also has the advantage that you [only pay for the first 12 fares in a week](#) (starting on a Monday). Rides after that are free.

When you want to get off the bus, locate a “stop” button on the bus, which you should press to indicate to the driver that you want to stop at the next stop. You don’t need to swipe your Metrocard or contactless payment card to disembark.

SUBWAY

One of the most popular ways to get around New York is the New York Subway. This is a great way to get around the city as you avoid any traffic.
With 472 subway stations, the New York City subway is the largest subway system in the world as measured by total number of stations. It's also one of the oldest subway systems in the world, as well as one of the busiest. It operates twenty four hours a day across 36 lines, and serves four out of five of New York's boroughs.

Riding the subway is easy. First, you need to find a nearby subway station, which will be well signposted with an entry sign. This sign will also indicate which routes are served at the subway stations, with routes denoted either by numbers or letters. The majority of subway stations will have a map of the network to help you plan your route.

As with the bus system, you can pay for your fare either with a contactless payment device using OMNY, a MetroCard, or you can purchase a single ticket.

OMNY and Metrocard fares are $2.75, whilst single tickets are $3. Fares are not distance dependent and unlike many other subway systems, there is no zone system. So you can go as far as you want on your single ticket.

Tickets and MetroCards can be bought at the vending machines at the stations, or if available, at ticket desks. The machines accept coins, bills and credit/debit cards. We definitely recommend buying a MetroCard for your New York City visit.

To access the subway, you need to scan your ticket, contactless payment device/card, or MetroCard at the turnstile, which will activate the barrier with a green “GO” sign. You will exit through similar turnstiles or doors, but the majority of these do not require you to scan a ticket – you just walk through them. Trains stop at every station, you do not need to request the stop.

**WALKING**

New York is a big place, but don't discount walking as an option for getting around! Just be aware that distances might be further than you imagine when looking at a map. Still, exploring different parts of the city on foot, which is for the most part fairly flat, is certainly a possibility.

Just be aware that the locals will also be walking around, and they tend to move quickly, and can get irritated by slow moving tourists. So be aware of your surroundings, and don’t just stop in the middle of busy sidewalks to grab a selfie or consult your map!

**BICYCLE**

New York has a bike hire program whereby you can get access to a large network of bikes located around the city, which you can drop off and pick off at various points.

The [Citi Bike program](https://www.citibikenyc.com) is open to both locals and visitors. Passes can be bought through the [Citi Bike Mobile App](https://www.citibikenyc.com) or in person at a station kiosk (see kiosks [here](https://www.citibikenyc.com)). Passes can be bought with either a debit or credit card – cash is not accepted.
Once you have your 1 or 3 day pass you use the bike for up to 30 minutes at a time. After thirty minutes, there’s an extra fee, so if you want to ride longer, it’s best to drop off the bike and pick up another one.

**HOP-ON HOP-OFF BUS**

If you’re looking for a way around New York that focuses on the attractions and also provides information, then you’ll likely want to take a Hop-On Hop-Off bus tour of New York. These open-top buses follow routes around the city that stop at all the major attractions you’ll want to visit, and you can get on and off as often as you want for the duration of your ticket.

HOHO buses are a great way to see a lot of a city in a short amount of time without trying to figure out the public transport system, plus they come with commentary which will give you lots of information about the city you are visiting, and the New York HOHO buses are no different. You can buy [HOHO bus tickets in advance here](#), or they are also included on many of the New York city attraction passes, such as the [New York Pass](#), [New York Explorer Pass](#) & [New York Sightseeing Pass](#).