Practical information for participants
ITU Workshop on Standardizing Digital Fiat Currency (DFC) and its Applications
New York City, USA, 18-19 July 2018

1 Event venue

Cornell Tech Campus
Bloomberg Center
2 W Loop Road,
Roosevelt Island
New York, NY 10044

Badges will be available <u>for registered participants</u> at the reception in the lobby.

2 Hotels

There is not a specific hotel for the meeting. Participants are requested to book their hotel rooms directly with the hotel of their choice. For your reference, below are several hotels near the event location.

- Doubletree Hilton, 569 Lexington Ave, Manhattan, New York
- The Bentley Hotel, 500 E 62nd St Manhattan, New York
- Grand Hyatt Hotel, 109 E 42nd St. Manhattan, New York
- New York Hilton Midtown, 1335 6th Ave. Manhattan, New York
- Intercontinental, 111 E 48th St., Manhattan, New York

3 Arrival and transportation

Nearby airports: La Guardia, John F. Kennedy Airport, or Newark Liberty

To get to Roosevelt Island: Take the F subway line (at 63rd St. and Lexington Avenue) or the tram (at 59th St. and 2nd Avenue) to the Roosevelt Island station and walk (7-10m) or talk the free RIOC Red Bus to the Cornell Tech Campus.

Both the subway and the tram require a New York City Metrocard.

4 Visa – Formalities for entering the United States

Participants are encouraged to apply for USA visas promptly upon receipt of their invitation to the conference, as wait times and approvals to enter US can be lengthy. Visa protocols for entering the USA vary by country of origin, you are encouraged to consult the USA State Department and USA Consulate websites to confirm details. Upon request, participants will receive a letter of invitation for the event, penned by host, Cornell University.An invitation letter request form will available as Annex B. Visa related queries should be addressed to the host:

Mr Rohan Gray,
Research Fellow, Cornell Law School
Tel: +1 347 721 4424
Email: rlg265@cornell.edu

5 Language

The official working language of the meeting is English.

6   Climate

Average summer temperatures in July in New York City typically range from 21-29 degrees Celsius, with high humidity and the possibility of thunderstorms. Conference rooms will be climate controlled. Participants are encouraged to check local weather conditions in advance of arrival for details.

7   Local time

Eastern Standard Time (EST): UTC/GMT -5 hours or CET -6 hours

8   Telecommunications

The country code for USA is +1.

9   Voltage

USA standard power sockets are of type A and B. The standard voltage is 120 V and the standard frequency is 60 Hz.

10   Internet connectivity

Internet connection will be available at the meeting venue.

11   Contact

For any further questions, please contact:

Vijay Mauree
FG DFC Coordinator
TSB/ITU
E-mail: tsbfgdfc@itu.int

Rohan Grey
On-Site Host, Cornell Law School
rlg265@cornell.edu

ANNEX A

Visa Support Letter and Funding Request Form

IMPORTANT NOTE FOR PARTICIPANTS

ALL the fields on the Form below are MANDATORY and should be completed by the applicant. It will not be possible to process your request if the Form below is not submitted with the requested information and the attachments accompanying the form as mentioned below are not provided before the deadlines specified for each request.

Registration ID (is required)		Register online for the meeting to obtain the registration ID
Title (e.g Mr, Mrs, Dr …)		
First name		
Last name		
Date of Birth (dd/mm/yy)		
Gender (Male/Female)		
Job title		
Name of Company/Organization		
Passport number		
Nationality as written on passport		
Passport Expiry Date (dd/mm/yy)		

Company/Organization mailing address	Address	
	Postal Code	
	Country	

Telephone number:	Email address:

	Note Instructions to follow below so your request can be processed.

Participant Request	**Response (Yes/No)**	**Instructions for each request**
I am applying for **funding** to attend the meeting: (Yes or No)		Email the completed Annex B, your written contribution for the meeting and an official letter of nomination from your employer to tsbfgdfc@itu.int before **12 April 2018**
I require a **personalized letter of invitation**: (Yes or No)		Email the completed Annex B to tsbfgdfc@itu.int
I require **visa support letter**: (Yes or No)		Email the completed Annex B, an official letter of nomination from your employer and a scanned copy of your passport to the host at: rlg265@cornell.edu before **4 May 2018**.

Specify: City and Country of Departure	City:	Country:

Your stay in the US (dd/mm/yy)	Date of arrival	
	Date of departure	

Participated in previous meetings of ITU-T FG DFC (yes/no)	

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