

RELEASE IN PART B6

### Leaders' Summit Participants:

We are pleased that you will be participating in the Leaders' Summit on Countering ISIL and Violent Extremism. To facilitate your participation, we have outlined below all relevant travel, lodging, and other logistical information.

**Please note:** The U.S. Embassy in your country will contact you to arrange and confirm your flights and will provide an advance payment for travel-related expenses. Please be sure to retain and submit all original and itemized receipts to the Embassy upon your return. Additional information about travel arrangements and expenses is outlined below. Please note: there are several areas where even if the U.S. government is paying, you are responsible for making arrangements, so please review carefully.

We also encourage you to review the information on [www.cvesummit.org](http://www.cvesummit.org) to learn more about the White House Summit to Counter Violent Extremism Process.

### Schedule

The Leaders' Summit is scheduled for Tuesday, September 29, 2015 from 10:30 a.m. until 2:00 p.m. As you know, you have also been invited to participate in the One95 Global Youth Summit Against Violent Extremism, the launch of the Strong Cities Network, and a discussion of Sustainable Development Goals (SDGs) and CVE. Please plan to arrive in New York and check-in to the hotel (more information below) no later than Saturday, September 26.

For the Leaders' Summit, all participants should report to the Trusteeship Council Chamber in the Roosevelt Hotel (address below) at 10:30am on Tuesday, September 29.

### Travel

The U.S. Embassy in your country will contact you to arrange and confirm your flight as soon as possible. If you are participating in all three events, you should expect to arrive in New York on September 26 and depart on September 30.

**Many non-U.S. citizens need a visa to enter the U.S..** Please visit <http://travel.state.gov/content/visas/english.html> to determine whether you need a visa. If you require a visa, please make an appointment immediately as some Embassies/Consulates have a significant wait time (some as many as 21 days) for available appointments. Check the Embassy/Consulate website for required materials and any additional supporting documentation needed for your visa appointment. Please also bring your invitation to this event to your visa interview.

### Room Reservations

Once your travel has been confirmed, please call the Roosevelt Hotel to reserve your room. Note that each participant must make his/her own reservation.

In order to reserve a room for your stay, please use the following instructions:

1) Call the Roosevelt Hotel at **+1-888-833-3969 no later than September 5, 2015.**

2) Confirm with the hotel that you are making your reservation under the **CVE Summit Cell** account, and book a room for the nights of September 26, 27, 28, and 29 only.

After September 5, the hotel will no longer be able to accept reservations. Each participant must ensure that his/her reservation is completed before September 5.

**At time of reservation you will be expected to provide a credit card to reserve the room and for potential incidental room charges.** However, you will be responsible for and not be reimbursed for any incidental room charges (i.e., room service, in-room movies, phone calls, Internet connection, etc).

#### **Hotel and Transportation**

The Roosevelt Hotel is located near the United Nations in New York City.

45 East 45th Street & Madison Avenue, New York, New York 10017

Phone: 212-661-9600

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

You may check-in at 3:00pm or thereafter, and check-out time is 12:00pm. The hotel can store luggage for you from 6:00am-11:00pm.



**For those who are arriving at the airport,** we highly recommend the use of ground transportation services (i.e. taxi).

*From JFK – Flat Fare is \$52 to the first destination (plus tolls and tip). The taximeter and receipt should reflect that this trip is a flat fare.*

*From LaGuardia* – Fare ranges between \$25 – \$37 plus tolls and tips.

*From New Liberty International* – Fare is approximately \$55 plus tolls and tips.

Here are useful guidelines to follow:

- Ignore offers of transportation from solicitors in the terminal. Soliciting of ground transportation is illegal, and many illegal solicitors are unlicensed and uninsured. To obtain the most up-to-date ground transportation information, please visit the Port Authority Welcome Center located in the arrivals area of each terminal, where uniformed staff will be happy to assist you. Alternately, you may head directly for the taxi stand located outside each terminal for safe and legitimate transportation. Ignore non-uniformed people offering to assist with baggage. Seek out uniformed porters or airline employees for baggage assistance.
- Tipping (15%) is customary for good service.
- One fare pays for all passengers to one destination. Four passengers (five in minivans) is the limit for New York City cabs.

***For those arriving by train***, the Roosevelt Hotel is two blocks from Grand Central Terminal.

Exit Grand Central Terminal onto Vanderbilt Avenue.

Head north on Vanderbilt towards E. 45<sup>th</sup> Street.

Take a left on 45<sup>th</sup> Street.

Hotel is on the right between Vanderbilt and Madison Avenues.

***For those arriving by car via the Midtown Tunnel:***

Take the tunnel straight onto 37<sup>th</sup> street.

Turn Right onto 3<sup>rd</sup> Avenue.

Turn Left onto 45<sup>th</sup> Street. Drive past three traffic lights.

Hotel is between Vanderbilt Avenue and Madison Avenue on the right.

#### **Expenses and Reimbursement**

As a sponsored attendee, you will receive funding for travel expenses and per diem to cover some meal and incidental expenses not provided during the summit. The reimbursement, to be paid by the U.S. government, will cover the following:

- a) Hotel room and tax charges \$399.00 + \$62.35 (total \$461.35) per day (this does not include hotel incidentals, such as room service);
- b) Ground transportation to cover airport shuttle or taxi to/from your home and local airport and to/from the hotel to the airport. This also will cover any parking and toll expenses you may incur;

- c) Meal/Incidentals Per Diem of **\$71.00 per day** will be provided to cover any meals and incidental expenses. Meal receipts are **not** necessary as meals have a fixed per diem allowance. Please do not send meal receipts with your reimbursement form; and
- d) Visa Fees

The point of contact at the U.S. Embassy will provide you with funding for Summit related expenses. Please remember to save all original and itemized receipts, which you may be required to submit to the embassy upon your return.

**Points of Contact**

For any travel-related questions and/or concerns, please reach out to your U.S. Embassy point of contact.

For any additional questions and/or concerns about the events, please reach out to:

Vicky Bonasera  
CVE Summit Coordination Cell  
U.S. Department of State  
[BonaseraVC2@state.gov](mailto:BonaseraVC2@state.gov)  
Office: (202) 736-7002

Christopher Colbow  
CVE Summit Coordination Cell  
U.S. Department of State  
[ColbowCA2@state.gov](mailto:ColbowCA2@state.gov)  
Office: (202) 736-7256  
Cell2:

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