



Airports

John F. Kennedy International - JFK - 24 km SE of Central Manhattan.

:: **Bus** - NY airport Express Bus Service to Westside Manhattan and Grand Central Station

:: **Taxi** - only use official NY Cabs

:: **Airport information desk** - Phone 718 656 4870

Newark Liberty International Airport - EWR - 26 km SW of NYC.

:: **Bus** - Olympia Airport Express to Port Authority and Grand Central Station - time 30-60 mins - fare appx US\$10

:: **Rail** - PATH trains 24/7 to downtown Manhattan - time 60 mins

:: **Taxi** - only use official NY Cabs

:: **Airport information desk** - Phone 973 623 5052

On your best behavior...

Business - Smart dress is expected for business. Short sleeves are ok in hot weather. Normal business courtesies should be followed although Americans tend to be less formal than Europeans. Appointments should be made and kept punctually. Business cards are standard.

Social - Atmosphere is usually relaxed and informal. Handshaking is customary. Gifts are appreciated when you are invited to a private home. Smoking is very restricted in most public places, including transport. Restaurant usually have special smokers' sections.

Tipping - is widely practiced as service charges are usually not included in the bill. Tip is usually 15% standard. Porters expect US\$1 per bag.

Communication & Power

Mobile - GSM 1900 network available

Internet - internet cafés are available in most urban areas

Phone - country code **+1** - Outgoing International **011** - Emergencies **911**

Electricity - 110/120 volts AC, 60Hz - Flat 2pin plugs are standard. For use of European appliances, buy a plug adaptor (best done *before* arrival in the USA).

Time Zone

Eastern Standard Time - GMT -5

Local Information

New York Convention and Visitors Bureau - 810 7th Ave, between 52nd and 53rd St.

Open - Mon-Fri 0830-1800 and Sat-Sun 0900-1700

Phone - 212 484 1222

www.nycvisit.com

Local Office

American Express Travel Service

1185 6th Ave at 47th Street

New York NY 10036 - Phone +1 212 398 8588

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