

## New York City Education Center



MAP NOT TO SCALE

### Training Location

The Learning Tree Education Center is conveniently located in the heart of New York's financial district at One New York Plaza (the corner of Whitehall and Water Streets).

### Learning Tree New York

One New York Plaza-31st Floor  
New York, NY 10004  
Tel: (917) 206-0500  
Fax: (917) 206-0521

## Parking

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Parking is conveniently located at:  
Quik Park  
1 NY Plaza (entrance on Whitehall St.)  
New York, NY 10004

There is a fee for parking and it is subject to change. Please call 212-514-8630 for current parking fee information.

## For Public Transportation

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Take the R or W downtown to Whitehall Station or #1 train to South Ferry Station or #5 train to Bowling Green Station.

**Directions from Pier 11:** Walk across the street past the fire house. Make a right on Old Slip Road. Walk to Water Street and make a left. Follow Water Street about 3 blocks to Broad St.

**Directions from Penn Station NY:** Take the #2 train and transfer to the #1 train at 14th street, and get off at the South Ferry (Staten Island Ferry) station.

Please refer to the Metropolitan Transit Authority's official Web site ([www.mta.info](http://www.mta.info)) or the NY City Department of Transportation's Web site ([www.nyc.gov/html/dot](http://www.nyc.gov/html/dot)) for public transportation information. For PATH train information, visit PATH's Web site at [www.panynj.gov/CommutingTravel](http://www.panynj.gov/CommutingTravel)

## Building Security

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Learning Tree International provides a safe and secure environment for our attendees. The lobby security in our ed center building at One New York Plaza consists of guard desks at the main entrance and x-ray machines at all three entrances. To ensure the safety of all our guests, please note that all containers (backpacks, purses, etc.) must be x-rayed prior to entry.

## Arriving by Air

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The Education Center is approximately 30 to 45 minutes from both LaGuardia and JFK airports. Cab fare from LaGuardia Airport to the Education Center is approximately \$35-\$40. Cab fare from Kennedy Airport to the Education Center is a flat fee of \$45.

## Recommended Hotels

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The following hotels in the Education Center area offer special Learning Tree International rates:

### Doubletree Hotel - Financial District

8 Stone Street  
New York, NY 10004  
Tel: (212) 480-9100  
Fax: (212) 480-9200  
Toll Free: (800) 222-8733  
[www.nycfinancialdistrict.doubletree.com](http://www.nycfinancialdistrict.doubletree.com)

Please enter ID# 560026319 when making reservations online (under Special Accounts Section) or please provide this ID# when making reservations by phone at 1-800-222-8733.

### Gild Hall

A Thompson Hotel  
15 Gold Street  
New York, NY 10038  
Tel: (212) 232-7700  
Fax: (212) 425-0330  
[www.thompsonhotels.com](http://www.thompsonhotels.com)

### Best Western Seaport Inn

33 Peck Slip  
New York, NY 10038  
Toll Free: (800) 468-3569  
[www.seaportinn.com](http://www.seaportinn.com)

Reservations should be made directly with the hotels. To obtain special rates, please ask for the Learning Tree International attendee rate.

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## Restaurants and Other Facilities

The Lower Manhattan/Financial District area around the Education Center offers numerous choices for dining, shopping and entertainment.

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## Training Schedule

Registration on the first day of class is between 8:00 and 9:00 a.m. For most Learning Tree Courses, classes begin officially at 9:00 a.m. and end at 4:30 p.m. each day, except on the last day when classes end at 3:30 p.m. Professional Certification and College Credit exams begin at 3:45 p.m. on the last day. These exams typically take one hour or less. As some class schedules may vary slightly from this standard schedule, please refer to your confirmation letter for the exact schedule for your class.

Continental breakfast and refreshments are available each day for your convenience.

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## Need More Information?

Learning Tree International's staff is happy to assist you. We want your educational experience with us to be enjoyable and beneficial. Call us toll-free between the hours of 7:30 a.m. and 7:00 p.m. Eastern Standard Time.