



2015 Human Dimension Implementation Meeting

Warsaw, 21 September – 2 October 2015

SIDE EVENTS INFORMATION

Civil society, international organizations, governments and other registered participants of Human Dimension Meetings are encouraged to organize side events (SEs) on relevant Human Dimension issues.¹ Side events provide an opportunity for the participants to discuss issues that have not been fully covered during the working sessions, since only limited time is assigned to each of the topics. Side events are meant to facilitate informal discussions among representatives of governments, civil society and international organizations.

ODIHR will co-ordinate the organization of side events and make the necessary venue arrangements - chosen rooms will be booked free of charge for participants. The participants organizing a side event will be responsible for its logistics (catering, presentations and technical facilities, interpretations, financing etc.) and for its content.

The views expressed during the side events do not necessarily reflect the views of the OSCE.

NEW, ONLINE BOOKING SYSTEM OF SIDE EVENTS

To facilitate the registration of side events, this year ODIHR **introduced a new, on-line, booking system for side events**. The on-line system makes the booking process more efficient, more transparent and easier.

Before booking your SE you must read the terms & conditions below, the logistics information and the frequently asked questions. Please also refer to the document with instructions on how to book a side event step by step.

TERMS & CONDITIONS

1. The booking of side events is based on “**first come, first served**” basis.
2. To book a side event, the participants **must register for the meeting at <http://meetings.odihr.pl> first.**
3. **The first booking period will open on Tuesday, 21th of July, at 12.00 (CET) and will close on Friday, 7th of August, 23:59 (CET).**
4. One organization/participating State can book a maximum 3 side events for the meeting, in the capacity of the main organizer.
5. Once you enter the system and choose the date and time slot, you **have half an hour** (from the moment you open the slot) to enter all the requested information

¹ The Helsinki Document of 1992 (Chapter IV) called for increasing the openness of CSCE activities and expanding the role of NGOs. In particular, in paragraph (15) of Chapter IV the participating States decided to facilitate during CSCE meetings informal discussion meetings between representatives of participating States and of NGOs, and to provide encouragement to NGOs organizing seminars on CSCE-related issues.



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to make your preliminary booking. **Please SAVE your information. You will be able to edit your information later on, until the deadline.**

6. All information should be provided in English.
7. **All the fields in the booking form should be filled in**, otherwise the booking will not be accepted and confirmed by the system.
8. **Editing & changes by organizers are possible only until the deadline and/or before SUBMITTING the booking form.** No changes are possible after you SUBMIT the form or after the deadline, so please make sure you submit the correct information. Please SAVE your information each time you make a change.
9. To make a final and valid booking of your event, you **must press the SUBMIT button before the deadline expires.**
10. All bookings of side events **must be submitted by the deadline**, otherwise they will be automatically cancelled and the time slots freed for the next booking period.
11. **Only on-line booking is possible.** HDM Team will **NOT** pre-book/ book any slots for the participants of the conference.
12. In case there are any free slots after the first deadline, a **2nd booking period** will be open on **Thursday, 13th August at 12.00 (CET) and will close on Wednesday, 26th August, 23:59 (CET).** The same procedure applies also to the second booking period.
13. Should you wish to cancel a booking after the deadline, please contact the HDM team as soon as possible. Please note that late cancellation of pre-ordered, paid services will result in cancellation fees.
14. Side events schedule and overview will be published on the HDIM website a few days after the final deadline.

LOGISTIC INFORMATION

WHO? Side events can be booked and organized **only** by registered participants of the 2015 Human Dimension Implementation Meeting

WHEN? Side events can be organized, between 21 September – 25 September and 28 September - 1 October, in the following hours:

- lunchtime (13.00-15.00)
- evening (18.00-20.00)

On an exceptional basis, apart of side events, the working breakfasts may be organized during the HDIM, in following hours 8.00 - 09:50, between 22 September - 25 September and 28 September - 1 October. In order to book a working breakfast



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please contacts Mr. Irek Stepinski, ireneusz.stepinski@odihr.pl, tel. +4822520658, within the booking periods and in any case not later than 26th August. The bookings will be made also on the “first come, first served” principle.

WHERE? Meeting rooms are available **free of charge**:

Room	Layout	Capacity	Additional information
Meeting room 1	Round table	80 people	Not Available on 21 September
Meeting room 2	Round table	30 people	
Meeting room 3	Theatre style	50 people	
Meeting room “Opera”	Round table/Theatre style/Reception	100 people	
Plenary Hall	Round table	100 people around the table and 150 at the back rows	Not available on 21 September; a side event can be organized only between 13:30 and 14:30; simultaneous interpretation equipment, cabins and PPT + screens are free of charge.

HOW?

Please register first in the ODIHR Registration System (<http://meetings.odihr.pl>.) and then proceed with the side event booking. The rooms are free of charge, but all the additional expenses (technical equipment, interpretation, catering etc.) should be covered by the organizers. There is a possibility to arrange them through the ODIHR conference or venue service providers or at your own capacity. The content of the side events should respect the OSCE Human Dimension Commitments.

FREQUENTLY ASKED QUESTIONS

HOW WILL PEOPLE LEARN ABOUT THE SIDE EVENT?

ODIHR will inform the participants of the HDIM about the side events by posting information on the HDIM web-page a few days before the event starts. In addition, we will also lay out the SE schedule and overview paper copies at the registration desk and also show it, on a day by day basis, on screens inside the plenary hall and in the meeting foyer. If you wish, you can also prepare beforehand flyers with SE information and leave them on the display tables, outside the plenary hall.

IS TECHNICAL EQUIPMENT AVAILABLE?

You might wish to use some technical equipment for your SE (for example, interpretation equipment, power point, video + TV, microphones + speakers, etc.). Should you wish to



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do so, you might organize it in your own capacity or through the service provider – BSCAV. In that case you should insert your requirements into the booking form and the service provider will contact you to arrange it further.

Please note that all costs are at your expense. Simultaneous interpretation equipment is available free of charge, for side events organized only in the plenary hall.

IS INTERPRETATION POSSIBLE?

Interpretation services (simultaneous and consecutive) can be provided, upon request, **also at your expense**. You might organize it in your own capacity or through the ODIHR conference service provider – BSCAV. In case you wish to order the equipment through BSCAV, please insert your requirements into the booking form. You will find all the information & prices in the booking system.

HOW TO ORGANISE REFRESHMENTS?

Some organizers of SEs wish to offer refreshments/beverages to their audience. You might organize it in your own capacity or through the ODIHR conference venue provider – Sofitel Victoria hotel. In case you wish to use Sofitel Victoria hotel catering, please insert your requirements into the booking form. You will find all the information & prices in the booking system.

1ST BOOKING PERIOD

OPENING OF THE SYSTEM:

MONDAY, 21TH JULY, 12.00 (CET)

I DEADLINE FOR BOOKING:

FRIDAY, 7TH AUGUST, 23:59 (CET)

2ND BOOKING PERIOD

II OPENING OF THE SYSTEM:

THURSDAY, 13TH AUGUST, 12.00 (CET)

II DEADLINE FOR BOOKING:

WEDNESDAY, 26TH AUGUST, 23:59 (CET)