



## 2016 Human Dimension Implementation Meeting

Warsaw, 19 - 30 September 2016

### 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.<sup>1</sup> 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 - dedicated 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.

### ONLINE BOOKING SYSTEM OF SIDE EVENTS

To facilitate the registration of side events, last year ODIHR **introduced an online, booking system for side events**. The online system makes the booking process more efficient and more transparent.

Before booking your side event you must read the terms and 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 AND 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 FIRST for the meeting at <http://meetings.odihr.pl>**
3. **The booking period will open on Thursday, 18 August 2016 at 12.00 (CET) and will be closed on Sunday, 28 August 2016 (CET).**
4. One organization/participating State can book **a maximum of 2 (two) 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 the requested information to

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<sup>1</sup> 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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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 and 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 online booking is possible.** ODIHR 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 **2<sup>nd</sup> booking period** will be open on **Thursday, 1 September at 12:00 (CET) and will close on Sunday, 4 September 23:59 (CET)**. The same procedure applies 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 2016 Human Dimension Implementation Meeting

**WHEN?** Side events can be organized, between 19 to 23 and 26 to 29 September in the following hours:

- breakfast (8.15-9.45)
- lunchtime (13.00-14:45) (13:15-14:30 in the Plenary Hall)
- evening (18.00-19:45)



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**WHERE?** All meeting rooms are available **free of charge**:

Room	Layout	Capacity	Additional information
Meeting room 1	Round table	80 people	Not available on 19 and 30 September
Meeting room 2	Round table	30 people	
Meeting room 3	Theatre style	50 people	
Meeting room "Belvedere"	Round table/Theatre style/Reception	100 people	located on the first floor, access to daylight
Plenary Hall	Round table	100 people around the table and 150 at the back rows	Not available on 19 September; a side event can be organized <b>only between 13:15 and 14:30</b> ; 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 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 (through online booking system) 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 side events' 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 side event information and leave them on the display tables, outside the plenary hall. It is not allowed to distribute any leaflets in the plenary hall.

#### IS TECHNICAL EQUIPMENT AVAILABLE?

You might wish to use some technical equipment for your side event (for example, interpretation equipment, power point, video + TV, microphones + speakers, etc.). Should you wish to do so, you might organize it in your own capacity or through the service provider – BSCAV. In that case please state your requirements while booking your side event in the online booking system, and BSCAV will contact you ASAP to facilitate your order. **Please note that all costs are at your expense.** Simultaneous



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interpretation equipment is available free of charge only for side events organized in the Plenary Hall.

### **IS INTERPRETATION POSSIBLE?**

Interpretation services (simultaneous and consecutive) can be provided, upon request, **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 interpretation services through BSCAV, please state your requirements while booking your side event in the online booking system, and BSCAV will contact you to facilitate your order. You will find all the information and prices in the booking system and at HDIM 2016 website.

### **HOW TO ORGANIZE REFRESHMENTS?**

Some organizers of side events 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 state your requirements while booking your SE in the online booking system, and Sofitel-Victoria will contact you ASAP to facilitate your order. You will find all the information and prices in the booking system and at HDIM 2016 website.

### **1ST BOOKING PERIOD**

#### **I OPENING OF THE SYSTEM:**

**THURSDAY, 18 AUGUST, 12.00 (CET)**

#### **I DEADLINE FOR BOOKING:**

**SUNDAY, 28 AUGUST, 23:59 (CET)**

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### **2<sup>ND</sup> BOOKING PERIOD<sup>2</sup>**

#### **II OPENING OF THE SYSTEM:**

**THURSDAY, 1 SEPTEMBER, 12.00 (CET)**

#### **II DEADLINE FOR BOOKING:**

**SUNDAY, 4 SEPTEMBER, 23:59 (CET)**

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<sup>2</sup> Will be open only if any free slots will be available after the first booking period.