USER MANUAL FOR BOOKING SIDE EVENTS IN THE ODIHR CONFERENCE AND REGISTRATION SYSTEM

Below is a step-by-step guide on how to book a side event through the ODIHR Conference and Event Registration System. The manual includes some print screens, which are intended to help users to familiarize themselves with the graphic interface of the system. Please note that the information presented in the print screens is indicatory and might be subject to change.

GET READY FOR BOOKING

To create a profile, please visit https://meetings.odihr.pl and follow instructions on the page. Once your profile is created, you may register to attend the event at which you wish to organize a side event.

This is a condition for booking a side event online. If you need help with creating a profile or registering for an event, please consult our User Manual for Registration, available at https://meetings.odihr.pl/resources

Without a profile or if not registered for the event, you will only be able to view (by clicking the VIEW button) the status of side event rooms/times/slots (table with calendar), without the possibility to book.

BOOKING A SLOT

1.   If you would like to book a side event, click the 'BOOK' button and see which timeslots are free (screenshot below);
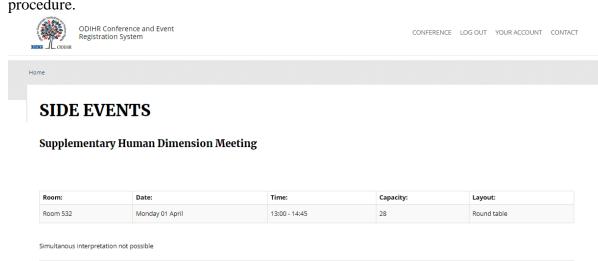
BELOW, PLEASE CHOOSE THE DATE AND THE SIDE EVENT ROOM IN WHICH YOU WISH TO ORGANIZE YOUR SIDE EVENT and proceed with the booking form.

Current Deadline: 2019-03-25 23:59

Day	Afteroon side events
	13:00 - 14:45
Monday 01 April	Bibliotheksaal (booked)
	Room 532
	Room 533
Tuesday 02 April	Bibliotheksaal
	Room 531 (booked)
	Room 532

2. Meanings of colors:
   - Green - free slots;
   - Blue - slots reserved (participants have entered the system and pre-booked the time slot but have not submitted yet);
   - Red – slots booked (participants have clicked the SUBMIT button, thus confirming their side event);

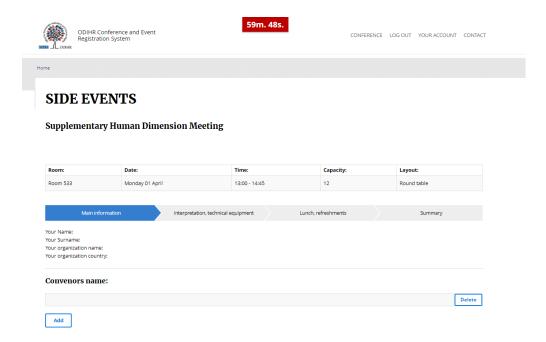3. Choose a free time slot (marked in green) and proceed with the booking procedure.

ODIHR Conference and Event Registration System

CONFERENCE   LOG OUT   YOUR ACCOUNT   CONTACT

Home

SIDE EVENTS

Supplementary Human Dimension Meeting

Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultanous interpretation not possible

Back   Book

4. Once you click on 'Book', you have 60 minutes to finish the booking procedure (see next page).

SIDE EVENTS

Supplementary Human Dimension Meeting

Room:	Date:	Time:	Capacity:	Layout:
Room 533	Monday 01 April	13:00 - 14:45	12	Round table

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary

Your Name:
Your Surname:
Your organization name:
Your organization country:

Convenors name:

	Delete

Add

PROVIDING DETAILS ABOUT THE SIDE EVENT

The side event booking is a four-step procedure.

STEP 1 - MAIN INFORMATION:

1. In the first section, (*Your Name, Your Surname, Your Organization Name, Your Organization Country – see below*) the user's organization details are filled in automatically from your account. If you would like to change any details or add a co-organizer for your side event, you can do this in the "*Convenors name*" section.

2. *Convenors name:*
   - The name of the organization (of the person using the booking system) appears here automatically;
   - If you want to delete or add an organizer, please use the *DELETE* or *ADD* button;
   - In order to change the order of organizers, use a mouse (*drag and drop function*).

3. *Person responsible for organizational details:*
   In this section, **please submit the contact details of the person who is responsible for the organization** of the side event and can be contacted by ODIHR or service providers <u>before and during</u> the conference.

4. *Room details:*
   In this section, please **provide the number of expected participants**.

5. *Title of the event* should be provided in English. Please make it **short, appealing**, and **relevant** to the topic of the conference, as this information will be visible in the "Side Events Schedule and Overview" document, to be published on the main event's webpage. Please note, that side events are intended to be held on topics related to the topic of the main event and provide an opportunity to participants to discuss issues that were not fully covered during the working sessions.

6. *Description of the event:*
   Please provide a short description of your side event, in English, no more than 2500 signs. This information will be available on the main event webpage in the "Side Events Schedule" document. If you have already the speakers of your side event, it is important that you add the names and whether they will be presenting in person or online.

7. *Working Language:*
   Choose (minimum one) language to be used during the side event.

SIDE EVENTS

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Tuesday 11 September	18:15 - 19:45	50	Round table

Round table layout for 50 participants

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary

(1)

Your Name:
Your Surname:
Your organization name:
Your organization country:

(2) Convenors name:

Non-Governmental Organization	Delete

Add

(3) Person responsible for organization details:

Name:*

Surname:*

Mobile phone:*

Email:*

(4) Room details:

Number of anticipated participants:*

Layout:

Time From:
18:15

Time To:
19:45

Information that will appear / be shown in the final schedule of side events to be distributed among pax

(5) Title of event:*

(6) Description of the event:*

(7) Working languages:*

☐ English   ☐ Russian   ☐ French   ☐ German   ☐ Italian   ☐ Spanish   Other:

* Required Fields

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STEP 2 – INTERPRETATION, TECHNICAL EQUIPMENT

Interpretation services can be provided upon request at the expense of the side event organizer. After successfully booking a side event slot, please refer to the OSCE Language Services Section: Andrea.Herzog@osce.org, Simona.Martusciello@osce.org, Laura.Capeller@osce.org for further information.

Should you wish to organize technical equipment or services please choose from the table the required equipment and services (if relevant). Please note that the role of ODIHR is only to provide your requirements to the service provider.

1. In the table, please choose the required equipment and services;

2. Then, if applicable, click the button *ADD PAYER*, and fill in the payer's data*;*

3. If there are multiple payers (for different services), please inform us about this in the dedicated "payer" field (*EDIT button),* stating who is paying for what;

4. If you <u>do not</u> require any of these services (no technical equipment / services needed or it is <u>not</u> organized through ODIHR), do not choose anything from the table AND please tick the appropriate checkboxes at the bottom, confirming your decision.

The prices and information about available technical equipment visible in the table below are exemplary and might be subject to change).

Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultanous interpretation not possible

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary

You might wish to organize the **simultaneous/consecutive interpretation and technical equipment for your side event.**

Should you wish to organize **simultaneous/consecutive interpretation services** please contact **ASAP** Ms. Friederike Schlegl at Friederike.Schlegl@osce.org, Head of OSCE Vienna Language Services. Please note that:

• All costs of interpretation are at your expense.

Should you wish to organize **technical equipment for your side event** (presentation laptop, screen or flipcharts), they are free of charge, but you should insert your requirements into the booking and HDM will pass the requirements to OSCE Vienna Conference Services.

Please note: In the payer part, please insert OSCE in each box (including the name, surname, phone and email), as OSCE will arrange the technical eqipment such as power point,, laptop, screen or flipchart

Component	Quantity	Price in PLN	Number	Amount
1. Flipchart	x	0.00	0	0.00
2. Laptop	x	0.00	0	0.00
			total: 0	0.00

[+ Add Payer]

For interpretation services, please contact **ASAP** Ms. Friederike Schlegl at Friederike.Schlegl@osce.org , Head of OSCE Vienna Language Services.

☐ **I confirm I will contact OSCE to arrange interpretation service.**
☐ **I confirm I do NOT need interpretation service.**

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STEP 3 –LUNCH, REFRESHMENTS:

Should you wish to organize the refreshments, please contact directly the catering provider as soon as you finish the side event booking:

- Joëlle Catering, Ms. Joelle Raverdy, info@joelle-catering.com, 0664 53 35 418
- Catering Kultur, office@cateringkultur.at, 0664 886 375 36
- M-Eventcatering, Ms. Ildiko Velastin, velastin@m-eventcatering.at, 408 89 05 23
- TipTopTable, Ms. Margit Köffler, office@tiptoptable.at, 0664 101 16 94
- Impact Catering Solutions, office@impacts.

The catering area provided by OSCE on 2nd floor, Vorsaal, provides space for a maximum of 80 persons and the catering area on 5th floor, Ratsaal foyer, for a maximum of 30 persons.

Please note that it is your responsibility to make the necessary payments and the service provider's responsibility to provide the requested services.

STEP 4 - SUMMARY (PAGE WITH ALL THE DETAILS OF YOUR BOOKING):

Room:	Date:	Tim **54m. 31s.**	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultanous interpretation not possible

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary

Below you will find a summary of your booking. Please read it carefully before submitting your side event. All changes must be done before the deadline.

Please save (SAVE button below) your data before logging out from the system and each time you make any changes.

Please submit (**SUBMIT** button below) the booking form **latest by:**   , otherwise the booking will be cancelled and all information lost.

Should you need to cancel a booking after the deadline, you must inform the HDM team at   and the respective service provider as soon as possible. Please note that late cancellation of pre-ordered services will result in cancellation fees.

SUMMARY

I confirm I do NOT need interpretation service.

I confirm there will NOT be any catering services needed for this side event (NO REFRESHMENTS OFFERED).

[Prev] [Save]

☐ I confirm I have read the Side Event Information document and agree to the terms and conditions of Side Event Booking System. I confirm that, acting in capacity of a participant of the Supplementary Human Dimension Meeting, I consent to: processing of my personal data by the Office for Democratic Institutions and Human Rights of Organization for Security and Co-operation in Europe with its registered office in Warsaw, 10 Miodowa Street, and to the delivery of the data to OSCE Conference and Language Services. The data will be delivered for the purpose of rendering by said entities the additional services related to side events such as organization of technical equipment (if requested). I declare that I know the right to inspect, change and demand discontinuation of processing of my personal data. I give the data voluntarily.

[Submit]

1. On this page you will find a summary of your booking. **Please read it carefully and SAVE all information within the available time** (you can check the countdown clock in the upper part of the page).

2. Below the summary, you have the following options:
   - **Saving your data (SAVE button)**: You MUST do this within the available time; otherwise your data will be lost. If you click the SAVE button, you will **pre-book** a side event. After saving your data, you will still have the possibility to edit it, up until the booking deadline (the slot will be marked blue in the side event list). If any changes are made, please always remember to click the SAVE button;

   - **Submitting your booking (by clicking the SUBMIT button):** Click the SUBMIT button only if you do not plan any further changes and if you want to make a **final** booking. Your event can remained saved but not submitted until you are ready with all the details to finalize it. This can be even a day before the final side event booking deadline. However, after you SUBMIT, you will **not** be able to edit your booking further, and the booking will be final.

In any case, **you must SUBMIT your booking before the booking deadline**, otherwise, all your data will be automatically released. Once you have pressed submit, the slot will be marked red (booked) in the list.

In case of any issues or questions concerning the booking of side events, please use the contact form at http://meetings.odihr.pl/contact.html or write directly to hdmeetings@odihr.pl