

ODIHR HDS Document Preparation Guidelines

Last updated 17 April, 2013

Please submit your document to the Documentation Desk no later than 30 minutes before the start of the Working Session for which it is intended. This provides the staff with enough time to make copies and get them to the interpreters. Failure to submit your document ahead of time will prevent the interpreters from translating it during the Working Session.

Documents will be published to the distribution system and website in the order received; depending on the number of items received, this may take several hours.

Statements should be submitted in **only one** of the following formats:

- electronic file at the Documentation Desk
- email attachment to hds@odihhr.pl
- paper copy

Please do not submit your document in more than one format.

Only materials received from participants who are both registered **and** present at the conference will be accepted for publication. Please submit your document under exactly the same name/organization with which you registered; failure to do this will delay or prevent publication.

Please submit documents in clean, readable versions- handwritten documents will **NOT** be accepted for publication. Acceptable electronic formats are MS Word or Adobe PDF. Paper copies of documents should be clear and readable- the documents are scanned using OCR technology, so if the text is not in a clear font or format, this ruins the quality of the scan and delays publication. Recommended font size is 12.

Clearly identify recommendations in your document and specify to whom they are directed (delegation, NGO, OSCE, ODIHR). This will ensure that they are properly grouped in the compilation of recommendations. If recommendations are not clearly marked and identified, this will prevent a comprehensive and accurate compilation of recommendations in the final summary.

Please check your document for errors **before** submitting it. Replacing documents acutely delays publication. Even if corrections are submitted soon after the error is identified, the revision won't be re-published until other submitted documents have been processed.

The deadline for publishing documents in the distribution system or on the website is (one week after the end of the closing plenary session). Please submit all documents intended for publication by then to allow staff enough time to edit the complete set of recommendations and create the consolidated summary. Documents or revisions received after this deadline will not be accepted for publication.

Please submit documents, revisions, questions, or concerns directly to the ODIHR Records Manager at hds@odihhr.pl