![OSCE]

Supplementary Human Dimension Meeting
Online, 9-10 November 2020

SIDE EVENTS BOOKING INSTRUCTIONS

Below please find step-by-step instructions on how to book a side event using ODIHR Conference and Event Registration System. The instructions include some print screens, which are intended to help users 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

Please sign up first for the meeting at: http://meetings.odihr.pl. This is a condition for booking a side event online. If you need help with the sign up procedure, please consult the User Manual for Registration, available at https://www.osce.org/odihr/shdm_3_2020.

For users without a profile or who have not yet signed up for the event:

1.   After opening of the booking system 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.

2.   If you would like to book a side event, please sign up first for the Supplementary Human Dimension Meeting at http://meetings.odihr.pl.

For signed up users:

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;

Supplementary Human Dimension Meeting
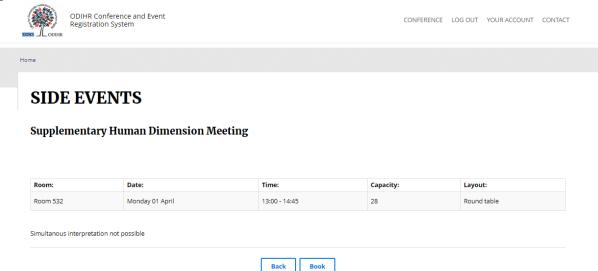Online, 9-10 November 2020

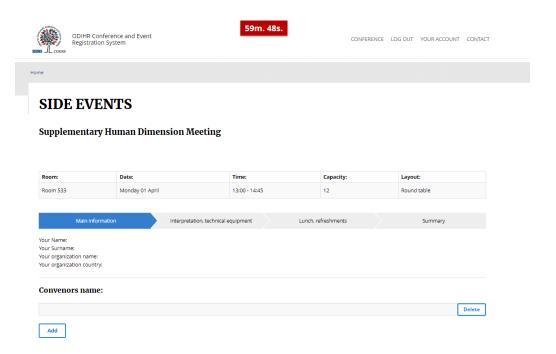- **Blue** - slots reserved (participants have entered the system and pre-booked the time slot but have not submitted yet);
- **Red** – slots booked (participants have clicked the SUBMIT button, thus confirming their side event);

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

4. Once you click on 'Book', you have 60 minutes to finish the booking procedure.

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SIDE EVENT BOOKING PROCEDURE

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 before and during the conference.

4. *Room details:*
   In this section, please **provide the number of expected participants (preferred layout** is not relevant for online events and can be left empty). Please note that number of participants cannot be greater than the event capacity.

5. *Title of the event* should be provided in English. Please make it **short and appealing**, as this information will be visible in the "Side Events Schedule" document distributed to the participants in the conference.
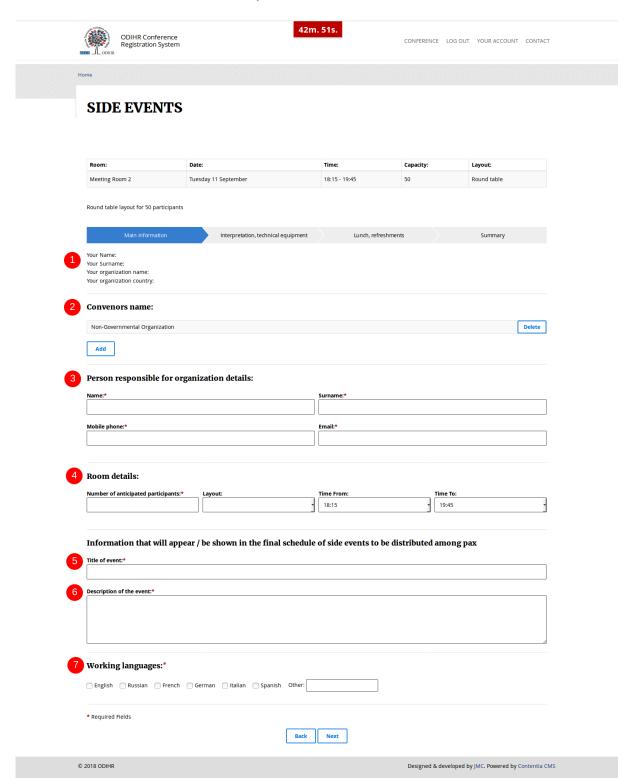
6. *Description of the event:*
   Please provide a short description of your side event, in English, no more than 2500 signs. This information will be available on the SHDM webpage in the "Side Events Schedule" document.

7. *Working Language:*
   Choose (minimum one) which of the six OSCE languages (English, German, French, Italian, Russian or Spanish) will be used during the side event.

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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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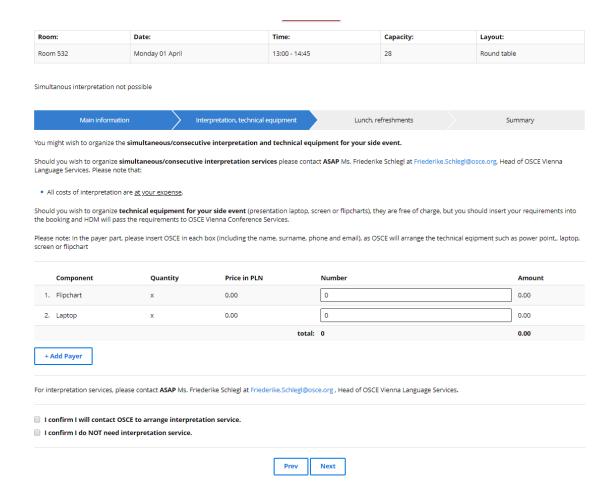
STEP 2 - INTERPRETATION

Interpretation services can be provided upon request at the expense of the side event organizer (please note that the prices are in EUR and are indicative). After successfully booking a side event slot, please refer to the OSCE Language Services Section: Friederike.Schlegl@osce.org, Simona.Martusciello@osce.org, Laura.Capeller@osce.org for further information.
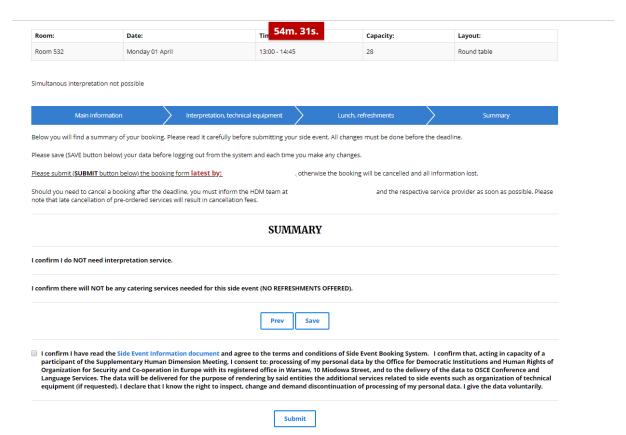
Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

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 <u>at your expense</u>.

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:

This step is not relevant for online events, but remains part of the booking process due to technical reasons. To proceed to the next step, please confirm that there will not be any catering services needed for your side event.

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

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 right corner).

2. Below the summary, you have the options of:
   - **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. 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 erased and your side event will not be booked. Once you have pressed submit, the slot will be marked red (booked) in the list.

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In case of questions, please contact Ms. Justyna Pazura at Justyna.Pazura@odihr.pl.