



Human Dimension Implementation Meeting Warsaw, 24 September – 4 October 2013

INFORMATION FOR ORGANIZERS OF SIDE EVENTS

NGOs, governments, and other participants are encouraged to organize side events 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, NGOs and international organizations. ODIHR will co-ordinate side events organization and make necessary logistical arrangements. The organization convening a side event will be responsible for its content, which will not necessarily reflect the views of the OSCE.

Practical information for side events organizers

When? 23 September – 3 October, lunchtime (13.00-15.00) and in the evening (18.00-20.00 – **except for 23 September**)
No HDIM activities on 28th (Saturday) and 29th (Sunday) September.

Where? Up to four meeting rooms are available **free of charge**:

Meeting room 1: Layout: “Round table” arrangement. Capacity: 80 people (**not available on 23 September at lunchtime**)

Meeting room 2: Layout: “Round table” arrangement. Capacity: 30 people.

Meeting room 3: Layout: “Theatre style” arrangement. Capacity: 50 people.

Plenary Hall: Layout: “Round table” arrangement. Capacity: 100 people around the table and 150 at the back rows. This room is **not available on 23 September**. *Simultaneous interpretation equipment (only) is available free of charge during side events organized in the Plenary Hall.* Please also note that a side event can be organized in the Plenary Hall **only between 13:15 and 14:45, while evening arrangements are not possible.**

How will people learn about the event? ODIHR will inform the participants of the HDIM about your side event by posting information on the HDIM web-page few days before the Meeting starts. In addition, we will also include the schedule and description of side events into participants’ packs and put an announcement on the notice board at the HDIM premises. If you wish, you can also prepare flyers with information and leave them on display tables.

Technical equipment? You might wish to use some technical equipment for your event (for example, overhead projector, power point, video + TV, microphones + speakers, etc.) Please let us know in advance what kind of equipment you need so that we could rent it at your expenses. Please find the attached pricelist for additional services.

Interpretation? Interpretation services can be provided upon request at your expense. ODIHR will put you in touch with the interpretation agency in this regard.

Refreshments? Some organizers of side events wish to offer refreshments (sandwiches, soft drinks, water, coffee, tea, etc.) to their audience. If you wish to do so, we can organize it, at your expense. Cost is the equivalent of approx. 15 EUR (55 Polish Zloty) per person, to be paid on the spot to Hotel Sofitel-Victoria.

ODIHR requirements

For timely inclusion of the side events schedule into participants’ pack, please complete the checklist form below and submit it **before Wednesday, 11 September 2013** to Ireneusz.Stepinski@odihr.pl

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.

CHECKLIST FOR ORGANIZERS OF SIDE EVENTS - HDIM 2013

Your name, organization & website	
Your preferences on date and time of the event (upon availability)	
Number of participants	
Venue/Room layout (pls. see the setting: roundtable, theatre)	
Title of your event	
Name of conveying organization(s)	
One-two paragraphs description of your event – no more than half A4 page (<i>Please note, this text will be included into the Overview of Side Events to be distributed among the participants of the HDIM</i>)	
Working languages	
Do you need interpretation and /or technical equipment? If yes, please specify your needs. (please see attached contractor price list for additional services)	
Do you wish to offer lunch/refreshments? For how many people?(<i>55PLN (approx. 15 Euro) x nr. of orders</i>)	
Special catering	
Name of contact person (incl. tel/fax/e-mail)? PR/PRs nr./nrs. for equipment & catering orders (only for OSCE Field Operations & Institutions)	
Any other information that might be useful for ODIHR. Who will make necessary payments (if applicable), etc.?	

Please be advised that late cancellation of ordered services may result in cancellation fees.

Contact person: Ireneusz Stepinski (+48-22-5200- 658), e-mail : Ireneusz.Stepinski@odihr.pl