

Warsaw, 11-22 September 2017

## SIDE EVENTS BOOKING INSTRUCTIONS

Below please find step-by-step instructions on how to book a side event in the online side event booking system. You will also find below the print screens that should help you to familiarize with the system before its opening. Please note that the information visible on the print screens is indicatory and might be subject to change.

## **GET READY FOR BOOKING**

Please register first for the meeting at: <u>http://meetings.odihr.pl</u>. This is a condition for booking a side event online.

#### For non-registered participants:

- 1. If you have <u>not</u> registered yet, 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), <u>without</u> the ability to book possibility. "Green" rooms are free, while "red" rooms have already been booked.
- 2. If you would like to book a side event, please register first for the 2017 Human Dimension Implementation Meeting at <u>http://meetings.odihr.pl</u>.

#### For registered participants:

- 1. If you have already registered for the meeting in the ODIHR online registration system (<u>http://meetings.odihr.pl</u>), after opening of the side event booking system, click the *BOOK* button and see which rooms/times/slots are free (table with calendar);
- 2. Meaning of colors:
- Green free rooms;
- Blue rooms booked (participants have entered the system and pre-booked the time slot but have not submitted yet);
- Red booked (participants have clicked the SUBMIT button, thus confirming their side event);





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3. After choosing a "green" room on the date/time slot of your preference, proceed to the details of the booking;

OSCE/ODIF Registration	HR Conference System		Conferences	Log Out	Your Accou
	SIDE E	VENTS			
	Human Dimension Im	plementation Mee	ting	49	
Room:	Human Dimension Im	plementation Mee	Capacity:	Lay	out:
Room: Meeting Room 2	1442/177			Lay	17 P. 1

4. by clicking *BOOK* in this step, you have **30 minutes** (countdown clock in the upper right corner) to finish the four steps of your booking;



# **BOOKING SYSTEM**

## **STEP 1 - MAIN INFORMATION:**

- 1. In the first section (*Your Name, Your Surname, Your Organization Name, Your Organization Country see below*) the organization of the registered participant filling in the form is added automatically. If you would like to change it or add a co-organizer for the side event, you can do this in the "*Convenors name*" section.
- 2. Convenors name:
  - The name of the organization (of the person filling in the form) 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 the mouse (*drag and drop function*).
- 3. Person responsible for organization details:

In this section, **please submit the contact details of the person that 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.



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4. Room details:

In this section, please **provide the number of expected participants** and **preferred layout** (if relevant). Please note that number of participants cannot be greater than the room 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 half of an A4 page. This information will be visible in the "Side events schedule" document distributed to the participants in the conference.

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.

	SIDE E Human Dimension Im	VENTS	ting					
Room:         Date:         Time:         Capacity:         Layout:           Meeting Room 2         Monday 21 September         13:00 - 15:00         30         Round table								
Small, square meeting room with spa								
Main information	Interpretation, technical equipment	Lunch, refreshment	s	Summary				
Your Name: test								
Your Surname: test Your organization name: test								
Your organization name: test Your organization country: Poland								
Convenors name:	_							
test	(Delete)							
add								
Person responsible for organization	on details:							
Name:	Surname:							
Mobile phone:	Email:							
Room details:		•						
Number of anticipated participants:	Layout:	•						
	shown in the final schedule of side e	events to be distributed am	ong pax					
Title of event:								
Description of the event:								
				1.				
Working languages:								
English French German	📄 Italian 📄 Russian 📄 Spanis	h Other:						



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#### **STEP 2 - INTERPRETATION, TECHNICAL EQUIPMENT:**

Should you wish to organize technical equipment or services through the ODIHR conference services provider – BSCAV – please choose from the table the required equipment and interpretation services. *Please note that the role of ODIHR is only to provide your requirements to the service provider, who will contact you after the booking is made. It is your responsibility for payments and the service provider's responsibility for the provision of requested services.* 

- 1. In the table, please choose the required equipment and services;
- 2. Then, click the green button ADD PAYER, as you must 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). The valid prices are available on 2016 HDIM website.

Meeting Room 2       Menday 21 September       13:00-15:00       30       Reund table         Simul, square meeting room with space for catering and interpretation       Main (information)       Interpretation (information)       Curch, refreshments       Summary         Main information       Interpretation (information)       Interpretation equipment, power point, video 4 TV, microphones 4 more one spacety or through the ODHRI conference service provider.       Summary         Total might with to use some technical equipment for your side event - for example interpretation equipment, power point, video 4 TV, microphones 4 more than observed provider.       Second 2000 (information)       Summary         Total might with to use some technical equipment for your side event - for example interpretation equipment, power point, video 4 TV, microphones 4 more than observed provider.       Second 2000 (information)       Summary 2000 (information)       Summary 2000 (information)         Total might with to use some a possible for the deading, your must inform the HDP team and the service provider.       Second 2000 (information)	_		Human Dimension	-				
<page-header><page-header><text><text><text></text></text></text></page-header></page-header>		Room: Meeting Room 2	Date: Monday 21 September	Time: 13:00 - 15:00			Round	table
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Component         Quantity         Pfice in Simulaneous interpreting POREIGN - FOREIGN (EN, DE, FR, RUS; ES, TF, UKR, SERR_CRCAT)         block of up to 4 hours         600.00         0         0.00           3.         Consecutive interpreting POREIGN - FL         block of up to 4 hours         600.00         0         0.00           3.         Simultaneous interpreting POREIGN - FL         block of up to 4 hours         600.00         0         0.00           4.         Simultaneous interpreting POREIGN - FL         block of up to 4 hours         2000.00         0         0.00           5.         Simultaneous interpreting POREIGN - FL         block of up to 4 hours         2000.00         0         0.00           6.         Simultaneous interpreting POREIGN - FL         block of up to 4 hours         2000.00         0         0.00           7.         Interpretars cabin         1         200.00         0         0.00         0.00           8.         Sound system with 3 microphones         1         450.00         0         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.	Pleas side e Shoul- cance	e note that all costs are at you wents organized in the Plenary Hal d you need to cancel a booking aft llation of pre-ordered services will	r expense. Simultaneous interpre il. er the deadline, you must inform t result in cancellation fees.	tation equipment, cabins and P he HDM team and the service	PT + screen	s are availab	le free of charg	je, only f
Consecutive interpreting FOREIGN - FOREIGN (S), E, FR, RUS,         block of up to 4 hours         800.00         0         0.00           2.         Consecutive interpreting FOREIGN - PL         block of up to 4 hours         600.00         0         0.00           3.         Simultaneous interpreting FOREIGN - PL         block of up to 4 hours         200.00         0         0.00           4.         Simultaneous interpreting FOREIGN - PL         block of up to 4 hours         200.00         0         0.00           5.         Simultaneous interpreting FOREIGN - PL         block of up to 4 hours         200.00         0         0.00           6.         Simultaneous interpreting FOREIGN - PL         block of up to 4 hours         200.00         0         0.00           6.         Simultaneous interpreting FOREIGN - PL         block of up to 4 hours         200.00         0         0.00           6.         Simultaneous interpreting FOREIGN - PL         block of up to 4 hours         200.00         0         0.00           7.         Interpreters cain         1         200.00         0         0.00         0.00           8.         Sound system with 4 microphones         1         450.00         0         0.00         0.00         0.00           1.         Sound s	All pri						1	
2     Consecutive interpreting FOREIGN - PL     block of up to 4 hours     600.0     0     0.00       3     Simultaneous interpreting FOREIGN (PS, FR, RUS)     block of up to 4 hours     200.00     0     0.00       4     Simultaneous interpreting FOREIGN (PS, FR, RUS)     block of up to 4 hours     200.00     0     0.00       5.     Simultaneous interpreting FOREIGN - PL     block of up to 4 hours     200.00     0     0.00       6.     Simultaneous interpreting FOREIGN - PL     block of up to 4 hours     200.00     0     0.00       6.     Simultaneous interpreting FOREIGN - PL     block of up to 4 hours     200.00     0     0.00       6.     Simultaneous interpreting FOREIGN - PL     block of up to 4 hours     200.00     0     0.00       7.     Simultaneous interpreting roter of to persons     system for 100 person     100.00     0     0.00       7.     Interpreters calin     1     250.00     0     0.00     0.00       8.     Sound system with delegates' microphones     11     450.00     0.00     0.00       10.     Sound system with delegates' microphones for 100 person     1100.00     0     0.00       11.     Sound system with delegates' microphones for 100 person     100.00     0     0.00       12.     So							T	Amount
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n.         interpretary         1.000         0         0.000           5.         Simultaneous interpretation system for 100 persons         system for 100 persons         100.000         0.000         0.000           6.         Simultaneous interpretation system for 100 persons         system for 100 persons         100.000         0.000         0.000           7.         Interpretars cabin         1         250.00         0.000         0.000           8.         Sound system with 2 microphones         1         450.00         0.000         0.000           10.         Sound system with 3 microphones for 50 people         1         800.00         0.000         0.000           11.         Sound system with delegates' microphones for 50 people         1         800.00         0.000         0.000           12.         Screen and multimedia projector         1         800.00         0.000         0.000           13.         Screen, multimedia projector and computer         1         800.00         0.000         0.000           14.         TV montry with multi-system video casette player         1         800.00         0.000         0.000           15.         Sound audo CD-ROM recording, original version         per event         100.00         0.000				interpreters)				
Simultaneous interpretation system for 100 persons         system for 100 persons         100.00         0         0.000           7.         Interpretars cabin         1         25.00         0         0.000           8.         Sound system with 2 microphones         1         45.00         1         450.00           9.         Sound system with 2 microphones         1         450.00         0.000         0.000           10.         Sound system with 2 microphones         1         450.00         0.000         0.000           10.         Sound system with delegates' microphones for 50 people         1         100.00         0.000         0.000           11.         Sound system with delegates' microphones for 50 people         1         600.00         0.000         0.000           12.         Screen and multimedia projector         1         600.00         0.000         0.000           13.         Screen and multimedia projector and computer         1         400.00         0.000         0.000           14.         TV montor with multi-system vide casette player         1         100.00         0.000         0.000           15.         Sound audo CD-ROM recording, original version         per event         100.00         0.000         0.000         <			-	interpreters)				
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B         Sound system with 2 microphones         1         450.00         1         450.00           9.         Sound system with 3 microphones         1         500.00         0.00         0.00           10.         Sound system with delegater microphones for 100 people         1         800.00         0.00         0.00           11.         Sound system with delegater microphones for 100 people         1         600.00         0.00         0.00           12.         Screen and multimedia projector         1         600.00         0.00         0.00           13.         Screen, multimedia projector and computer         1         800.00         0.00         0.00           14.         TV monitor with multi-system video cassette player         1         400.00         0.00         0.00           15.         Overfead projector         per event         100.00         0.00         0.00           16.         Sound auge coording, original version         per event         100.00         0.00         0.00           17.         Sound auge Co-RoM recording, original version         per event         100.00         0.00         0.00           18.         Video cassette player         1         1         0.00         0.00         0.00         <								
Sound system with 3 microphones         1         500.00         0.000           10.         Sound system with delegates' microphones for 50 people         1         800.00         0.000         0.000           11.         Sound system with delegates' microphones for 50 people         1         800.00         0.000         0.000           12.         Screen and multimedia projector         1         800.00         0.000         0.000           13.         Screen and multimedia projector         1         800.00         0.000         0.000           14.         TV monitor with multi-system video cassette player         1         800.00         0.000         0.000           15.         Overhead projector         1         100.00         10.000         0.000           16.         Sound tape recording, original version         per event         200.00         0.000         0.000           16.         Sound audio CD-ROM recording, original version         per event         200.00         0.000         0.000           16.         Sound audio CD-ROM recording, original version         per event         200.00         0.000         0.000         0.000         0.000         0.000         0.000         0.000         0.000         0.000         0.000         0.000 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
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11.         Sound system with delegates' microphones for 100 people         1         1500.00         0         0.00           12.         Screen and multimedia projector         1         600.00         0         0.00           13.         Screen, multimedia projector and computer         1         800.00         0         0.00           14.         TV monitor with multi-system video cassette player         1         800.00         0         0.00           15.         Overhead projector         1         100.00         1         0.00           16.         Sound audio CD-ROM recording, original version         per event         100.00         0         0.00           17.         Sound audio CD-ROM recording, original version         per event         200.00         0         0.00           18.         Video cassette player         1         0.00         0         0.00         0.00           19.         Screen 2.2 (m)         1         60.00         0         0.00         0.00           20.         Technical (set up, service, dismatile)         1 per event         10.00         0.00         0.00           20.         Technical (set up, service, dismatile)         1 per event         0.00         0.00         0.00         0				1				
12.         Screen and multimedia projector         1         600.00         0         0.00           13.         Screen, multimedia projector and computer         1         800.00         0         0.00           14.         TV monitor with multi-system video casette player         1         400.00         0         0.00           15.         Overhead projector         1         400.00         1         00.00           16.         Sound tape recording, original version         per event         100.00         0         0.00           17.         Sound audio CD-ROM recording, original version         per event         200.00         0.00         0.00           18.         Video casette player         1         0.00         0.00         0.00           19.         Sound audio CD-ROM recording, original version         per event         200.00         0.00         0.00           10.         Societa 2.2 (m)         1         0.00         0.00         0.00         0.00           20.         Technicaln (ster up, service, dismantile)         1 per event         10.00         0.00         0.00           21.         Uvideo recording         1         500.00         0.00         0.00         0.00         0.00         0.00<				1				
13.         Screen, multimedia projector and computer         1         880.00         0         0.00           14.         TV monitor with multi-system video cassette player         1         400.00         0         0.00           15.         Overhead projector         1         100.00         1         100.00           16.         Sound taple recording, original version         per event         200.00         0.00         0.00           17.         Sound audio CO-R-OM recording, original version         per event         200.00         0.00         0.00           18.         Video cassette player         1         70.00         0.00         0.00           19.         Screen 2 x 2 (m)         1         60.00         0.00         0.00           20.         Techniclan (set up, service, dismantile)         1 per event         100.00         0.00         0.00           20.         Techniclan (set up, service, dismantile)         1 per event         50.00         0.00         0.00           21.         Uvideo recording         1         50.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         <				1				
Image: Description         Image:	13.			1	800.00	0		0.00
Sound tape recording, original version         per event         100.00         0.00         0.00           17.         Sound audio CD-ROM recording, original version         per event         200.00         0.00         0.00           18.         Video cassette piayer         1         70.00         0.00         0.00           19.         Screen 2.x2 (m)         1         60.00         0.00         0.00           20.         Technican (set up, service, dismantle)         1 per event         10.00         0.00         0.00           21.         Video recording         1         500.00         0.00         0.00           22.         DVD piayer         1         70.00         1         70.00	14.	TV monitor with multi-sy	stem video cassette player	1	400.00	0		0.00
Sound audio CD-ROM recording, original version         per event         200.00         0.00         0.00           10.         Video cassette player         1         70.00         0.00         0.00           10.         Screen 2 x 2 (m)         1         60.00         0.00         0.00           20.         Screen 2 x 2 (m)         1         60.00         0.00         0.00           20.         Technican (set up, service, dismantite)         1 per event         10.00         0.00         0.00           21.         Video recording         1         500.00         0.00         0.00           22.         DVD player         1         70.00         1         70.00	15.	Overhead	1 projector	1	100.00	1		100.00
Video cassette piever         1         70.00         0.00           19.         Screen 2 x 2 (m)         1         60.00         0.00           20.         Technician (set up, service, dismantle)         1 per event         150.00         0.00           21.         Video recording         1         500.00         0.00         0.00           22.         DVD piever         1         70.00         1         70.00	16.	Sound tape record	ing, original version	per event	100.00	0		0.00
1         Screen 2 x 2 (m)         1         60.00         0.00           20.         Technician (set up, service, dismantle)         1 per event         150.00         0.00         0.00           21.         Video recording         1         500.00         0.00         0.00           22.         DVD player         1         70.00         1         70.00	17.	Sound audio CD-ROM n	ecording, original version	per event	200.00	0		0.00
Technician (set up, service, dismantle)         1 per event         150.00         0         0.00           21.         Video recording         1         500.00         0         0.00           22.         DVD player         1         70.00         1         70.00	18.	Video cas	sette player	1	70.00	0		0.00
Video recording         1         500.00         0         0.00           22.         DVD player         1         70.00         1         70.00	19.	Screen	2 x 2 [m]	1	60.00	0		0.00
22. DVD player 1 70.00 1 70.00	20.	Technician (set up,	, service, dismantle)	1 per event	150.00	0		0.00
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## **STEP 3 - LUNCH, REFRESHMENTS:**

Should you wish to order catering through ODIHR's service provider, please choose from the table the relevant required catering services. *Please note that the role of ODIHR is only to communicate your requirements to the service provider, who will contact you after the booking is made. It is your responsibility to make the necessary payments and the service provider's responsibility to provide the requested services.* 

- 1. In the table, please choose the required catering services;
- 2. Click the green 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, stating who is paying for what (*EDIT button*);
- 4. If you <u>do not</u> require any of these services (no catering offered or if catering 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 choice.

The prices and information about available catering, visible in the table below are exemplary and might be subject to change. The valid prices are available on 2017 HDIM website.

	Room:	Date:	Time:		Capacity:		iyout:
		onday 21 September	13:00 - 15:00		30	Rour	nd table
Small, squa	ire meeting room with space for cal	tering and interpretation					
	dain information	interpretation, technical equipment	Lunch, refresh	iments			
You might o requirement Please also services' qu Should you of pre-orde	hizers of side events wish to offer n organize it in your own capacity or i to into the booking form. You will fil note that ODIHR facilitates the ord ality and delivery - on the service j wish to cancel a booking after the red services will result in cancellati ited are in Polish zloty. They might	through the ODIHR conference's nd all the information & prices b er through the booking only. The provider. deadline, you must inform the H on fees.	venue provider – Sofitel elow. Please note that a whole responsibility for DM team and the service	all costs are the order lay e provider as	s on the or	xpense. ganizer and on	for the
	Name	Descr	iption	Price per person in PLN		1	Amour
1.	Mineral water	0.331		10.00	10		100.00
2.	Coca-cola	Price per can		13.00	10		130.00
з.	Juice	200 ml		13.00	0		0.00
4.	Coffee	Cup		16.00	10		160.0
5.	Теа	Cup		16.00	10		160.0
6.	Polish Beer	0,33		15.00	0		0.00
7.	White wine	150 ml		22.00	0		0.00
8.	Red wine	150 ml		22.00	0		0.00
9.	Sparkling wine	0,75 1		150.00	0		0.00
10.	ngoing coffee break for the whole s event/per person (including coffee/tea/mineral water/	per day		35.00	0		0.00
11. Sa	ndwich lunch (2 sandwiches, juice, coffee, tea, mineral water)			25.00	0		0.00
12.	Cold salad + beverage	E.g. mixed vegetable + 200 ml	bread, butter + juice	25.00	0		0.00
13.	Soup			16.00	0		0.00
14.	Hot dishes + beverage	E.g. dumplings with cal champignons, fillet of s bread + juisce 200 ml	almon with herbs,	59.00	0		0.00
15.	Hot sandwich			20.00	0		0.00
					t	otal: 40	550.00
[+ add p	ayer]	3					
test(test	test)	Edit Delete					
	ovider contact info saw Victoria						
Contact per Mr. Stanisła							
	etings™ Planner 22 657 82 05 Email: <u>stanislaw.kalin</u>	ski@sofitel.com					
Tel : + 48 .	22 657 82 05 Email: stanislaw.kalin	skiesontel.com					



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

JL.	Registration System				Conferenc	es L	og Out	Your A
	Humai	n Dimer	SIDE EVENTS		ing			
		Date: 21 Septemb	ar 1	Time: 3:00 - 15:00	Capac 30			out: d table
mall	square meeting room with space for catering a			5.00 - 15.00	50		Koun	1 CODIC
	square meeting room man space for catering e	in incorpre						
	Main information	etation, teo equipment	chnical	unch, refreshment	5	Su	ummary	
lease dease deau L dea ther hould	you will find a summary of your booking. Please save (SAVE button below) your data before log submit (SUBNIT button below) the booking for lime: 7th August _ 23:59 (CET), adline: 26 _Aaugust _ 23:59 (CET), wise the booking will be cancelled and all inform dy our neet to cancel a booking after the deadlif	nging out fro from <b>latest i</b> nation lost. ne, you mus	om the system. <b>1911</b> t inform the HDM team					
incel	llation of pre-ordered services will result in cano		SUMMARY					
	Exump	le	JOHMART				1	
				Quantit	/	Price in PLN	Number	Amount
1.	Consecutive interpreting FOREIGN - FOREIGN SERB_CROAT			block of up to		800.00	0	0.00
2.	Consecutive interpreting F Simultaneous interpreting FOREIGN - FOREIGI			block of up to block of up to 4		600.00	0	0.00
3.	SERB_CROAT			interprete	rs)	2000.00	0	0.00
4.	Simultaneous interpreting			block of up to 4 interprete	rs)	1300.00	0	0.00
5. 6.	Simultaneous interpretation syst			system for 50 system for 100		700.00	0	0.00
o. 7.	Interpretation syst		persona	system for 100	p.01.00/15	250.00	0	0.00
8.	Sound system with 2 mi			1		450.00	1	450.00
9. IO.	Sound system with 3 mi Sound system with delegates' micro		F0 papela	1		550.00 800.00	0	0.00
10.	Sound system with delegates' micro			1		1500.00	0	0.00
2.	Screen and multimedia	projector		1		600.00	0	0.00
.3. .4.	Screen, multimedia projecto			1		800.00 400.00	0	0.00
.4.	TV monitor with multi-system vi Overhead project		e player	1		100.00	1	100.00
6.	Sound tape recording, ori		n	per ever	ıt	100.00	0	0.00
7.	Sound audio CD-ROM recording		ersion	per ever	it	200.00	0	0.00
.8. .9.	Video cassette pla Screen 2 x 2 [n			1		70.00	0	0.00
20.	Technician (set up, service		)	1 per eve	nt	150.00	0	0.00
1.	Video recordin	9		1		500.00	0	0.00
22.	DVD player			1		70.00	1 total: 3	70.00 620.00
	Name		De	scription		Price per person in PLN	Number	Amount
1.	Mineral water	0.	33 I			PLN 10.00	10	100.00
2.	Coca-cola	Pr	ice per can			13.00	10	130.00
3.	Juice		10 ml			13.00	0	0.00
4. 5.	Coffee Tea	CL CL				16.00 16.00	10 10	160.00 160.00
5. 5.	Polish Beer	0,				15.00	0	0.00
7.	White wine	15	i0 ml			22.00	0	0.00
в.	Red wine		i0 ml			22.00	0	0.00
9.	Sparkling wine Ongoing coffee break for the whole side ever		0,751			150.00	0	0.00
0.	person (including coffee/tea/mineral wate	r/ PC	per day			35.00	0	0.00
1.	Sandwich lunch (2 sandwiches, juice, cake, c tea, mineral water)					25.00	0	0.00
.2. .3.	Cold salad + beverage Soup	E.	E.g. mixed vegetable + bread, butter + juice 200 ml		200 ml	25.00 16.00	0	0.00
4.	Soup Hot dishes + beverage	E.	E.g. dumplings with cabbage and champignons, fillet			59.00	0	0.00
	Hot condwich	of	salmon with herbs, bro	ad + juisce 200 ml		20.00		0.00
	SAVE before the t	ime ir	the upper	countdow	n clock	ends	total: 40	550.00
	Prev		Save Pri					
/ sut	bmitting the booking form, you confirm that you	have read	7			data you fill	ed in is co	rrect and
cura						,"		
I o do	onfirm I have read the Side Event Information of cument.	iocument a	nd agree to the terms a	ind conditions of Sid	e Event Book	ing System e	enlisted in	this
	-	$\rightarrow$	Submit					



Warsaw, 11-22 September 2017

- 1. On this page you will find a summary of your booking. <u>Please read it carefully and</u> <u>SAVE all information before the time ends</u> (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 before the times ends; otherwise your data will be lost. If you click the SAVE button, you will pre-book a side event, and now there is the possibility to edit it, up until the deadline (the slot will be marked blue in the side event room list). If any changes are made, please always remember to click the SAVE button;
- **Printing your booking (PRINT button):** If any changes are made, please always remember to click the SAVE button before printing the summary, so that data to be visible on the printout;
- **Removing you booking (DELETE button)**: This will cancel your booking and release this slot for other users;
- 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 it firther, and the booking will be final. We will now proceed with your booking and provide all your orders to the service providers, who will contact you with further information.

In any case <u>you must SUBMIT your booking before the deadline</u> as, otherwise, all your data will be automatically erased and your slot will be released as an open booking slot. Once you have pressed submit, the room will be marked red (booked) in the list, and you will no longer be able to edit or remove it.

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In case of questions, please contact Mr. Ireneusz Stepinski at Ireneusz.Stepinski@odihr.pl or +48 22 5200 658