



HUMAN DIMENSION
S E M I N A R

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 indicative and might be subject to change.

GET READY FOR BOOKING

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

For non-registered participants:

1. If you have not 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), without 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 Seminar at <http://meetings.odihr.pl>.

For registered participants:

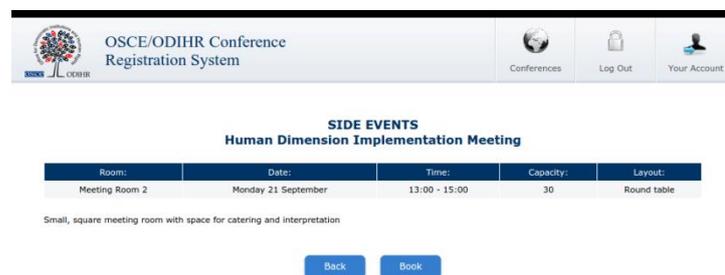
1. If you have already registered for the meeting in the ODIHR online registration system (<http://meetings.odihr.pl>), after opening of the side event booking system, click the *BOOK* button and see which rooms/times/slots are free (table with calendar);
2. Meaning of colors:
 - **Green** - free rooms;
 - **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);

BELOW, PLEASE CHOOSE THE DATE AND THE SIDE EVENT ROOM IN SOFITEL VICTORIA HOTEL IN WHICH YOU WISH TO ORGANIZE YOUR SIDE EVENT and proceed with the booking form.

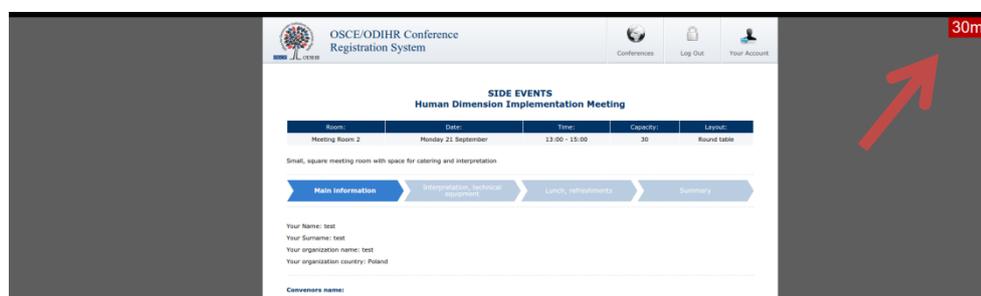
Deadline: 2015-08-07 23:59:00

Day	Side events		15.00 - 18.00	Side events	
	13.00	14.00		18.00	19.00
Monday 21 September	Meeting Room 2 Meeting Room 3 Opera				
Tuesday 22 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Wednesday 23 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Thursday 24 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Friday 25 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Monday 28 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Tuesday 29 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Wednesday 30 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Thursday 01 October	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	

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



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 **before and during** the conference.
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.

The screenshot displays the OSCE/ODIHR Conference Registration System interface. At the top, it shows the OSCE/ODIHR logo and the text "OSCE/ODIHR Conference Registration System". Navigation links for "Conferences", "Log Out", and "Your Account" are visible. The main heading is "SIDE EVENTS" followed by "Human Dimension Implementation Meeting".

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Progress bar: Main Information (selected) → Interpretation, technical equipment → Lunch, refreshments → Summary

1 Your Name: test
Your Surname: test
Your organization name: test
Your organization country: Poland

2 Convenors name:
test (Delete)

add

3 Person responsible for organization details:
Name: Surname:
Mobile phone: Email:

4 Room details:
Number of anticipated participants: Layout:

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

6 Description of the event:

7 Working languages:
 English French German Italian Russian Spanish Other:

Buttons: Back, Next

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 do not require any of these services (no technical equipment / services needed or it is not 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).



**OSCE/ODIHR Conference
Registration System**





SIDE EVENTS
Human Dimension Implementation Meeting

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Main information
Interpretation, technical equipment
Lunch, refreshments
Summary

You might wish to use some technical equipment for your side event - for example interpretation equipment, power point, video + TV, microphones + speakers, etc. Should you wish to do so, you might organize it in your own capacity or through the ODIHR conference service provider – BSCAV (contact information below). In that case you should insert your requirements into the booking form and the service provider will contact you to arrange it further. Please note that the role of ODIHR is to facilitate the order through the booking form. The whole responsibility for the order lays on the organizer of a side event, and for the services' quality and delivery - on the service provider.

Please note that all costs are at your expense. Simultaneous interpretation equipment, cabins and PPT + screens are available free of charge, only for side events organized in the Plenary Hall. Should you need to cancel a booking after the deadline, you must inform the HDM team and the service provider as soon as possible. Please note that late cancellation of pre-ordered services will result in cancellation fees. All prices listed are in Polish zloty. They might vary due to taxation and currency exchange rates fluctuation.

	Component	Quantity	Price in PLN	Amount
1.	Consecutive interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB, CROAT)	block of up to 4 hours	800.00	0.00
2.	Consecutive interpreting FOREIGN - PL	block of up to 4 hours	600.00	0.00
3.	Simultaneous interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB, CROAT)	block of up to 4 hours (2 interpreters)	2000.00	0.00
4.	Simultaneous interpreting FOREIGN - PL	block of up to 4 hours (2 interpreters)	1300.00	0.00
5.	Simultaneous interpretation system for 50 persons	system for 50 persons	700.00	0.00
6.	Simultaneous interpretation system for 100 persons	system for 100 persons	1000.00	0.00
7.	Interpreters cabin	1	250.00	0.00
8.	Sound system with 2 microphones	1	450.00	450.00
9.	Sound system with 3 microphones	1	550.00	0.00
10.	Sound system with delegates' microphones for 50 people	1	800.00	0.00
11.	Sound system with delegates' microphones for 100 people	1	1500.00	0.00
12.	Screen and multimedia projector	1	600.00	0.00
13.	Screen, multimedia projector and computer	1	800.00	0.00
14.	TV monitor with multi-system video cassette player	1	400.00	0.00
15.	Overhead projector	1	100.00	100.00
16.	Sound tape recording, original version	per event	100.00	0.00
17.	Sound audio CD-ROM recording, original version	per event	200.00	0.00
18.	Video cassette player	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
22.	DVD player	1	70.00	70.00
			total: 3	620.00

[+ add payer]

test(test test)
Edit
Delete

Service provider contact info
 BSC AV SP. z o.o.
 Contact person:
Ms. Katarzyna Piskorzcyk,
 Tel: +48 519 772 070
 Email: katarzyna.piskorzcyk@bscav.eu

I confirm I do NOT need interpretation service or I arrange them in my own capacity

I confirm I do NOT need interpretation technical equipment

Prev
Next

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**);

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



**OSCE/ODIHR Conference
Registration System**

 Conferences
 Log Out
 Your Account

SIDE EVENTS

Human Dimension Implementation Meeting

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

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.
Please submit (SUBMIT button below) the booking form latest by:
I deadline: 7th August, 23:59 (CET).
II deadline: 26 August, 23:59 (CET).
 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 and the service provider as soon as possible. Please note that late cancellation of pre-ordered services will result in cancellation fees.

Example

SUMMARY

No.	Description	Quantity	Price in PLN	Number	Amount
1.	Consecutive interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB_CROAT)	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 - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB_CROAT)	block of up to 4 hours (2 interpreters)	2000.00	0	0.00
4.	Simultaneous interpreting FOREIGN - PL	block of up to 4 hours (2 interpreters)	1300.00	0	0.00
5.	Simultaneous interpretation system for 50 persons	system for 50 persons	700.00	0	0.00
6.	Simultaneous interpretation system for 100 persons	system for 100 persons	1000.00	0	0.00
7.	Interpreters cabin	1	250.00	0	0.00
8.	Sound system with 2 microphones	1	450.00	1	450.00
9.	Sound system with 3 microphones	1	550.00	0	0.00
10.	Sound system with delegates' microphones for 50 people	1	800.00	0	0.00
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	400.00	0	0.00
15.	Overhead projector	1	100.00	1	100.00
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	0.00
18.	Video cassette player	1	70.00	0	0.00
19.	Screen 2 x 2 [m]	1	60.00	0	0.00
20.	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
total: 3					620.00

No.	Name	Description	Price per person in PLN	Number	Amount
1.	Mineral water	0,33 l	10.00	10	100.00
2.	Coca-cola	Price per can	13.00	10	130.00
3.	Juice	200 ml	13.00	0	0.00
4.	Coffee	Cup	16.00	10	160.00
5.	Tea	Cup	16.00	10	160.00
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 l	150.00	0	0.00
10.	Ongoing coffee break for the whole side event/per person (including coffee/tea/mineral water/)	per day	35.00	0	0.00
11.	Sandwich lunch (2 sandwiches, juice, cake, coffee, tea, mineral water)		25.00	0	0.00
12.	Cold salad + beverage	E.g. mixed vegetable + bread, butter + juice 200 ml	25.00	0	0.00
13.	Soup		16.00	0	0.00
14.	Hot dishes + beverage	E.g. dumplings with cabbage and champignons, fillet of salmon with herbs, bread + jusce 200 ml	59.00	0	0.00
15.	Hot sandwich		30.00	0	0.00
total: 40					550.00

SAVE before the time in the upper countdown clock ends

Prev

Save

Print

Delete

By submitting the booking form, you confirm that you have read and understood all terms and conditions and that all the data you filled in is correct and accurate.

I confirm I have read the [Side Event Information document](#) and agree to the terms and conditions of Side Event Booking System enlisted in this document.

Submit

SUBMIT before deadline expires (28 August)

1. On this page you will find a summary of your booking. **Please read it carefully and SAVE all information before the time ends** (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 further, 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 **you must SUBMIT your booking before the deadline** 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.

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