

**Supplementary Human Dimension Meeting
Child Trafficking
From Prevention to Protection
28 – 29 May 2018, Vienna**

CHECKLIST FOR ORGANIZERS OF SIDE EVENTS

Your name, organization and website	
Number of participants	
Title of your event	
Name of convening organization(s)	
One-two paragraphs describing your event (<i>Please note, this text will be posted on our website and included into the Overview of Side Events to be distributed among the participants of the Meeting</i>)	
Do you need technical equipment (laptop, PPT)? If yes, please specify your needs	
Working languages?	
Do you need interpretation (interpreters/equipment)?	
Do you need refreshments?	
Who will make necessary payments (if applicable)?	
Name of contact person (incl. tel/fax/e-mail)	
Any other information that might be useful for ODIHR	

Venue: Four side event rooms in Hofburg on Monday, May 28 (Rooms 532, 533, Ratsaal & Bibliotheksaal), and two on Tuesday, 29 May (531 & Ratsaal). Simultaneous interpretation is only possible in Room 533, Ratsaal & Bibliotheksaal.

Available time slots: Monday, 28 May, 13.00 – 15.00 and Tuesday, 29 May, 13.00-14.30. Requests are processed on a first come, first served basis, subject to availability of rooms.

Refreshments. After you have successfully booked a room for your side event, and if you wish to offer refreshments (sandwiches, soft drinks, water, coffee, tea, etc.) to you audience, **at your own expense**, you may contact:

- AuxDeuxFlore, Ms. Joelle Raverdy, raverdy.joelle@gmail.com, 0664 53 35 418
- Catering Kultur, office@cateringkultur.at, 0664 886 375 36
- M-Eventcatering, Ms. Ildiko Velastin, velastin@m-eventcatering.at, 408 89 05 23
- TipTopTable, Ms Margit Köffler, office@tiptoptable.at, 0664 101 16 94

Interpretation. Simultaneous/consecutive interpretation services can be provided upon request at your expense. After you have successfully booked a room for your side event and you wish to arrange for interpretation, please contact Ms. Friederike Schlegl at Friederike.Schlegl@osce.org , Head of OSCE Vienna Language Services.

Please submit the checklist by Monday, 21 May 23:59 (CET)

Contact person at ODIHR:

Mr. Ireneusz Stepinski at Ireneusz.Stepinski@odihr.pl