



THE 2009 HUMAN DIMENSION SEMINAR

*Strengthening the rule of law in the OSCE area,
with a special focus on the effective administration of justice*

WARSAW, 12 - 14 May 2009

TECHNICAL INFORMATION

1. The Seminar will be held in the hotel Novotel Centrum in Warsaw. The hotel is located in the centre of Warsaw (the map is attached) and has the following address:

Novotel Centrum Warsaw
Marszałkowska 94
Warsaw, Poland 00-510

The participants will have at their disposal a Conference Room for Plenary and Working Group Meetings as well as several smaller rooms for informal consultations.

2. The meeting will be interpreted into the six official OSCE languages: English, Russian, Spanish, Italian, French, and German.

3. Delegations will be provided with necessary facilities for the display and distribution of relevant publications, documents, and information materials.

4. Any participant wishing to distribute documents during the HD Seminar will have this possibility only through the Documents Distribution System (DDS). All documents submitted for distribution during the Seminar will be scanned, uploaded to the system and available electronically at the venue through a number of computer terminals. Participants will have the possibility to request for printed copies or send documents by e-mail. Additionally, documents distributed through the DDS can be sent to the OSCE Website. Limited photocopying facilities at the site of the Meeting will also be available.

5. Side events may be held in the course of the three days. Additional information on the content and objectives of any side event, as well as timing and duration will be made available shortly on the website of the Seminar.

6. Participants are kindly requested to contact the Seminar's Registration at the Novotel Centrum hotel before the opening Plenary Session. The Registration will be working during the Seminar days from 8 a.m. to 6 p.m. Advanced registration is recommended in order to avoid delays in issuing the Seminar badges and materials before the opening Plenary Meeting.

7. Delegations are invited to inform the ODIHR in advance of the need for technical equipment to be made available during the Seminar for presentation of audio-visual materials.

8. Appropriate facilities for non-governmental organizations as well as representatives of the media will also be arranged.

9. In order to assist the delegations with accommodations in Warsaw special Hotel Booking Forms for the recommended hotels are enclosed.

The ODIHR will be at the disposal of all delegations in any other matters related to the Seminar.