



SHDM, 12-13 July 2007

### CHECK-LIST FOR ORGANIZERS OF SIDE EVENTS

Your name, organization, and website	
Your preferences on date and time of the event	
Number of participants.	
Title of your event.	
Name of convening organization(s).	
One, two paragraph description of your event <i>(Please note, this text will be posted on our website and included into the Annotated Agenda of Side Events to be distributed among the participants of the Meeting).</i>	
Do you need technical equipment. If yes, please specify your needs.	
Working languages.	
Do you need interpretation and related equipment.	
In case if you would like to offer refreshments, we will put you in touch with the catering company in Vienna.	
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:** Two side event rooms (Segmentgalerie I & Bibliothekhsaal) in the Hofburg.

**Time:** Prior to the official opening session in the Neuer Saal, during the lunch break (12.07) and after sessions.

**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 will put you in touch with the catering company. The refreshment will be at your expenses.

**Interpretation.** Interpretation services can be provided upon request (only in Segmentgalerie) at your expenses.

**PLEASE SUBMIT TILL 02. 07.2007!**

Contact persons at ODIHR: Mr. Ireneusz Stepinski, tel.: +48-22-520 0600 (ext. 2136), e-mail: [ireneusz.stepinski@odihr.pl](mailto:ireneusz.stepinski@odihr.pl)