



Supplementary Human Dimension Meeting

HUMAN RIGHTS AND FUNDAMENTAL FREEDOMS IN ECONOMIC CRISIS

30 – 31 October 2014
Hofburg, Vienna

CHECKLIST FOR ORGANIZERS OF SIDE EVENTS

NGOs, governments, and other participants are encouraged to organize side events on relevant Human Dimension issues¹. Side events provide an opportunity for the participants to discuss issues that have not been fully covered during the working sessions since only limited time is assigned to each of the topics. Side events are meant to facilitate informal discussions between representatives of governments, NGOs and international organizations. SHDM participants actively used this opportunity in the past. ODIHR will co-ordinate side events organization and make necessary logistical arrangements in terms of booking of the rooms. The organizer of a side event will be responsible for its content as well as interpretation and refreshments costs (see details below). The OSCE cannot be held responsible for the views expressed during the events and the side events will not necessarily reflect the views of the OSCE.

Practical information for side event organizers

Requests are processed on a first come, first served basis, subject to availability of rooms.

Venue: Two rooms in Hofburg (201 and Ratsaal), the cost of renting is covered by OSCE.

Available time slots: Thursday, 30 October, 13.00 – 15.00 (2 slots) and Friday, 31 October, 12:00 – 14:00 (2 slots).

Refreshments: Some organizers of side events wish to offer refreshments (sandwiches, soft drinks, water, coffee, tea, etc.) to their audience. If you would like to do so, please contact Ms. Joelle Raverdy of Aux Deux Flore KG, Joelle.Raverdy@AuxDeuxFlore.com, tel. +43 2243 38181, mobile +43 664 5335 418. Refreshments will be provided at your expense.

Interpretation: Simultaneous interpretation services can be provided upon request at your expense. For interpretation, please contact Ms. Simona Martusciello, simona.martusciello@osce.org of OSCE Vienna Language Services.

Promotion of the events: ODIHR will post the schedule of side events on our SHDM website few days before the Meeting starts. The organizers may undertake additional promotional efforts of their side events, at their expense e.g. distribute “flyers” with information and/or leave them on display tables etc.

Please submit the checklist by Friday, 17th October 2014!

Contact person at ODIHR:

Mr. Ireneusz Stepinski at ireneusz.stepinski@odihr.pl or +48 22 5200 658

¹ *The Helsinki Document of 1992 (Chapter IV) called for increasing the openness of CSCE activities and expanding the role of NGOs. In particular, in paragraph (15) of Chapter IV the participating States decided to facilitate during CSCE meetings informal discussion meetings between representatives of participating States and of NGOs, and to provide encouragement to NGOs organizing seminars on CSCE-related issues.*

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CHECKLIST

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 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? If yes, please specify your needs	
Working languages	
Do you need interpretation and related 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	

Please submit the checklist by Friday, 17 October 2014 to ireneusz.stepinski@odhr.pl