

### SIDE EVENTS BOOKING INSTRUCTIONS

Below please find step-by-step instructions on how to book a side event using ODIHR Conference and Event Registration System. The instructions include some print screens, which are intended to help users familiarize themselves with the graphic interface of the system. Please note that the information presented in the print screens is indicatory and might be subject to change.

### **GET READY FOR BOOKING**

Please sign up first for the meeting at: <a href="http://meetings.odihr.pl">http://meetings.odihr.pl</a>. This is a condition for booking a side event online. If you need help with the sign up procedure, please consult the User Manual for Registration, available at <a href="https://meetings.odihr.pl/resources/25">https://meetings.odihr.pl/resources/25</a>.

### For users without a profile or who have not yet signed up for the event:

- 1. 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 possibility to book.
- 2. If you would like to book a side event, please sign up first for the Supplementary Human Dimension Meeting (SHDM) at http://meetings.odihr.pl.

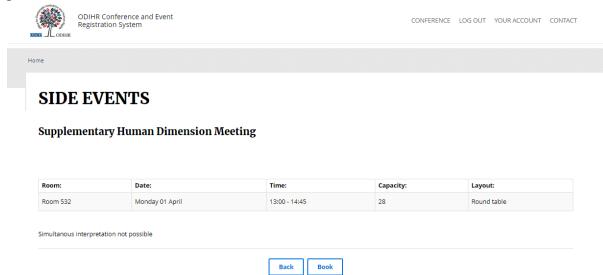
## For signed up users:

1. If you would like to book a side event, click the 'BOOK' button and see which timeslots are free (screenshot below);

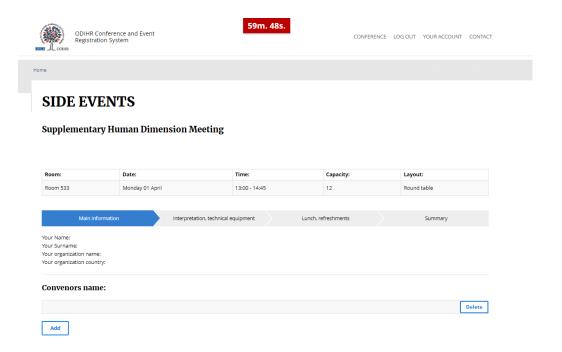
- 2. Meanings of colors:
  - Green free slots;
    - Blue slots reserved (participants have entered the system and pre-booked the time slot but have not submitted yet);



- Red slots booked (participants have clicked the SUBMIT button, thus confirming their side event);
- 3. Choose a free time slot (marked in green) and proceed with the booking procedure.



4. Once you click on 'Book', you have 60 minutes to finish the booking procedure (see next page).





### SIDE EVENT BOOKING PROCEDURE

The side event booking is a four-step procedure.

## **STEP 1 - MAIN INFORMATION:**

1. In the first section, (Your Name, Your Surname, Your Organization Name, Your Organization Country – see below) the user's organization details are filled in automatically from your account. If you would like to change any details or add a coorganizer for your side event, you can do this in the "Convenors name" section.

#### 2. Convenors name:

- The name of the organization (of the person using the booking system) 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 a mouse (*drag and drop function*).
- 3. Person responsible for organizational details:

In this section, please submit the contact details of the person who 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** (preferred layout is not relevant for online events and can be left empty).

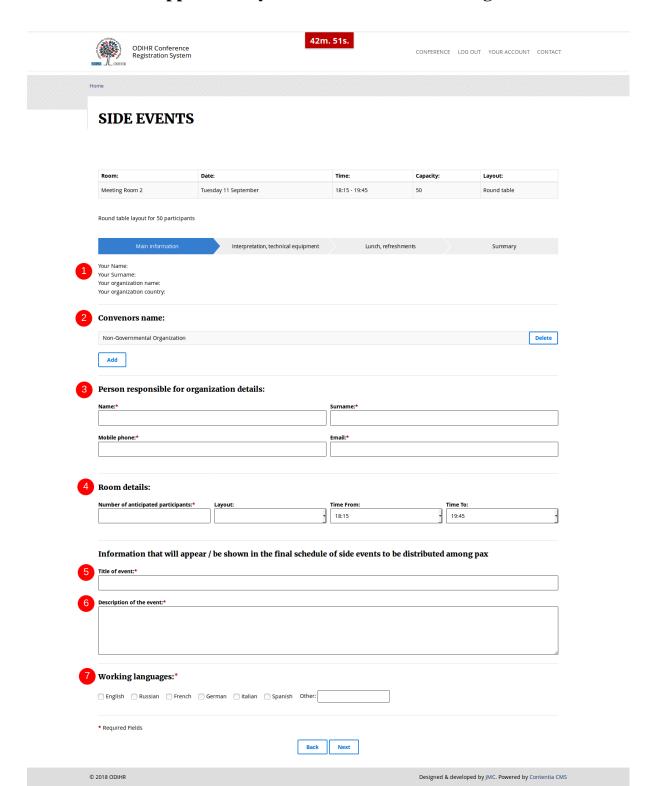
- 5. *Title of the event* should be provided in English. Please make it **short and appealing**, as this information will be visible in the "Side Events Schedule" document, to be published on the SHDM webpage.
- 6. Description of the event:

Please provide a short description of your side event, in English, no more than 2500 signs. This information will be available on the SHDM webpage in the "Side Events Schedule" document.

#### 7. Working Language:

Choose (minimum one) of the six OSCE languages (English, German, French, Italian, Russian or Spanish) to be used during the side event.







### STEP 2 – INTERPRETATION, TECHNICAL EQUIPMENT

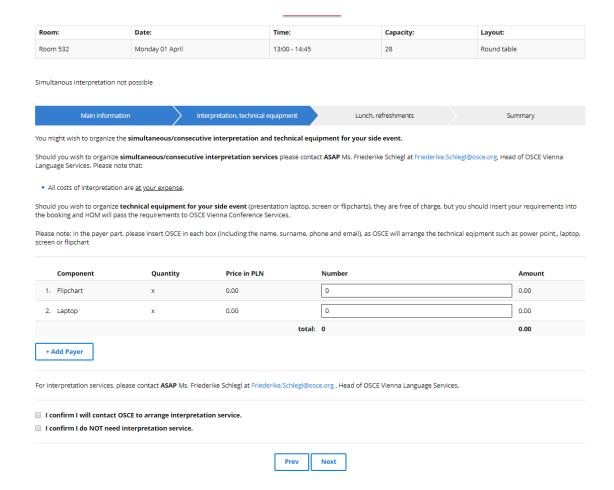
Interpretation services can be provided upon request at the expense of the side event organizer (please note that the prices are in EUR and are indicative). After successfully booking a side event slot, please refer to the OSCE Language Services Section: <a href="mailto:Friederike.Schlegl@osce.org">Friederike.Schlegl@osce.org</a>, <a href="mailto:Simona.Martusciello@osce.org">Simona.Martusciello@osce.org</a>, <a href="mailto:Laura.Capeller@osce.org">Laura.Capeller@osce.org</a> for further information.

Should you wish to organize technical equipment or services please choose from the table the required equipment and services (if relevant). Please note that the role of ODIHR is only to provide your requirements to the service provider, whom you will contact after the booking is made. Side event organizers are responsible for payments and it is 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 <u>do not</u> require any of these services (no technical equipment / services needed or it is <u>not</u> 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).





#### STEP 3 -LUNCH, REFRESHMENTS:

Should you wish to organize the refreshments, please contact directly the catering provider as soon as you finish the side event booking:

- Joëlle Catering, Ms. Joelle Raverdy, info@joelle-catering.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
- Impact Catering Solutions, office@impacts.

The catering area provided by OSCE on 2nd floor, Vorsaal, provides space for a maximum of 80 persons and the catering area on 5th floor, Ratsaal foyer, for a maximum of 30 persons.

Please note that it is your responsibility to make the necessary payments and the service provider's responsibility to provide the requested services.



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

Room:	Date:	<sub>Tin</sub> 54m. 31s.	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table
imultanous interpretation not Main informatio		ation, technical equipment	Lunch, refreshments	Summary
Below you will find a summary	of your booking. Please read it c	arefully before submitting your side event.	All changes must be done before the	he deadline.
Please save (SAVE button belov	v) your data before logging out fr	rom the system and each time you make a	ny changes.	
Please submit (SUBMIT button	below) the booking form latest	: by: , otherwise t	he booking will be cancelled and all	l information lost.
Should you need to cancel a booking after the deadline, you must inform the HDM team at and the respective service provider as soon as possible. Please note that late cancellation of pre-ordered services will result in cancellation fees.				
		SUMMARY		
confirm I do NOT need inter	pretation service.			
confirm there will NOT be a	ny catering services needed fo	r this side event (NO REFRESHMENTS OF	FERED).	
		Prev Save		
participant of the Suppler Organization for Security Language Services. The da	nentary Human Dimension Me and Co-operation in Europe wi Ita will be delivered for the pu	ith its registered office in Warsaw, 10 Mi	rsonal data by the Office for Dem odowa Street, and to the delivery dditional services related to side	nocratic Institutions and Human Rights of y of the data to OSCE Conference and events such as organization of technical
		Submit		

- 1. On this page you will find a summary of your booking. Please read it carefully and SAVE all information within the available time (you can check the countdown clock in the upper right corner).
- 2. Below the summary, you have the following options:
- Saving your data (SAVE button): You MUST do this within the available time; otherwise your data will be lost. If you click the SAVE button, you will pre-book a side event. After saving your data, you will still have the possibility to edit it, up until the booking deadline (the slot will be marked blue in the side event list). If any changes are made, please always remember to click the SAVE button;
- 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 your booking further, and the booking will be final.

In any case, <u>you must SUBMIT your booking before the booking deadline</u>, otherwise, all your data will be automatically erased and your side event will not be booked. Once you have pressed submit, the slot will be marked red (booked) in the list.



In case of questions, please contact Ms. Anna Piwowarska at <a href="mailto:anna.piwowarska@odihr.pl">anna.piwowarska@odihr.pl</a>.