



Office for Democratic Institutions and Human Rights

HUMAN DIMENSION SEMINAR

Warsaw, 13 -15 May 2013 “Media Freedom Legal Framework”

NGOs, governments, and other participants are encouraged to organize side meetings on relevant Human Dimension issues.

¹ Side meetings/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 meetings/events are meant to facilitate informal discussions between representatives of governments, NGOs and international organizations. HDS participants actively used this opportunity in the past.

ODIHR will co-ordinate side events organization and make necessary logistical arrangements. The organization convening a side event will be responsible for its content, which will not necessarily reflect the views of the OSCE.

Practical information for side event organizers

When? Lunchtime (13.00 – 15.00) 13, 14, 15 May Evening (18.00-20.00, *only available on 14 May*)
Where? Meeting Rooms (13.00 - 15.00 and 18.00.-20.00) Plenary Hall (13.15 - 14.45, *only available on 14 May*)
Plenary Hall: “Round table” arrangement. Capacity: 100 people around the table and 100 in the back row.
Meeting Room 1. “Round table” arrangement. Capacity: 100 people
Meeting Room 2: “Round table” arrangement. Capacity: 30 people
Meeting Room 3: “Theatre style” arrangement. Capacity: 50 people.

How will people learn about the event?

ODIHR will inform the participants of the HDS about your side event by posting information on our web-page few days before the Seminar starts. In addition, we will also include the schedule of side events into participants’ packs and put an announcement on the notice board at the HDS premises. If you wish, you can also make “flyers” with information and leave them on display tables.

Technical equipment?

You might wish to use some technical equipment for your event (for example: interpretation equipment, overhead projector, power point, video + TV, etc.) Please let us know, in advance, what kind of equipment you need so that we could rent it at your expenses. Please find attached the pricelist & contact information.

Interpretation?

Interpretation services can be provided upon request at your expenses. ODIHR will put you in touch with the Interpretation Agency in this regard. Please find attached the pricelist & contact information. Interpretation equipment is free of charge in the Plenary Hall.

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 can organize it at your expense. The cost is 55 PLN (approx. 15 Euro) per person, to be paid on the spot, to hotel “Sofitel-Victoria”.

ODIHR requirements

For timely inclusion of the side events schedule into participants’ pack, please complete the Check-List for Side Events form below and submit it finally **before Tuesday, 7 May 2013** to ireneusz.stepinski@odhr.pl.

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.

CHECK-LIST FOR ORGANIZERS OF SIDE EVENTS

HDS, 13 -15 May 2013

Your name, organization & website.	
Your preferences on the date and time of the event	
Your venue preference	
Anticipated number of participants	
Title of your event	
Name of conveying organization(s)	
One, two paragraph description of your event – no more than half A4 page (<i>Please note, this text will be included into the Overview of Side Events to be distributed among the participants of the HDS</i>).	
Working language/languages	
Do you need interpretation?	
Do you need technical equipment? If yes, please specify your needs (please see attached price list for additional “Technical” Services).	
Do you wish to offer lunch/refreshments? For how many people? (<i>55 PLN, approx. 15 Euro</i>) x nr. of orders	
Special catering	
Name of contact person (incl. tel/fax/e-mail). PR/PRs nr./ nrs. for equipment & catering orders (only OSCE Field Operations & Institutions)	
Any other information that might be useful for ODIHR. Who will make necessary payments (if applicable), etc.?	

Contact person: Mr. Ireneusz Stepinski (+48 22 5200 658), email: ireneusz.stepinski@odihr.pl