



## Office for Democratic Institutions and Human Rights

### HUMAN DIMENSION SEMINAR Warsaw, 12-14 May 2009

#### INFORMATION FOR ORGANIZERS OF SIDE EVENTS

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

<sup>1</sup> 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.

The 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 events organizers

##### **When?**

Lunchtime 12 – 14 May (12.15-13.15) and in the afternoon, 12 & 13 May only, (16.45 – 18.45).

##### **Where?**

Plenary Hall: “Round table” arrangement. Capacity: 100 people around the table and 100 in the back row.

Meeting Room 1: “Theatre style” arrangement. Capacity: 50 people.

##### **How will people learn about the event?**

The 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 and annotated agenda 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 expenses. Cost is 50 PLN (approx. 12 Euro) per person, to be paid on the spot, to hotel “Novotel Centrum”.

##### **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 before 30 April 2009 to [ireneusz.stepinski@odihhr.pl](mailto:ireneusz.stepinski@odihhr.pl)

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<sup>1</sup> 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 12 – 14 May 2009**

Your name and organisation.?	
Your preferences on date and time of the event?	
Venue ?	
Number of participants?	
Title of your event.?	
Name of conveying organization(s)?	
One, two paragraph description of your event – <b>no more than half A4 page</b> ( <i>Please note, this text will be included into the Annotated Agenda of Side Events to be distributed among the participants of the HDS</i> ).	
Do you need technical equipment? If yes, please specify your needs.	
Working languages?	
Do you need interpretation?	
Do you wish to offer refreshments? For how many people? Special catering?	
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.	

Contact Person: Ireneusz Stepinski (+48 22 520 0658), e-mail : [ireneusz.stepinski@odihp.pl](mailto:ireneusz.stepinski@odihp.pl)