



Office for Democratic Institutions and Human Rights

HUMAN DIMENSION IMPLEMENTATION MEETING

Warsaw, 24 September - 05 October 2007

INFORMATION FOR ORGANIZERS OF SIDE EVENTS

NGOs, governments, and other participants are encouraged to organize side events on relevant Human Dimension issues. 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. HDIM participants actively used this opportunity in the past.

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

Practical information for side events organizers

When? Lunchtime 24 September – 04 October (13.00-15.00), and in the evening 24 September – 04 October (18.00-20.00).
No HDIM activities on 29 (Saturday) and 30 (Sunday) September.

Where? Up to four meeting rooms are available free of charge:

Meeting room 1: Layout: “Round table” arrangement. Capacity: 80 people. **(13.00 – 15.00 not available on the 24 September)**

Meeting room 2: Layout: “Round table” arrangement. Capacity: 30 people.

Meeting room 3: Layout: “Theatre style” arrangement. Capacity: 50 people.

Plenary Hall: Layout: “Round table” arrangement. Capacity: 100 people around the table and 150 at the back rows. This room is **not available on the 24 September**. Please also note, that the side event, can be organized in the Plenary Hall only between 13:15 and 14:45, while evening arrangements are not possible.

How will people learn about the event? The ODIHR will inform the participants of the HDIM about your side event by posting information on our web-page a few days before the Meeting 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 HDIM premises. If you wish, you can also make “flyers” with information and leave them on dedicated display tables.

Technical equipment? You might wish to use some technical equipment for your event (for example, overhead projector, power point, video + TV, microphones + speakers, etc.) Please let us know in advance what kind of equipment you need so that we could rent it **at your expenses**. Please find the attached pricelist for additional services.

Interpretation? Interpretation services can be provided upon request **at your expenses**. ODIHR will put you in touch with the Interpretation Agency in this regard.

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**. The cost is 40 PLN (Polish Zloty), the equivalent of approx. 12 EUR, per person, to be paid on the spot to the 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 **before 10 September 2007** to: ireneusz.stepinski@odihr.pl and hdim@odihr.pl

CHECK-LIST FOR ORGANIZERS OF SIDE EVENTS

Your name, organization. & website	
Your preferences on date and time of the event	
Number of participants.	
Room layout (pls. see the setting: roundtable, theatre).	
Title of your event.	
Name & website 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 Annotated Agenda of Side Events to be distributed among the participants of the HDIM</i>).	
Do you need technical equipment. If yes, please specify your needs.	
Working languages.	
Do you need interpretation and related equipment.	
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	

Please be advised that late cancellation of ordered services may result in cancellation fees.

Contact person: Ireneusz Stepinski (+4822 520 06 00 ext. 21 36), e-mail : Ireneusz.Stepinski@odihr.pl and hdim@odihr.pl