SIDE EVENTS BOOKING INSTRUCTIONS

Below please find instructions on how to book, step by step, a side event (SE) in the new, online side events booking system. You will also find below the print screens that should help you to familiarize with the system before its opening. Please note that the information visible at the print screens is indicatory and might be subject to change.

GET READY FOR BOOKING

For a non-registered participant/organizer:

1. If you have not registered yet, after opening of the SEs booking system you will have only a possibility to view (by clicking the VIEW button) the status of SE rooms/times/slots (table with calendar), without booking possibility - “Green” rooms - free, “red” rooms - booked.
2. If you would like to book a side event, please register first to the 2015 Human Dimension Implementation Meeting at http://meetings.odihr.pl.

For a registered participant/organizer:

1. If you registered to the meeting in the ODIHR online registration system (http://meetings.odihr.pl) after opening of the SE booking system, click the BOOK button and see which rooms/times/slots are free (table with calendar);

2. Meaning of colors:
   - **Green** - free rooms;
   - **Blue** - rooms booked (participants entered the system and pre-booked the time slot but have not submitted yet);
   - **Red** – booked (participants clicked SUBMITTED button);

3. After choosing a "green" room, on the date/time slot of your preference, proceed to the details of the booking;
4. by clicking BOOK in this step, you have half an hour (countdown clock in the upper right corner), to finish the four steps of your booking;

BOOKING SYSTEM

STEP 1 - MAIN INFORMATION:

1. In the first section (Your Name, Your Surname, Your Organization Name, Your Organization Country – see below) the organization of the registered participant, filling in the form, is added automatically. If you would like to change it or add a co-organizer of the side event, you can do it in the ‘Convenors name’ section.

2. Convenors name:
   - The name of the organization (of a person filling in the form) 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 the mouse (drag and drop function).

3. Person responsible for organization details: in this section please submit the contact details of the person that is responsible for the organization of the SE 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 and preferred layout (if relevant). Please note that number of participants cannot be bigger than the room capacity.

5. Title of the event should be provided in English. Please make it short and appealing as this information will be visible in the document ‘Side events schedule’ distributed to the participants of the conference.

6. Description of the event: Please provide a short description of your side event, in English, no more than half A4 page. This information will be visible in the document ‘Side events schedule’ distributed to the participants of the conference.
7. **Working Language:** Choose **(minimum one)** which of the six OSCE languages (English, German, French, Italian, Russian or Spanish) will be used during the SE.
STEP 2 - INTERPRETATION, TECHNICAL EQUIPMENT:

Should you wish to organize technical equipment or services through the ODIHR service provider - BSCAV, please choose from the table the required equipment and interpretation services. Please note that the role of ODIHR is only to provide your requirements to the service provider that will contact you after the booking is made. It is your responsibility for payments and 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. In the case that there are a few payers (for different services), please inform about this in the dedicated "payer" field (EDIT button), stating who is paying for what;
4. If you do not require any of these services (no technical equipment / services needed or it is not 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 at the table below are exemplary and might be subject to change. The valid prices are available on 2015 HDIM website.
STEP 3 - LUNCH, REFRESHMENTS:

Should you wish to order catering through ODIHR service provider, please choose from the table relevant required catering services; Please note that the role of ODIHR is only to provide your requirements to the service provider that will contact you after the booking is made. It is your responsibility for payments and the service provider’s responsibility for the provision of requested services.

1. In the table please choose the required catering services;
2. Click the green button ADD PAYER and you must fill in the payer’s data;
3. If there are a few payers (for different services) please inform about this in the dedicated "payer" field, stating who is paying for what (EDIT button);
4. If you do not require any of these services (no catering offered or if catering is not organized through ODIHR) do not choose anything from the table AND please tick the appropriate checkboxes at the bottom, confirming your choice.

The prices and information about available catering, visible at the table below are exemplary and might be subject to change. The valid prices are available on 2015 HDIM website.
**STEP 4 - SUMMARY (PAGE WITH ALL THE DETAILS OF YOUR BOOKING):**

![Image of the summary page with details of booked services and costs]

**Example:**
- **SAVE before the time in the upper countdown clock ends**
- **SUBMIT before deadline expires**
1. On this page you will find a summary of your booking. **Please read it carefully and SAVE all information before the time ends** (you can control the countdown clock in the upper right corner).

2. Below the summary you have the options of:

- **saving your data (SAVE button)** – you MUST do it before the times ends, otherwise your data will be lost; If you click the SAVE button, you will pre-book a SE, and now you have a possibility of editing it, till the deadline (the slot be marked blue in the SE room list); If any changes are made, please always remember to click the SAVE button.

- **printing of your booking (PRINT button)**; If any changes are made, please always remember to click the SAVE button before printing the summary for the data to be visible on the printout;

- **removing it (DELETE button)** – it will cancel your booking and release this slot for other users;

- **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. When you SUBMIT, you will not have any possibilities to edit it anymore and the booking is final. We will now proceed your booking and provide all your orders to the service providers, who will contact you with further information.

In any case **you must SUBMIT your booking before the deadline** as, otherwise, all your data will be automatically erased and your slot will be released for the second booking period. As of this moment, the room will be marked red (booked) in the list, without a possibility of editing or removing it by the organizer.

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In case of questions, please contact Mr. Ireneusz Stepinski at Ireneusz.Stepinski@odihr.pl or +48 22 5200 658