

**Supplementary Human Dimension Meeting
Countering Violence against Women- Everyone's Responsibility
2- 3 July 2018, Vienna**

CHECKLIST FOR ORGANIZERS OF SIDE EVENTS

Your name, organization and website	
Number of participants	
Title of your event	
Name of convening organization(s)	
One-two paragraphs describing your event (<i>Please note, this text will be posted on our website and included into the Overview of Side Events to be distributed among the participants of the Meeting</i>)	
Do you need technical equipment (laptop, PPT)? If yes, please specify your needs	
Working languages?	
Do you need interpretation?	
Do you need refreshments?	
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	

Venue: Three side event rooms in Hofburg on Monday, 2 July (Rooms 532, 533 & Bibliotheksaal), and three on Tuesday, 3 July (533, Bibliotheksaal & Ratsaal). Simultaneous interpretation is only possible in Room 533, Ratsaal & Bibliotheksaal.

Available time slots: Monday, 2 July, 13.00 – 14.45 and Tuesday, 3 July, 13.00-14.30. Requests are processed on a first come, first served basis, subject to availability of rooms.

Refreshments. After you have successfully booked a room for your side event, and if you wish to offer refreshments (sandwiches, soft drinks, water, coffee, tea, etc.) to your audience, **at your own expense**, you may contact:

- AuxDeuxFlore, Ms. Joelle Raverdy, raverdy.joelle@gmail.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

Interpretation. Simultaneous/consecutive interpretation services can be provided upon request at your expense. After you have successfully booked a room for your side event and you wish to arrange for interpretation, please contact Ms. Friederike Schlegl at Friederike.Schlegl@osce.org , Head of OSCE Vienna Language Services.

Please submit the checklist by Monday, 18 June, 23:59 (CET)

Contact person at ODIHR:

Mr. Ireneusz Stepinski at Ireneusz.Stepinski@odihr.pl