

USER MANUAL FOR BOOKING SIDE EVENTS IN THE ODIHR CONFERENCE AND REGISTRATION SYSTEM

Below please find step-by-step instructions on how to book a side event using ODIHR Conference and Event Registration System. The instructions include some print screens, which are intended to help users familiarize themselves with the graphic interface of the system. Please note that the information presented in the print screens is indicatory and might be subject to change.

GET READY FOR BOOKING

Please first create a profile at: https://meetings.odihr.pl. Once your profile is created, you may register to attend the event at which you wish to organize a side event.

This is a condition for booking a side event online. If you need help with creating a profile or registering for an event, please consult our User Manual for Registration, available at https://meetings.odihr.pl/resources

Without a <u>profile or if not registered for the event, you will only</u> be able to view (by clicking the VIEW button) the status of side event rooms/times/slots (table with calendar), without the possibility to book.

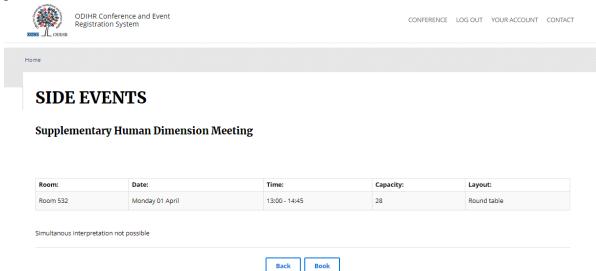
BOOKING A SLOT

1. If you would like to book a side event, click the 'BOOK' button and see which timeslots are free (screenshot below);



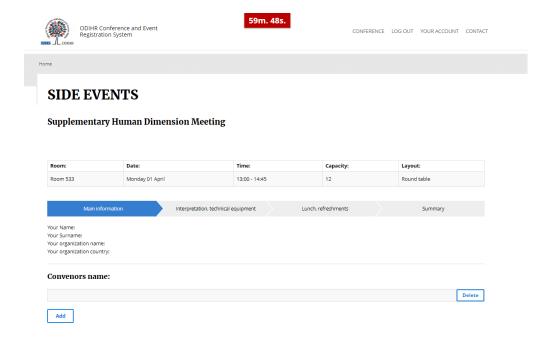


- 2. Meanings of colors:
 - Green free slots;
 - Blue slots reserved (participants have entered the system and prebooked the time slot but have not submitted yet);
 - Red slots booked (participants have clicked the SUBMIT button, thus confirming their side event);
- 3. Choose a free time slot (marked in green) and proceed with the booking procedure.



4. Once you click on 'Book', you have 120 minutes to finish the booking procedure (see next page).





PROVIDING DETAILS ABOUT THE SIDE EVENT

The side event booking is a four-step procedure.

STEP 1 - MAIN INFORMATION:

- 1. In the first section, (Your Name, Your Surname, Your Organization Name, Your Organization Country see below) the user's organization details are filled in automatically from your account. If you would like to change any details or add a coorganizer for your side event, you can do this in the "Convenors name" section.
- 2. Convenors name:
 - The name of the organization (of the person using the booking system) 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 a mouse (*drag and drop function*).
- 3. *Person responsible for organizational details:*

In this section, please submit the contact details of the person who is responsible for the organization of the side event 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.

5. *Title of the event* should be provided in English. Please make it **short and appealing**, as this information will be visible in the "Side Events Schedule and Overview" document, to be published on the main event's webpage. Please note, that side events are intended to be held on topics related to the topic of the main event and provide an opportunity to participants to discuss issues that were not fully covered during the working sessions.

6. Description of the event:

Please provide a short description of your side event, in English, no more than 2500 signs. This information will be available on the main event webpage in the "Side Events Schedule" document. If you have already the speakers of your side event, it would be good mentioning them here.

7. Working Language:

Choose (minimum one) language to be used during the side event.





42m. 51s.

CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

Home

SIDE EVENTS

	Date:		Time:	Capacity:	Layout:	
Meeting Room 2	Tuesday 1	1 September	18:15 - 19:45	50	Round table	
tound table layout for 50 part	ticipants					
Main informatio	on	Interpretation, technical equipment	Lunch, refreshmer	nts	Summary	
our Name:						
'our Surname: 'our organization name:						
our organization country:						
Convenors name:						
convenors name.						
Non-Governmental Organiza	ation					Delete
Add						
Person responsible i	for organizati	on details:				
lame:*	-		Surname:*			
Nobile phone:*			Email:*			
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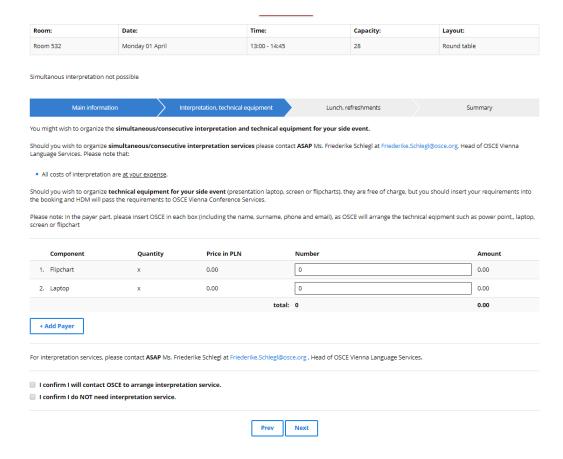


STEP 2 – INTERPRETATION, TECHNICAL EQUIPMENT

Interpretation services can be provided upon request at the expense of the side event organizer. Should you wish to organize technical equipment or services please choose from the table the required equipment and services (if relevant). Please note that the role of ODIHR is only to provide your requirements to the service provider.

- 1. In the table, please choose the required equipment and services;
- 2. Then, if applicable, click the button ADD PAYER, and fill in the payer's data;
- 3. If there are multiple payers (for different services), please inform us 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 <u>not</u> 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 in the table below are exemplary and might be subject to change).





STEP 3 – LUNCH, REFRESHMENTS:

Should you wish to order catering through ODIHR's service provider, please choose from the table the relevant required catering services. Please note that the role of ODIHR is only to communicate your requirements to the contracted service provider, who will contact you after the booking is made. Payments are your responsibility and the responsibility for the provision of requested services lies with the service provider.

- 1. In the table, please choose the required catering services;
- 2. Click the green button ADD PAYER and fill in the payer's data;
- 3. If there are multiple payers (for different services) please inform us 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.

STEP 4 - SUMMARY (PAGE WITH ALL THE DETAILS OF YOUR BOOKING):

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Room:	Date:		Tin 54m. 31s.		Capacity:		Layout: Round table	
om 532 Monday 01 April								
multanous interpretation not		Interpretation technical	on inment	Lunch	of each monte		Suppose	
Main information	<u>'</u>	Interpretation, technical e	equipment	Lunch, r	efreshments		Summary	
elow you will find a summary o	of your booking. Plea	se read it carefully before s	submitting your side e	event. All change	s must be done b	efore the deadli	ne.	
lease save (SAVE button below	Vour data before lo	gging out from the system	and each time you m	nake any changes				
			,	,				
lease submit (SUBMIT button	below) the booking for	orm latest by:	, other	rwise the booking	will be cancelled	and all informat	tion lost.	
should you need to cancel a bo note that late cancellation of pro					and the res	pective service p	rovider as soon as possible. Please	
			SUMMAR	RY				
confirm I do NOT need inter	pretation service.							
confirm there will NOT be ar	y catering services	needed for this side even	nt (NO REFRESHMEN	NTS OFFERED).				
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			Submit	1				



- 1. On this page you will find a summary of your booking. <u>Please read it carefully and SAVE all information within the available time</u> (you can check the countdown clock in the upper part of the page).
- 2. Below the summary, you have the following options:
 - Saving your data (SAVE button): You MUST do this within the available time; otherwise your data will be lost. If you click the SAVE button, you will pre-book a side event. After saving your data, you will still have the possibility to edit it, up until the booking deadline (the slot will be marked blue in the side event list). If any changes are made, please always remember to click the SAVE button;
 - 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. After you SUBMIT, you will **not** be able to edit your booking further, and the booking will be final.

In any case, <u>you must SUBMIT your booking before the booking deadline</u>, otherwise, all your data will be automatically released. Once you have pressed submit, the slot will be marked red (booked) in the list.

In case of any issues or questions concerning the booking of side events, please use the contact form at http://meetings.odihr.pl/contact.html.