



2017 Human Dimension Implementation Meeting

Warsaw, 11-22 September 2017

SIDE EVENTS INFORMATION

Civil society organizations, international organizations, governments and other registered participants of Human Dimension Meetings are encouraged to organize side events on relevant Human Dimension issues.¹ 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 among representatives of governments, civil society and international organizations.

ODIHR will co-ordinate the organization of side events and make the necessary venue arrangements. Participants will be able to book dedicated rooms for side events free of charge. The participants organizing a side event will be responsible for its logistics (catering, presentations and technical facilities, interpretation, financing etc.) and for its content.

The views expressed during the side events do not necessarily reflect the views of the OSCE.

ONLINE BOOKING SYSTEM FOR SIDE EVENTS

To facilitate the registration of side events, ODIHR **has introduced an online booking system for side events**. The online system makes the booking process more efficient and more transparent.

Before booking your side event you must read the terms and conditions below, the logistics information and the frequently asked questions. Please also refer to the document with step-by-step instructions on how to book a side event.

TERMS AND CONDITIONS

1. The booking of side events is on a **“first come, first served”** basis.
2. To book a side event, participants **must register FIRST for the HDIM conference at <http://meetings.odihr.pl>**
3. The booking period will **open at 12:00 (CET), Wednesday, 16 August 2017, and will close at 23:59 (CET) on Friday, 1 September 2017.**
4. One organization/participating State can book **a maximum of 2 (two) side events, in the capacity of the main organizer.**

¹ 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.



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5. Once you enter the system and choose the date and time slot, you **have 30 minutes** (from the moment you open the slot) to enter the requested information to make your preliminary booking. **Please always SAVE** the information you entered. **You will be able to edit your information later on, before the deadline.** If you **SAVE** the information, the room that you selected will be automatically pre-booked and kept for you by the system, but only until the deadline.
6. All information should be provided in English.
7. **All the fields in the booking form should be filled in;** otherwise the booking will not be accepted and confirmed by the system.
8. Organizers are able to make edits or changes to their side event submissions **before the deadline and/or before submitting the booking form.** No changes are possible after you **SUBMIT** the form or after the deadline, so please make sure you submit the correct information. Please **SAVE** your information each time you make a change.
9. To make a final and valid booking for your event, you **must press the SUBMIT button before the deadline expires.**
10. All bookings for side events **must be submitted by the deadline;** otherwise they will be automatically cancelled.
11. **Only online booking is possible.** The ODIHR Human Dimension Meetings (HDM) team will **NOT** pre-book/book any slots for participants in the conference.
12. Should you wish to cancel a booking after the deadline, please contact the HDM team as soon as possible. Please note that late cancellation of pre-ordered, paid services will result in cancellation fees.
13. The side events schedule and overview will be published on the HDIM website a few days after the final deadline.

LOGISTICAL INFORMATION

WHO? Side events can be booked and organized **ONLY** by registered participants in the 2017 Human Dimension Implementation Meeting

WHEN? Side events can be organized, between the 11th and the 15th of September and then between the 18th and 22nd of September during the following hours:

- morning 8:15-9:45 (except 11 September and there are no morning side events in the Plenary Hall)
- lunchtime 13:15-14:45 (except 22 September)
 13:30-14:30 (for side events in the Plenary Hall)
- evening 18.15-19:45 (except 11 September and 22 September)



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WHERE? All meeting rooms are available **free of charge**:

Room	Layout	Capacity	Additional information
Meeting room 1	Round table	100 people	Not available on the evenings of 11 and 22 September
Meeting room 2	Round table	75 people	Not available on the evenings of 11 and 22 September
Meeting room 3	Theatre style	80 people	Not available on the evenings of 11 and 22 September
Plenary Hall	Round table	100 people around the table and 50 in the back rows	Not available on 11 and 22 September. Simultaneous interpretation equipment and sound system are free of charge.

HOW?

Please register first in the ODIHR Registration System (<http://meetings.odihr.pl>), and then proceed with the side event booking. The rooms are free of charge, but all additional expenses (technical equipment, interpretation, catering, etc.) should be covered by the organizers. There is the possibility to make arrangements through the ODIHR conference or venue service providers (through the online booking system) or on your own. The content of side events should respect the OSCE Human Dimension Commitments.

FREQUENTLY ASKED QUESTIONS

HOW WILL PEOPLE LEARN ABOUT THE SIDE EVENT?

ODIHR will inform the participants of the HDIM about the side events by posting information on the HDIM web-page a few days before the start of the conference. In addition, we will also lay out hard copies of the side event schedule and overview at the registration desk. The information on side events will be put daily on screens inside the Plenary Hall and in the meeting foyer. If you wish, you can also prepare beforehand flyers with side event information and leave them on the display tables. **Please note that it is not allowed to distribute any leaflets in the Plenary Hall.**

IS TECHNICAL EQUIPMENT AVAILABLE?

You might wish to use some technical equipment for your side event (interpretation equipment, PowerPoint, video + TV, microphones + speakers, etc.). Should you wish to do so, you might organize it through the conference services provider – BSCAV. In this case, please state your requirements while booking your side event in the online booking system, and BSCAV will contact you ASAP to facilitate your order. **Please note that all costs are borne by the side event organizer.** Simultaneous interpretation equipment is available free-of-charge only for side events organized in the Plenary Hall.



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IS INTERPRETATION POSSIBLE?

Interpretation services (simultaneous and consecutive) can be provided, upon request, **at your expense**. You might organize it in your own capacity or through the ODIHR conference services provider – BSCAV. In case you wish to order the interpretation services through BSCAV, please state your requirements while booking your side event in the online booking system, and BSCAV will contact you to facilitate your order. You will find all of the information and prices in the booking system.

HOW TO ORGANIZE REFRESHMENTS?

Some organizers of side events wish to offer refreshments/beverages to their participants. You may organize this through the ODIHR venue catering provider – SODEXO Company. In case you wish to have catering at your side event, please state your requirements while booking your side event in the online booking system, and SODEXO will contact you ASAP to facilitate your order. You will find all of the information and prices in the side events booking system.

OPENING OF THE SYSTEM:

WEDNESDAY, 16 AUGUST, 12.00 (CET)

DEADLINE FOR BOOKING:

FRIDAY, 1 SEPTEMBER, 23:59 (CET)

