SIDE EVENTS BOOKING INSTRUCTIONS

Below please find step-by-step instructions on how to book a side event in the online side event 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 on the print screens is indicatory and might be subject to change.

GET READY FOR BOOKING

Please register first for the meeting at: http://meetings.odihr.pl. This is a condition for booking a side event online.

For non-registered participants:

1. If you have not registered yet, after opening of the booking system you will only be able to view (by clicking the VIEW button) the status of side event rooms/times/slots (table with calendar), without the ability to book possibility. “Green” rooms are free, while “red” rooms have already been booked.
2. If you would like to book a side event, please register first for the 2017 Human Dimension Seminar at http://meetings.odihr.pl.

For registered participants:

1. If you have already registered for the meeting in the ODIHR online registration system (http://meetings.odihr.pl), after opening of the side event 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 have entered the system and pre-booked the time slot but have not submitted yet);
   - Red – booked (participants have clicked the SUBMIT button, thus confirming their side event);
3. After choosing a "green" room on the date/time slot of your preference, proceed to the details of the booking;

![Booking System Image]

4. by clicking BOOK in this step, you have **30 minutes (countdown clock in the upper right corner)** to finish the four steps of your booking;

![Booking Page Image]

**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 for the side event, you can do this in the “Convenors name” section.

2. **Convenors name:**
   - The name of the organization (of the 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 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 and preferred layout (if relevant). Please note that number of participants cannot be greater 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 “Side events schedule” document distributed to the participants in the conference.

6. **Description of the event:**
Please provide a short description of your side event, in English, no more than half of an A4 page. This information will be visible in the “Side events schedule” document distributed to the participants in 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 side event.

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**STEP 2 - INTERPRETATION, TECHNICAL EQUIPMENT:**

Should you wish to organize technical equipment or services through the ODIHR conference services 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, who 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. 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 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 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 service provider, who will contact you after the booking is made. It is your responsibility to make the necessary payments and the service provider’s responsibility to provide the requested services.

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.

*The prices and information about available catering, visible in the table below are exemplary and might be subject to change.*
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 check 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 this before the times end; otherwise your data will be lost. If you click the SAVE button, you will pre-book a side event, and now there is the possibility to edit it, up until the deadline (the slot will be marked blue in the side event room list). If any changes are made, please always remember to click the SAVE button;

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

- **Removing you booking (DELETE button):** This 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. After you SUBMIT, you will not be able to edit it further, and the booking will be final. We will now proceed with 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 as an open booking slot. Once you have pressed submit, the room will be marked red (booked) in the list, and you will no longer be able to edit or remove it.

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