



**OSCE Supplementary Human Dimension Meeting  
on Promotion of Pluralism in New Media  
7–8 July 2011**

**CHECK-LIST FOR ORGANIZERS OF SIDE EVENTS**

Your name, organization, and website.	
Your preferences on date and time of the event.	
Number of participants?	
Title of your event?	
Name of convening organization(s).	
One or two paragraph description of your event <i>(Please note, this text will be posted on our website and included into the Annotated Agenda of Side Events to be distributed among the participants of the Meeting).</i>	
Do you need technical equipment? If yes, please specify your needs.	
Working languages?	
Do you need interpretation and related equipment?	
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:** Two side event rooms in the Hofburg.

**Time:** Prior to the official opening session (07 July) and during the lunch break (08 July).

**Refreshments.** Some organizers of side events wish to offer refreshments (sandwiches, soft drinks, water, coffee, tea, etc.) to their audience. If you would like to do so please contact the following catering companies: Ms. Nicole Amon of SIM&MORE, [office@simandmore.at](mailto:office@simandmore.at), [www.simandmore.at](http://www.simandmore.at), +43 650 29 28 168, or Ms. Joelle Raverdy of AuxDeuxFlore, [joelle.raverdy@auxdeuxflore.com](mailto:joelle.raverdy@auxdeuxflore.com), [www.AuxDeux.Flore.com](http://www.AuxDeux.Flore.com), +43 664 53 35 418. Refreshment will be at **your expense**.

**Interpretation.** Interpretation services can be provided upon request (only in the meeting room “Segmentgalerie I”) at **your expense**. For interpretation, please contact Mr. Nikolay Borovskiy, [nikolay.borovskiy@osce.org](mailto:nikolay.borovskiy@osce.org), Head of OSCE Vienna Language Services.

**PLEASE SUBMIT YOUR APPLICATION BY 27.06.2011!**

Contact person at ODIHR: Mr. Ireneusz Stepinski, tel.: +48-22-520 0658, e-mail: [ireneusz.stepinski@odihr.pl](mailto:ireneusz.stepinski@odihr.pl)