



SHDM, 10 – 11 November 2011

CHECKLIST 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, 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, after session I. (10 November) and during the lunch break (11 November).

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 Ms. Nicole Amon of SIM&MORE catering company, office@simandmore.at, www.simandmore.at, +43 650 29 28 168. Another option would be contacting Ms. Joelle Raverdy of AuxDeuxFlore, joelle.raverdy@auxdeuxflore.com, www.AuxDeux.Flore.com, +43 664 53 35 418. Refreshments will be provided at your expense.

Interpretation. Interpretation services can be provided upon request (only in Segmentgalerie I) at your expense. For interpretation, please contact Mr. Nikolay Borovskiy, nikolay.borovskiy@osce.org, Head of OSCE Vienna Language Services.

PLEASE SUBMIT THE CHECKLIST BY 03.11. 2011!

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