



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

Below is a step-by-step guide on how to book a side event slot through the ODIHR Conference and Event Registration System. The manual includes some print screens, which are intended to help users to familiarize themselves with the graphic interface of the system. Please note that the information presented in the print screens is indicative and might be subject to change.

GET READY FOR BOOKING

To **create a profile**, please visit <https://meetings.odihr.pl> and follow instructions on the page. 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 under Resources at [ODIHR Conference and Event Registration System](#).

Without a profile or if not registered for the event, 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 possibility to book.

BOOKING A SLOT

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

BELOW, PLEASE CHOOSE THE DATE AND THE SIDE EVENT ROOM IN WHICH YOU WISH TO ORGANIZE YOUR SIDE EVENT and proceed with the booking form.


Current Deadline: 2019-03-25 23:59

Day	Afternoon side events	
	13:00 - 14:45	
Monday 01 April	Bibliotheeksaal (booked)	
	Room 532	
	Room 533	
Tuesday 02 April	Bibliotheeksaal	
	Room 531 (booked)	
	Room 532	

2. Meanings of colors:

- **Green** - free slots;
- **Blue** - slots reserved (participants have entered the system and pre-booked 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.



ODIHR Conference and Event Registration System

CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

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SIDE EVENTS

Supplementary Human Dimension Meeting

Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultaneous interpretation not possible

4. Complete your booking procedure **within 60 minutes** (see next page).



ODIHR Conference and Event
Registration System

59m. 48s.

CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

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SIDE EVENTS

Supplementary Human Dimension Meeting

Room:	Date:	Time:	Capacity:	Layout:
Room 533	Monday 01 April	13:00 - 14:45	12	Round table

Main information Interpretation, technical equipment Lunch, refreshments Summary

Your Name:
Your Surname:
Your organization name:
Your organization country:

Convenors name:

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 co-organizer 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, appealing, and relevant** to the topic of the conference, 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 is important that you add the names and whether they will be presenting in person or online.
7. *Working Language:*
Choose (minimum one) language to be used during the side event.



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SIDE EVENTS

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Tuesday 11 September	18:15 - 19:45	50	Round table

Round table layout for 50 participants

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary
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1 Your Name:
Your Surname:
Your organization name:
Your organization country:

2 **Convenors name:**

Non-Governmental Organization Delete

Add

3 **Person responsible for organization details:**

Name:* Surname:*

Mobile phone:* Email:*

4 **Room details:**

Number of anticipated participants:* Layout: Time From: 18:15 Time To: 19:45

Information that will appear / be shown in the final schedule of side events to be distributed among pax

5 Title of event:*

6 Description of the event:*

7 **Working languages:***

English Russian French German Italian Spanish Other:

* Required Fields

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STEP 2 – INTERPRETATION, TECHNICAL EQUIPMENT

Interpretation services can be provided upon request at the expense of the side event organizer. After successfully booking a side event slot, please refer to the OSCE Language Services Section: Andrea.Herzog@osce.org, Simona.Martusciello@osce.org, Laura.Capeller@osce.org for further information.

It's important to note that the **event organizer is solely responsible for the complete management and financial aspects of these services**. Payment modalities will need to be settled directly with the OSCE Language Services Unit.

Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultaneous interpretation not possible

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary
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You might wish to organize the **simultaneous/consecutive interpretation and technical equipment for your side event**.

Should you wish to organize **simultaneous/consecutive interpretation services** please contact **ASAP** Ms. Friederike Schlegl at Friederike.Schlegl@osce.org, Head of OSCE Vienna Language Services. Please note that:

- All costs of interpretation are at your expense.

Should you wish to organize **technical equipment for your side event** (presentation laptop, screen or flipcharts), they are free of charge, but you should insert your requirements into the booking and HDM will pass the requirements to OSCE Vienna Conference Services.

Please note: In the payer part, please insert OSCE in each box (including the name, surname, phone and email), as OSCE will arrange the technical equipment such as power point, laptop, screen or flipchart

Component	Quantity	Price in PLN	Number	Amount
1. Flipchart	x	0.00	<input type="text" value="0"/>	0.00
2. Laptop	x	0.00	<input type="text" value="0"/>	0.00
total:			0	0.00

[+ Add Payer](#)

For interpretation services, please contact **ASAP** Ms. Friederike Schlegl at Friederike.Schlegl@osce.org, Head of OSCE Vienna Language Services.

- I confirm I will contact OSCE to arrange interpretation service.
- I confirm I do NOT need interpretation service.

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STEP 3 –LUNCH, REFRESHMENTS:

Many side event organizers choose to provide refreshments, such as snacks and beverages, for their participants.

Organizers wishing to arrange for catering need to contact the company below:

- Velvet Catering GmbH, Michael Röblreiter, m.roebldreiter@velvet-catering.at +43 664 88 180 282

Please be aware that the **financial responsibility for these services rests solely with the event organizer**. Payment arrangements should be settled directly with the service provider.

STEP 4 – BOOKING SUMMARY

Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultaneous interpretation not possible



Below you will find a summary of your booking. Please read it carefully before submitting your side event. All changes must be done before the deadline.

Please save (SAVE button below) your data before logging out from the system and each time you make any changes.

Please submit (SUBMIT button below) the booking form **latest by:** 54m. 31s., otherwise the booking will be cancelled and all information lost.

Should you need to cancel a booking after the deadline, you must inform the HDM team at hdm@odihr.org and the respective service provider as soon as possible. Please note that late cancellation of pre-ordered services will result in cancellation fees.

SUMMARY

I confirm I do NOT need interpretation service.

I confirm there will NOT be any catering services needed for this side event (NO REFRESHMENTS OFFERED).

I confirm I have read the [Side Event Information document](#) and agree to the terms and conditions of Side Event Booking System. I confirm that, acting in capacity of a participant of the Supplementary Human Dimension Meeting, I consent to: processing of my personal data by the Office for Democratic Institutions and Human Rights of Organization for Security and Co-operation in Europe with its registered office in Warsaw, 10 Miodowa Street, and to the delivery of the data to OSCE Conference and Language Services. The data will be delivered for the purpose of rendering by said entities the additional services related to side events such as organization of technical equipment (if requested). I declare that I know the right to inspect, change and demand discontinuation of processing of my personal data. I give the data voluntarily.



On this page, an overview of your booking will be shown. Please review all provided information in detail **and submit your booking within the allocated time**. To keep track of the remaining time, refer to the countdown clock positioned at the top of the page.

Please note that only when you press “submit” button, your reservation will be completed. Otherwise, after 60 minutes, the slot will go back to the pool of available slots again.

In case of any questions concerning the booking of side events, please contact us at hdmeetings@odihhr.pl.

MAKING CHANGES TO YOUR BOOKING

During the booking timeframe specified at <https://meetings.odihhr.pl>, users who have finalized their bookings, as well as other members of their delegation registered to attend the event, have the possibility to modify and re-submit their booking details.

After the booking period, further amendments may still be possible via the booking system, depending on the event. Please read carefully the notifications sent by the system and the information published on the events' websites.

FINAL CONFIRMATION

Please note that the organizers of the conference will contact the persons indicated as responsible for organizational details with the final confirmation on the organization of each side event.