



HUMAN DIMENSION
S E M I N A R

**Promoting effective and integral justice systems:
How to ensure the independence and quality of the judiciary**

WARSAW, 21 – 23 November 2016

SIDE EVENTS INFORMATION

Civil Society representatives, International Organizations, governments and other registered participants of Human Dimension Meetings are encouraged to organize side events (SEs) 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. The organization organizing a side event will be responsible for its logistics (catering, presentations facilities, interpretations, financing etc.) and for its content, which does not necessarily reflect the views of the OSCE.

ELECTRONIC SYSTEM OF BOOKINGS (SE)

To facilitate the registration of side events, we have **introduced a new, on-line, booking system for side events**. The on-line system makes the booking process more efficient, more transparent and easier.

TERMS & CONDITIONS

1. The booking of side events is based on the **“first come, first booked” principle**.
2. The booking system will be open on **Monday, 7 November, at 12.00 (CET) and will be closed by Sunday, 13 November, 23:59 (CET)**.
3. To book a side event, the participants **must register for the Seminar at <http://meetings.odihr.pl> first**.
4. One organization/ participating State can book maximum 1 side event for the Seminar, in the capacity of the main organizer.
5. All bookings of side events **must be submitted by the deadline**, otherwise they will be cancelled. All information should be supplied in English.

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.

6. **All the fields in the booking form should be filled in**, otherwise the booking will not be accepted and confirmed by the system.
7. Editing/**changes by organizers are possible only until the deadline**. No changes are possible after the deadline, so please make sure you insert correct information.
8. Side events schedule and overview will be published on the HDS website after the deadline.
9. 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 services will result in cancellation fees.
10. **Only on-line booking is possible**. HDM Team will NOT pre-book/ book any slots for any parties.

LOGISTIC INFORMATION

WHO? Side events can be booked and organized by registered participants of the 2016 Human Dimension Seminar.

WHEN? Side events can be organized, on 22 November, in the following hours:

- morning (8.15 – 9.45)
- lunchtime (13.00-14.45)

WHERE? Up to four meeting rooms are available **free of charge**:

Room	Layout	Capacity	Additional information
Meeting room 1	Round table	80 people	
Meeting room 2	Round table	30 people	
Meeting room 3	Theatre style	50 people	
Plenary Hall	Round table	100 people around the table and 150 at the back rows	a side event can be organized only between 13:15 and 14:30; simultaneous interpretation equipment 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 the additional expenses (technical equipment, catering etc.) should be covered by the organizers. There is a possibility to arrange them through the ODIHR conference or venue service providers or at own capacity. The content of the 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 HDS about the side events by posting information on the HDS web-page a few days before the event starts. In addition, we will also lay out the SE Schedule and Overview paper copies at the Registration Desk and also

show it, on a day by day basis, on screens inside the Plenary Hall and in the meeting foyer. If you wish, you can also prepare beforehand flyers with SE information and leave them on the display tables, outside the Plenary Hall.

IS TECHNICAL EQUIPMENT AVAILABLE?

You might wish to use some technical equipment for your SE (for example, interpretation equipment, power point, video + TV, microphones + speakers, etc.). Should you wish to do so, you might organize it in your own capacity or through the service provider – BSCAV. In that case you should insert your requirements into the booking form and the service provider will contact you to arrange it further.

Please note that all costs are at your expense. Simultaneous interpretation equipment is available free of charge, for side events organized only in the Plenary Hall.

IS INTERPRETATION POSSIBLE?

Interpretation services (simultaneous and consecutive) can be provided, upon request, **also at your expense.** You might organize it in your own capacity or through the ODIHR conference service provider – BSCAV. In that case you should insert your requirements into the booking form. You will find all the information & prices in the booking system.

HOW TO ORGANISE REFRESHMENTS?

Some organizers of SEs wish to offer refreshments/beverages to their audience. You might organize it in your own capacity or through the ODIHR conference venue provider – Sofitel Victoria hotel. In that case you should insert your requirements into the booking form. You will find all the information & prices in the booking system.

OPENING OF THE SYSTEM: MONDAY, 7 NOVEMBER, AT 12.00 (CET)

DEADLINES FOR BOOKING: SUNDAY, 13 NOVEMBER, 23:59 (CET)