



**SHDM on Implementation of the Action Plan on Improving the Situation of Roma and Sinti
7 – 8 November 2013, Vienna**

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 paragraphs describing your event (<i>Please note, this text will be posted on our website and included into the Overview 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 Hofburg.

Available time slots: Thursday, 7 November, 13.00 – 15.00 and Friday, 8 November, 12:00 – 14:00. Requests are processed on a first come, first served basis, subject to availability of rooms.

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. Simultaneous interpretation services can be provided upon request 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 Friday, 25 October 2013!

Contact person at ODIHR: Mr. Ireneusz Stepinski, tel.: +48 22 5200 658, e-mail: ireneusz.stepinski@odihr.pl