



## Supplementary Human Dimension Meeting

### Countering Violence against Women – Everyone’s Responsibility

2 – 3 July 2018  
Hofburg, Vienna

#### **SIDE EVENT INFORMATION**

**General information:** OSCE participating States, international organizations, civil society and other participants may organize side events on relevant human dimension issues<sup>1</sup>. Side events provide an opportunity for the participants to discuss issues that have not been fully covered during the working sessions, since limited time is assigned to each topic. Side events are meant to facilitate informal discussions between representatives of governments, NGOs and international organizations. SHDM participants actively used this opportunity in the past.

ODIHR will co-ordinate side events’ organization and make necessary logistical arrangements in terms of booking the rooms. The organizer of a side event will be responsible for its content and for interpretation and refreshments costs. The OSCE cannot be held responsible for the views expressed during the events and the side events do not necessarily reflect the views of the OSCE.

#### **Practical arrangements:**

**Booking a room for a side event:** To book a side event, please register first in the ODIHR Registration System (<http://meetings.odihr.pl>). The booking system will be open on Monday, 18 June 2018, from 9:00 to 23:59 (CET) at <http://meetings.odihr.pl>, and will be based on the first come, first served basis. If you do not manage to secure a slot, please send information about your proposed side event to ODIHR, [ireneusz.stepinski@odihr.pl](mailto:ireneusz.stepinski@odihr.pl), using the “Side Events Checklist” form available at the SHDM website, as some cancellations of pre-booked events may occur.

**Available time slots:** Monday, 2 July, 13.00 – 14.45 and Tuesday, 3 July, 13.00-14.30.

**Venue:** Three side event rooms in Hofburg on **Monday, July 2** (Rooms 532, 533 & Bibliotheksaal), and three on **Tuesday, 3 July** (533, Bibliotheksaal & Ratsaal). Simultaneous interpretation is only possible in Room 533, Ratsaal & Bibliotheksaal.

**Refreshments:** After you have successfully booked a room for your side event, and if you

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<sup>1</sup> 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.

plan to offer refreshments (sandwiches, soft drinks, water, coffee, tea, etc.) to your audience, you can arrange them **at your expense**, contacting **ASAP** any of the companies below:

- AuxDeuxFlore, Ms. Joelle Raverdy, [raverdy.joelle@gmail.com](mailto:raverdy.joelle@gmail.com), 0664 53 35 418
- Catering Kultur, [office@cateringkultur.at](mailto:office@cateringkultur.at), 0664 886 375 36
- M-Eventcatering, Ms. Ildiko Velastin, [velastin@m-eventcatering.at](mailto:velastin@m-eventcatering.at), 408 89 05 23
- TipTopTable, Ms Margit Köffler, [office@tiptoptable.at](mailto:office@tiptoptable.at), 0664 101 16 94

**Interpretation.** Simultaneous/consecutive interpretation services can be provided upon request **at your expense**. **After you have successfully booked a room for your side event and you want to arrange interpretation services, please contact ASAP Ms. Friederike Schlegl at [Friederike.Schlegl@osce.org](mailto:Friederike.Schlegl@osce.org), Head of OSCE Vienna Language Services.**

**Promotion of the events:** ODIHR will post the schedule of side events on our SHDM website a few days before SHDM starts. The organizers may undertake additional promotional efforts of their side events, **at their expense**.

Contact person at ODIHR:

Mr. Ireneusz Stepinski at [ireneusz.stepinski@odihr.pl](mailto:ireneusz.stepinski@odihr.pl)

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**DEADLINE FOR SENDING THE CHECKLISTS:**  
**[MONDAY, 18 JUNE, 2018, 23:59 \(CET\)](#)**