



SUPPLEMENTARY HUMAN DIMENSION MEETING
OSCE Contribution to the Protection of National Minorities

29-30 October 2015

Hofburg, Vienna

SIDE EVENTS INFORMATION

Civil society, international organizations, governments and other registered participants of Supplementary 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 organizer of 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.

NEW ON-LINE BOOKING SYSTEM

To facilitate the registration of side events, this year 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 **“first come, first served” basis**.
2. The system will be open on **Wednesday, 23rd September at 12.00 (CET) and will be closed by Friday, 9th October 2015, 23:59 (CET)**. No bookings will be accepted after this date.
3. To book a side event, the participants **must first register for the meeting at <http://meetings.odihr.pl>**.
4. One organization/ participating State can book a maximum of one side event for the meeting, 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.
6. **All the fields in the booking form should be filled in**, otherwise the booking will not be accepted and confirmed by the system.

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.

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 SHDM 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.**

LOGISTIC INFORMATION

WHO? Side events can be booked and organized by registered participants of the third Supplementary Human Dimension Meeting.

WHEN? Side events can be organized on the 29 and 30 of October, in the following hours:

- 29th October, Thursday (13.00-15.00)
- 30th October, Friday (12.00-14.00)

WHERE? Two meeting rooms are available **free of charge**:

Room	Layout	Capacity	Additional information
Segmentgalerie I	Round table	80 people	Simultaneous interpretation possible
Meeting room 201	Round table	50 people	Only consecutive interpretation possible

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 (interpretation and catering) should be covered by the organizers at their own expense. These extra services should be arranged directly with the service providers in Vienna.** 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 SHDM about the side events by posting information on the SHDM web-page before the meeting starts. In addition, ODIHR will also lay out the SE Schedule and Overview paper copies at the Registration Desk. If you wish, you can also prepare beforehand flyers with SE information and leave them on the display tables, outside Neuer Saal.

IS TECHNICAL EQUIPMENT AVAILABLE?

You might wish to use some technical equipment for your SE (i.e. power point, screen, laptop, flipcharts). The equipment is free of charge but you should insert your

requirements in the system's booking form and ODIHR will pass the requirements to OSCE Vienna Conference Services.

IS INTERPRETATION POSSIBLE?

Simultaneous/consecutive interpretation services can be provided upon request and at your expense. For interpretation, please contact ASAP Ms. Friederike Schlegl at Friederike.Schlegl@osce.org, Head of OSCE Vienna Language Services.

Please note that:

- simultaneous interpretation is possible only in Segementgalerie I and in this room there is simultaneous equipment available, free of charge.
- in **Meeting Room 201** only consecutive interpretation is possible.

HOW TO ORGANISE 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, you should arrange it at your expense and in your own capacity with the service provider - please contact ASAP Ms. Joelle Raverdy of AuxDeuxFlore, joelle.raverdy@auxdeuxflore.com, www.AuxDeux.Flore.com, +43 664 53 35 418.

OPENING OF THE SYSTEM:
WEDNESDAY, 23RD SEPTEMBER, 12.00 (CET)

DEADLINE FOR BOOKING:
FRIDAY, 9TH OCTOBER, 23:59 (CET)