



2015 Human Dimension Implementation Meeting
Warsaw, 21 September – 2 October 2015

SIDE EVENTS BOOKING INSTRUCTIONS

Below please find instructions on how to book, step by step, a side event (SE) in the new, online side events booking system. You will also find below the print screens that should help you to familiarize with the system before its opening. Please note that the information visible at the print screens is indicative and might be subject to change.

GET READY FOR BOOKING

For a non-registered participant/organizer:

1. If you have not registered yet, after opening of the SEs booking system you will have only a possibility to view (by clicking the *VIEW* button) the status of SE rooms/times/slots (table with calendar), without booking possibility - “Green” rooms - free, “red” rooms - booked.
2. If you would like to book a side event, please register first to the 2015 Human Dimension Implementation Meeting at <http://meetings.odihr.pl>.

For a registered participant/organizer:

1. If you registered to the meeting in the ODIHR online registration system (<http://meetings.odihr.pl>) after opening of the SE booking system, click the *BOOK* button and see which rooms/times/slots are free (table with calendar);

2. Meaning of colors:

- **Green** - free rooms;
- **Blue** - rooms booked (participants entered the system and pre-booked the time slot but have not submitted yet);
- **Red** – booked (participants clicked **SUBMITTED** button);

3. After choosing a "green" room, on the date/time slot of your preference, proceed to the details of the booking;

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

Deadline: 2015-08-07 23:59:00

Day	Side events		15.00 - 18.00	Side events	
	13.00	14.00		18.00	19.00
Monday 21 September	Meeting Room 2 Meeting Room 3 Opera				
Tuesday 22 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Wednesday 23 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Thursday 24 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Friday 25 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Monday 28 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Tuesday 29 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Wednesday 30 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	
Thursday 01 October	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Plenary Hall			Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera	

2015 Human Dimension Implementation Meeting Warsaw, 21 September – 2 October 2015

OSCE/ODIHR Conference Registration System

Conferences Log Out Your Account

SIDE EVENTS
Human Dimension Implementation Meeting

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Back Book

4. by clicking **BOOK** in this step, you have **half an hour (countdown clock in the upper right corner)**, to finish the **four steps** of your booking;

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Conferences Log Out Your Account

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Human Dimension Implementation Meeting

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Main Information Interpretation, technical requirements Lunch, refreshments Summary

Your Name: test
Your Surname: test
Your organization name: test
Your organization country: Poland

Convenors name:


30m. 54s.

BOOKING SYSTEM

STEP 1 - MAIN INFORMATION:

- In the first section (*Your Name, Your Surname, Your Organization Name, Your Organization Country – see below*) the organization of the registered participant, filling in the form, is added automatically. If you would like to change it or add a co-organizer of the side event, you can do it in the ‘*Convenors name*’ section.
- Convenors name:*
 - The name of the organization (of a person filling in the form) 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 the mouse (*drag and drop function*).
- Person responsible for organization details:* in this section **please submit the contact details of the person that is responsible for the organization** of the SE and can be contacted by ODIHR or service providers before and during the conference.
- Room details:* in this section please **provide the number of expected participants and preferred layout** (if relevant). Please note that number of participants cannot be bigger than the room capacity.
- Title of the event* should be provided in English. Please make it **short and appealing** as this information will be visible in the document ‘Side events schedule’ distributed to the participants of the conference.
- Description of the event:* Please provide a **short description of your side event**, in English, no more than half A4 page. This information will be visible in the document ‘Side events schedule’ distributed to the participants of the conference.

7. *Working Language:* Choose (**minimum one**) which of the six OSCE languages (English, German, French, Italian, Russian or Spanish) will be used during the SE.



OSCE/ODIHR Conference
Registration System

Conferences Log Out Your Account

SIDE EVENTS

Human Dimension Implementation Meeting

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Main Information Interpretation, technical equipment Lunch, refreshments Summary

Your Name: test
Your Surname: test
Your organization name: test
Your organization country: Poland

Convenors name:
test (Delete)

add

Person responsible for organization details:
Name: Surname:
Mobile phone: Email:

Room details:
Number of anticipated participants: Layout:

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

Description of the event:

Working languages:
 English French German Italian Russian Spanish Other:

Back Next

2015 Human Dimension Implementation Meeting


Warsaw, 21 September – 2 October 2015

STEP 2 - INTERPRETATION, TECHNICAL EQUIPMENT:




Should you wish to organize technical equipment or services through the ODIHR service provider - BSCAV, please choose from the table the required equipment and interpretation services. *Please note that the role of ODIHR is only to provide your requirements to the service provider that will contact you after the booking is made. It is your responsibility for payments and the service provider's responsibility for the provision of requested services.*

1. In the table, please choose the required equipment and services;
2. Then, click the green button **ADD PAYER** as you must fill in the payer's data;
3. In the case that there are a few payers (for different services), please inform about this in the dedicated "payer" field (*EDIT button*), stating who is paying for what;
4. If you do not require any of these services (no technical equipment / services needed or it is not organized through ODIHR), do not choose anything from the table AND please tick the appropriate checkboxes at the bottom, confirming your decision.

The prices and information about available technical equipment visible at the table below are exemplary and might be subject to change). The valid prices are available on 2015 HDIM website.



**OSCE/ODIHR Conference
Registration System**

SIDE EVENTS
Human Dimension Implementation Meeting

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Main information
Interpretation, technical equipment
Lunch, refreshments
Summary

You might wish to use some technical equipment for your side event - 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 ODIHR conference service provider - BSCAV (contact information below). 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 the role of ODIHR is to facilitate the order through the booking form. The whole responsibility for the order lays on the organizer of a side event, and for the services' quality and delivery - on the service provider.

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

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

All prices listed are in Polish zloty. They might vary due to taxation and currency exchange rates fluctuation.

	Component	Quantity	Price in PLN	Amount
1.	Consecutive interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB, CROAT)	block of up to 4 hours	800.00	0
2.	Consecutive interpreting FOREIGN - PL	block of up to 4 hours	600.00	0
3.	Simultaneous interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB, CROAT)	block of up to 4 hours (2 interpreters)	2000.00	0
4.	Simultaneous interpreting FOREIGN - PL	block of up to 4 hours (2 interpreters)	1300.00	0
5.	Simultaneous interpretation system for 50 persons	system for 50 persons	700.00	0
6.	Simultaneous interpretation system for 100 persons	system for 100 persons	1000.00	0
7.	Interpreters cabin	1	250.00	0
8.	Sound system with 2 microphones	1	450.00	1
9.	Sound system with 3 microphones	1	550.00	0
10.	Sound system with delegates' microphones for 50 people	1	800.00	0
11.	Sound system with delegates' microphones for 100 people	1	1500.00	0
12.	Screen and multimedia projector	1	600.00	0
13.	Screen, multimedia projector and computer	1	800.00	0
14.	TV monitor with multi-system video cassette player	1	400.00	0
15.	Overhead projector	1	100.00	1
16.	Sound tape recording, original version	per event	100.00	0
17.	Sound audio CD-ROM recording, original version	per event	200.00	0
18.	Video cassette player	1	70.00	0
19.	Screen 2 x 2 [m]	1	60.00	0
20.	Technician (set up, service, dismantle)	1 per event	150.00	0
21.	Video recording	1	500.00	0
22.	DVD player	1	70.00	1
			total: 3	620.00

[+ add payer]

test(test test)

Edit
Delete

Service provider contact info
BSC AV SP. z o.o.
Contact person:
Ms. Katarzyna Piskorzcyk,
Tel: +48 519 772 070
Email: katarzyna.piskorzcyk@bscav.eu

I confirm I do NOT need interpretation service or I arrange them in my own capacity

I confirm I do NOT need interpretation technical equipment

Prev
Next

2015 Human Dimension Implementation Meeting

Warsaw, 21 September – 2 October 2015

STEP 3 - LUNCH, REFRESHMENTS:

Should you wish to order catering through ODIHR service provider, please choose from the table relevant required catering services; *Please note that the role of ODIHR is only to provide your requirements to the service provider that will contact you after the booking is made. It is your responsibility for payments and the service provider's responsibility for the provision of requested services.*

1. In the table please choose the required catering services;
2. Click the green button **ADD PAYER** and you must fill in the payer's data;
3. If there are a few payers (for different services) please inform about this in the dedicated "payer" field, stating who is paying for what (**EDIT** button);
4. If you do not require any of these services (no catering offered or if catering is not organized through ODIHR) do not choose anything from the table AND please tick the appropriate checkboxes at the bottom, confirming your choice.

The prices and information about available catering, visible at the table below are exemplary and might be subject to change. The valid prices are available on 2015 HDIM website.

OSCE/ODIHR Conference
Registration System

Conferences
 Log Out
 Your Account

SIDE EVENTS
Human Dimension Implementation Meeting

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Main information
Interpretation, technical equipment
Lunch, refreshments
Summary

Some organizers of side events wish to offer refreshments (snacks and beverages) to their audience. You might organize it in your own capacity or through the ODIHR conference's venue provider – Sofitel Victoria hotel. In that case you should insert your requirements into the booking form. You will find all the information & prices below. **Please note that all costs are at your expense.** Please also note that ODIHR facilitates the order through the booking only. The whole responsibility for the order lays on the organizer and on for the services' quality and delivery - on the service provider. Should you wish to cancel a booking after the deadline, you must inform the HDM team and the service provider as soon as possible. The late cancellation of pre-ordered services will result in cancellation fees. All prices listed are in Polish zloty. They might vary due to taxation and currency exchange rates fluctuation.

	Name	Description	Price per person in PLN	1	Amount
1.	Mineral water	0,33 l	10.00	10	100.00
2.	Coca-cola	Price per can	13.00	10	130.00
3.	Juice	200 ml	13.00	0	0.00
4.	Coffee	Cup	16.00	10	160.00
5.	Tea	Cup	16.00	10	160.00
6.	Polish Beer	0,33	15.00	0	0.00
7.	White wine	150 ml	22.00	0	0.00
8.	Red wine	150 ml	22.00	0	0.00
9.	Sparkling wine	0,75 l	150.00	0	0.00
10.	Ongoing coffee break for the whole side event/per person (including coffee/tea/mineral water)	per day	35.00	0	0.00
11.	Sandwich lunch (2 sandwiches, juice, cake, coffee, tea, mineral water)		25.00	0	0.00
12.	Cold salad + beverage	E.g. mixed vegetable + bread, butter + juice 200 ml	25.00	0	0.00
13.	Soup		16.00	0	0.00
14.	Hot dishes + beverage	E.g. dumplings with cabbage and champignons, filet of salmon with herbs, bread + juice 200 ml	59.00	0	0.00
15.	Hot sandwich		20.00	0	0.00
total: 40					550.00

2 [+ add payer]

3 test(test test)
Edit
Delete

Service provider contact info


Sofitel Warsaw Victoria
 Contact person:
 Mr. Stanislaw Kaliński
 InspiredMeetings™ Planner
 Tel : + 48 22 657 82 05 Email: stanislaw.kalinski@sofitel.com

4
 I confirm I order catering service from the provider
 I confirm there will NOT be any catering services needed for this side event (NO REFRESHMENTS OFFERED)




Prev
Next

2015 Human Dimension Implementation Meeting Warsaw, 21 September – 2 October 2015

STEP 4 - SUMMARY (PAGE WITH ALL THE DETAILS OF YOUR BOOKING):



OSCE/ODIHR Conference
Registration System

 Conferences
  Log Out
  Your Account

SIDE EVENTS

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Meeting Room 2	Monday 21 September	13:00 - 15:00	30	Round table

Small, square meeting room with space for catering and interpretation

Main information

Interpretation, technical equipment

Lunch, refreshments

Summary

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.
Please submit (SUBMIT button below) the booking form latest by:
I deadline: 7th August, 23:59 (CET).
II deadline: 26 August, 23:59 (CET).
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 and the service provider as soon as possible. Please note that cancellation of pre-ordered services will result in cancellation fees.

Example

SUMMARY

		Quantity	Price in PLN	Number	Amount
1.	Consecutive interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB_CROAT)	block of up to 4 hours	800.00	0	0.00
2.	Consecutive interpreting FOREIGN - PL	block of up to 4 hours	600.00	0	0.00
3.	Simultaneous interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB_CROAT)	block of up to 4 hours (2 interpreters)	2000.00	0	0.00
4.	Simultaneous interpreting FOREIGN - PL	block of up to 4 hours (2 interpreters)	1300.00	0	0.00
5.	Simultaneous interpretation system for 50 persons	system for 50 persons	700.00	0	0.00
6.	Simultaneous interpretation system for 100 persons	system for 100 persons	1000.00	0	0.00
7.	Interpreters cabin	1	250.00	0	0.00
8.	Sound system with 2 microphones	1	450.00	1	450.00
9.	Sound system with 3 microphones	1	550.00	0	0.00
10.	Sound system with delegates' microphones for 50 people	1	800.00	0	0.00
11.	Sound system with delegates' microphones for 100 people	1	1500.00	0	0.00
12.	Screen and multimedia projector	1	600.00	0	0.00
13.	Screen, multimedia projector and computer	1	800.00	0	0.00
14.	TV monitor with multi-system video cassette player	1	400.00	0	0.00
15.	Overhead projector	1	100.00	1	100.00
16.	Sound tape recording, original version	per event	100.00	0	0.00
17.	Sound audio CD-ROM recording, original version	per event	200.00	0	0.00
18.	Video cassette player	1	70.00	0	0.00
19.	Screen 2 x 2 [m]	1	60.00	0	0.00
20.	Technician (set up, service, dismantle)	1 per event	150.00	0	0.00
21.	Video recording	1	500.00	0	0.00
22.	DVD player	1	70.00	1	70.00
total: 3					620.00

	Name	Description	Price per person in PLN	Number	Amount
1.	Mineral water	0,33 l	10.00	10	100.00
2.	Coca-cola	Price per can	13.00	10	130.00
3.	Juice	200 ml	13.00	0	0.00
4.	Coffee	Cup	16.00	10	160.00
5.	Tea	Cup	16.00	10	160.00
6.	Polish Beer	0,33	15.00	0	0.00
7.	White wine	150 ml	22.00	0	0.00
8.	Red wine	150 ml	22.00	0	0.00
9.	Sparkling wine	0,75 l	150.00	0	0.00
10.	Ongoing coffee break for the whole side event/per person (including coffee/tea/mineral water)	per day	35.00	0	0.00
11.	Sandwich lunch (2 sandwiches, juice, cake, coffee, tea, mineral water)		25.00	0	0.00
12.	Cold salad + beverage	E.g. mixed vegetable + bread, butter + juice 200 ml	25.00	0	0.00
13.	Soup		16.00	0	0.00
14.	Hot dishes + beverage	E.g. dumplings with cabbage and champignons, fillet of salmon with herbs, bread + jusice 200 ml	59.00	0	0.00
15.	Hot sandwich		30.00	0	0.00
total: 40					550.00

SAVE before the time in the upper countdown clock ends

Prev

Save

Print

Delete

By submitting the booking form, you confirm that you have read and understood all terms and conditions and that all the data you filled in is correct and accurate.

I confirm I have read the [Side Event Information document](#) and agree to the terms and conditions of Side Event Booking System enlisted in this document.

Submit

SUBMIT before deadline expires



2015 Human Dimension Implementation Meeting

Warsaw, 21 September – 2 October 2015

1. On this page you will find a summary of your booking. **Please read it carefully and SAVE all information before the time ends** (you can control the countdown clock in the upper right corner).
2. Below the summary you have the options of:
 - **saving your data (SAVE button)** – you MUST do it, before the times ends, otherwise your data will be lost; If you click the SAVE button, you will pre-book a SE, and now you have a possibility of editing it, till the deadline (the slot be marked blue in the SE room list); If any changes are made, please always remember to click the SAVE button.
 - **printing of your booking (PRINT button)**; If any changes are made, please always remember to click the SAVE button before printing the summary for the data to be visible on the printout;
 - **removing it (DELETE button)** – it will cancel your booking and release this slot for other users;
 - **submitting your booking (by clicking the SUBMIT button)**. Click the SUBMIT button only if you do not plan any further changes and if you want to make a final booking. When you SUBMIT, you will not have any possibilities to edit it anymore and the booking is final. We will now proceed your booking and provide all your orders to the service providers, who will contact you with further information.

In any case **you must SUBMIT your booking before the deadline** as, otherwise, all your data will be automatically erased and your slot will be released for the second booking period. As of this moment, the room will be marked red (booked) in the list, without a possibility of editing or removing it by the organizer.

In case of questions, please contact Mr. Ireneusz Stepinski at Ireneusz.Stepinski@odih.pl or +48 22 5200 658