USER MANUAL: BOOKING SIDE EVENTS SLOTS IN THE ODIHR CONFERENCE AND REGISTRATION SYSTEM

The guide provides a step-by-step process for booking a side event slot through the ODIHR Conference and Event Registration System. Included are example screenshots to help users navigate the system's interface. Please note that the screenshots are for demonstration purposes and may be updated over time.

PREPARE FOR BOOKING

1. **Log-in or Create Your Profile**

   - Visit https://meetings.odihr.pl to log in, or

   - Follow the on-screen instructions to create your profile if you don't already have one.

2. **Register for the event**

   - After creating your profile, register for the event at which you plan to organize your side event.

   - Registration is a prerequisite for booking a side event slot.

If you require assistance with creating a profile or registering for an event, please refer to our User Manual for Registration.

BOOKING A SLOT

1. If you would like to book a side event slot, click the 'BOOK' button and see which timeslots are free (screenshot below);

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

Current Deadline: 2019-03-25 23:59

Day	Afteroon side events
	13:00 - 14:45
Monday 01 April	Bibliotheksaal (booked)
	Room 532
	Room 533
Tuesday 02 April	Bibliotheksaal
	Room 531 (booked)
	Room 532

2. Meaning of colors:
   - Green - free slots;
   - Blue - slots reserved (participants have entered the system and pre-booked the time slot but have not submitted yet);
   - Red – slots booked (participants have clicked the SUBMIT button, thus confirming their side event);

3. Choose a free time slot (marked in green) and proceed with the booking procedure.

ODIHR Conference and Event Registration System

CONFERENCE   LOG OUT   YOUR ACCOUNT   CONTACT

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SIDE EVENTS

Supplementary Human Dimension Meeting

Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultanous interpretation not possible

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4. Complete your booking procedure within 60 minutes (see next page).

PROVIDING DETAILS ABOUT THE SIDE EVENT

The side event booking is a four-step procedure.

STEP 1 - MAIN INFORMATION:

1. In the first section, (*Your Name, Your Surname, Your Organization Name, Your Organization Country – see below*) the user's organization details are filled in automatically from your account. If you would like to change any details or add a co- organizer for your side event, you can do this in the "*Convenor's name*" section.

2. *Convenor's name:*
   - The name of the organization (of the person using the booking system) 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 a mouse (*drag and drop function*).

3. *Person responsible for organizational details:*
   In this section, **please submit the contact details of the person who is responsible for the organization** of the side event and can be contacted by ODIHR or service providers before and during the conference.

4. *Room details:*
   In this section, please **provide the number of expected participants**.

5. *Title of the event* should be provided in English. Please make it **short, appealing**, and **relevant** to the topic of the conference, as this information will be visible in the "Side Events Schedule and Overview" document, to be published on the main event's webpage. Please note, that side events are intended to be held on topics related to the topic of the main event and provide an opportunity to participants to discuss issues that were not fully covered during the working sessions.

6. *Description of the event:*
   Please provide a short description of your side event, in English, no more than 2500 signs. This information will be available on the main event webpage in the "Side Events Schedule" document. If you have already the speakers of your side event, it is important that you add the names and whether they will be presenting in person or online.

7. *Working Language:*
   Choose (minimum one) language to be used during the side event.

SIDE EVENTS

Room:	Date:	Time:	Capacity:	Layout:
Meeting Room 2	Tuesday 11 September	18:15 - 19:45	50	Round table

Round table layout for 50 participants

| Main information | Interpretation, technical equipment | Lunch, refreshments | Summary |

1 Your Name:
Your Surname:
Your organization name:
Your organization country:

2 **Convenors name:**

| Non-Governmental Organization | Delete |

Add

3 **Person responsible for organization details:**

Name:*

Surname:*

Mobile phone:*

Email:*

4 **Room details:**

Number of anticipated participants:*   Layout: Time From: Time To:

18:15   19:45

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

5 Title of event:*

6 Description of the event:*

7 **Working languages:***

☐ English   ☐ Russian   ☐ French   ☐ German   ☐ Italian   ☐ Spanish   Other:

* Required Fields

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STEP 2 – INTERPRETATION, TECHNICAL EQUIPMENT

Interpretation services can be provided upon request at the expense of the side event organizer. After successfully booking a side event slot, please refer to the OSCE Language Services Section: Andrea.Herzog@osce.org, Simona.Martusciello@osce.org, Laura.Capeller@osce.org for further information.

It's important to note that the event organizer is solely responsible for the complete management and financial aspects of these services. Payment modalities will need to be settled directly with the OSCE Language Services Unit.

Room:	Date:	Time:	Capacity:	Layout:
Room 532	Monday 01 April	13:00 - 14:45	28	Round table

Simultanous interpretation not possible

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary

You might wish to organize the **simultaneous/consecutive interpretation and technical equipment for your side event.**

Should you wish to organize **simultaneous/consecutive interpretation services** please contact **ASAP** Ms. Friederike Schlegl at Friederike.Schlegl@osce.org, Head of OSCE Vienna Language Services. Please note that:

- All costs of interpretation are at your expense.

Should you wish to organize **technical equipment for your side event** (presentation laptop, screen or flipcharts), they are free of charge, but you should insert your requirements into the booking and HDM will pass the requirements to OSCE Vienna Conference Services.

Please note: In the payer part, please insert OSCE in each box (including the name, surname, phone and email), as OSCE will arrange the technical eqipment such as power point,, laptop, screen or flipchart

Component	Quantity	Price in PLN	Number	Amount
1. Flipchart	x	0.00	0	0.00
2. Laptop	x	0.00	0	0.00
		total: **0**		**0.00**

+ Add Payer

For interpretation services, please contact **ASAP** Ms. Friederike Schlegl at Friederike.Schlegl@osce.org , Head of OSCE Vienna Language Services.

☐ **I confirm I will contact OSCE to arrange interpretation service.**
☐ **I confirm I do NOT need interpretation service.**

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STEP 3 –LUNCH, REFRESHMENTS:

Many side event organizers choose to provide refreshments, such as snacks and beverages, for their participants.

Organizers wishing to arrange for catering need to contact the caterers listed below for offers:

- Joëlle Catering, Joelle Raverdy, info@joelle-catering.com +43 664 53 35 418
- BS Gastro & Event Services GMBH, Thomas Walzl t.walzl@brok-catering.at
- Cateringkultur GesmbH, Thomas Gailer, office@cateringkultur.at + 43 1 879 64 33
- Limoni's Catering GmbH, Alex Gadjaj, catering@limonis.at +43 650 24 23 525.
- Velvet Catering GmbH, Michael Röblreiter, m.roeblreiter@velvet-catering.at +43 664 88 180 282

Please be aware that the financial responsibility for these services rests solely with the event organizer. Payment arrangements should be settled directly with the service provider.

STEP 4 – BOOKING SUMMARY

On this page, an overview of your booking will be shown. Please review all provided information in detail and submit your booking within the allocated time. To keep track of the remaining time, refer to the countdown clock positioned at the top of the page.

In case of any questions concerning the booking of side events, please contact us at hdmeetings@odihr.pl.

MAKING CHANGES TO YOUR BOOKING

During the booking timeframe specified at https://meetings.odihr.pl, users who have finalized their bookings, as well as other members of their delegation registered to attend the event, have the possibility to modify and re-submit their booking details.

After the booking period, further amendments may still be possible via the booking system, depending on the event. Please read carefully the notifications sent by the system and the information published on the events' websites.

FINAL CONFIRMATION

Please note that the organizers of the conference will contact the persons indicated as responsible for organizational details with the final confirmation on the organization of each side event.