



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

Below is a step-by-step guide on how to reserve a side event using the ODIHR Conference and Event Registration System. This manual includes screenshot illustrations to assist users in becoming acquainted with the system's graphical interface. Please be aware that the information depicted in the screenshots is for illustrative purposes and may change.

PREPARE TO BOOK A SIDE EVENT

To reserve a side event, users need an active account in the system and must be registered for the conference where side events will be held.

1. Create your profile by visiting <https://meetings.odihr.pl> and following the on-page instructions.
2. Once your profile is set up, you can then register for the event where you'd like to organize a side event.

Please note: Conference registration is essential before booking a side event online. If you need guidance with profile creation or event registration, consult our User Manual for Registration at <https://meetings.odihr.pl/resources>.

BOOKING A TIME SLOT

1. To reserve a side event, log into your account at <https://meetings.odihr.pl/login.html>.
2. A list of conferences you have registered for will appear. Locate the relevant conference, click the 'BOOK' button and view the available time slots. See the screenshot below for reference.

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



3. Understanding the color indicators:

- **Green** – available slots;
- **Red** – slots that are either reserved or booked. This indicates that participants have submitted their booking or are in process of doing so;
- **Blue** – slots you've reserved;
- **Brown** – Slots reserved by members of your organization or delegation.

4. Select an available slot (shown in green) and continue with the reservation process.

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

Simultaneous interpretation not possible

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5. After clicking on 'Book', users have 60 minutes to complete the booking procedure.

ODIHR Conference and Event Registration System

59m. 48s.

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SIDE EVENTS

Supplementary Human Dimension Meeting

Room:	Date:	Time:	Capacity:	Layout:
Room 533	Monday 01 April	13:00 - 14:45	12	Round table

Main information Interpretation, technical equipment Lunch, refreshments Summary

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

Convenors name:

[Delete](#)

[Add](#)



PROVIDING DETAILS ABOUT THE SIDE EVENT

Reserving a side event involves a four-step procedure.

STEP 1 - MAIN INFORMATION:

1. User's Organization Details:

- The initial section (Your Name, Your Surname, Your Organization Name, Your Organization Country – see screenshot below) populates automatically from your account.
- If you wish to modify details or include a co-organizer for your side event, adjust this in the “Convenors Name” section.

2. Convenors Name:

- Your organization's name (related to the account holder) appears here by default.
- To remove or include an organizer, utilize the DELETE or ADD buttons respectively.
- To rearrange the order of organizers, employ the drag and drop function with your mouse.

3. Contact Person for the Side Event:

- Here, submit the contact details of the individual accountable for the side event's organization. This person should be reachable by ODIHR or service providers before and during the conference.

4. Room Details: Indicate the estimated number of attendees in this section.

5. Event Title:

- Titles should be concise, engaging, and in English.
- This information will feature publically in the “*Side Events Schedule and Overview*” document published on the event's website.
- Side events should correlate with the main event's theme and offer attendees an avenue to delve into topics not extensively discussed during working sessions.

6. Event Description:

- Offer a succinct description of your side event, in English, limited to 2500 characters.
- This summary will be accessible on the main event website in the “*Side Events Schedule*” document.
- If you've confirmed your side event speakers, it's advisable to mention them here.



7. Working Language: Select at least one language for the side event's communication.

ODIHR Conference
Registration System

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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:
- 5

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

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 are available upon request but at the expense of the side event organizer. If you need technical equipment or services, you can select them from the table provided. Please be aware that ODIHR's role is to relay your requirements to the service provider, not to directly provide the equipment or services.

1. **Equipment & Services Selection:** Browse the table and select the necessary equipment and services.
2. **Payment Information:** If relevant, click on the ADD PAYER button and input the payer's details.
3. **Multiple Payers:**
 - If there are various payers for different services, notify us using the "payer" field (accessible via the EDIT button).
 - Clearly specify which party is covering which expense.
4. **No Services Needed:**
 - If no equipment or services are needed, refrain from making selections in the table.
 - Please make sure to check the relevant boxes to confirm your decision.

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

Simultaneous interpretation not possible

Main information	Interpretation, technical equipment	Lunch, refreshments	Summary
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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 equipment such as power point, laptop, screen or flipchart

Component	Quantity	Price in PLN	Number	Amount
1. Flipchart	x	0.00	<input type="text" value="0"/>	0.00
2. Laptop	x	0.00	<input type="text" value="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 – CATERING:

Should you wish to order catering through ODIHR's service provider, please choose from the table the relevant required catering services. Please note that the role of ODIHR is only to communicate your requirements to the contracted service provider, who will contact you after the booking is made. Payments are your responsibility and the responsibility for the provision of requested services lies with the service provider.

- 1. Catering Service Selection:** Navigate the table and select the catering services you need.
- 2. Payment Information:** Click on the green ADD PAYER button and enter the payer's details.
- 3. Multiple Payers:**
 - If there are various payers for different services, notify us using the "payer" field (accessible via the EDIT button).
 - Clearly specify which party is covering which expense.
- 4. No Catering Services Needed:**
 - If none of the listed services are needed, refrain from making selections in the table.
 - Please ensure you check the relevant boxes at the bottom to acknowledge your decision.

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.