



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

Below is a step-by-step guide on how to book a side event slot through the ODIHR Conference and Event Registration System. The manual includes some print screens, which are intended to help users to familiarize themselves with the graphic interface of the system. Please note that the information presented in the print screens is indicative and might be subject to change.

GET READY FOR BOOKING

To create a profile, please visit <https://meetings.odihr.pl> and follow instructions on the page. Once your profile is created, you may register to attend the event at which you wish to organize a side event.

This is a condition for booking a side event online.

Without a profile or if not registered for the event, you will only be able to view (by clicking the VIEW button) the status of side event rooms/times/slots (table with calendar), without the possibility to book.

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	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	



2. Meanings 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

Simultaneous interpretation not possible

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4. Once you click on 'Book', you have 60 minutes to finish the booking procedure (see next page).

ODIHR Conference and Event Registration System

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CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

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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

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 “Convenors name” section.
2. *Convenors 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.



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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
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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: 18:15 Time To: 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 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
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 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 warsawhdc@osce.org.

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.