



Office for Democratic Institutions and Human Rights

HUMAN DIMENSION SEMINAR

Warsaw, 12 -14 May 2014

“Improving OSCE effectiveness by enhancing its co-operation with relevant regional and international organizations”

NGOs, governments, and other participants are encouraged to organize side events on relevant Human Dimension issues¹. 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 between representatives of governments, NGOs and international organizations. HDS participants actively used this opportunity in the past. ODIHR will co-ordinate side events organization and make necessary logistical arrangements in terms of booking of the rooms. The organization convening a side event will be responsible for its content as well as the technical equipment, interpretation and refreshments (see details below). The OSCE cannot be held responsible for the views expressed during the events and the side events will not necessarily reflect the views of the OSCE.

Requests are processed on a first come, first served basis, subject to availability of rooms.

Practical information for side event organizers

When? Where?

There are following rooms pre-booked for side events between 12-14th May:

Plenary Hall: “Round table” arrangement. Capacity: 100 people around the table and 100 in the back row. **13.15 – 14.45**

Meeting Room 1: “Round table” arrangement. Capacity 75 people **13.00 – 15.00 and 18.00 – 20.00 (except 14 May)**

Meeting Room 2: “Theatre style” arrangement. Capacity: 60 people. **13.00 – 15.00 and 18.00 – 20.00 (except 14 May)**

There are no evening Side Events organized on the 12th of May.

How will people learn about the event?

ODIHR will inform the participants of the HDS about side events by posting information on our web-page few days before the Seminar starts. In addition, the schedule of side events will also be included into participants’ packs and an announcement will be put on the notice board at the HDS premises. The organizers may undertake additional promotional efforts of their side events, at their expense e.g. distribute “flyers” with information and/or leave them on display tables etc.

Technical equipment?

You might wish to use some technical equipment for your event (for example: interpretation equipment, overhead projector, power point, video + TV, etc.). Please let us know, in advance, latest by

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.

30th April, what kind of equipment you need so that we could rent it at your expenses. Please find attached the pricelist & contact information.

Interpretation?

Interpretation services can be provided upon request at your expenses. ODIHR will put you in contact with the Interpretation Agency in this regard. Please find attached the pricelist & contact information. Interpretation equipment is free of charge in the Plenary Hall.

Refreshments?

Some organizers of side events wish to offer refreshments (sandwiches, soft drinks, water, coffee, tea, etc.) to their audience. If you wish to do so, we can organize it at your expense. The cost is 55 PLN (approx. 15 Euro) + VAT, per person, to be paid on the spot, to hotel “Novotel”.

ODIHR requirements

For timely inclusion of the side events schedule into participants’ pack, please complete the Check-List for Side Events form below and submit it **latest by Wednesday, 30 April 2014** to ireneusz.stepinski@odihhr.pl.

Requests are processed on a **first come, first served basis**, subject to availability of rooms.

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

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12 -14 May 2014
CHECK-LIST FOR ORGANIZERS OF SIDE EVENTS

| | |
|--|--|
| Your name, organization & website. | |
| Your preferences on the date and time of the event | |
| Your venue preference | |
| Anticipated number of participants | |
| Title of your event | |
| Name of conveying organization(s) | |
| One, two paragraph description of your event – no more than half A4 page (<i>Please note, this text will be included into the Overview of Side Events to be distributed among the participants of the HDS</i>). | |
| Working language/languages | |
| Do you need interpretation? | |
| Do you need technical equipment? If yes, please specify your needs (please see attached price list for additional “Technical” Services). | |
| Do you wish to offer lunch/refreshments? For how many people? (<i>55 PLN, approx. 15 Euro + VAT</i>) <i>x nr. of orders</i> | |
| Special catering | |
| Name of contact person (incl. tel/fax/e-mail). PR/PRs nr./ nrs. for equipment & catering orders (only OSCE Field Operations & Institutions) | |
| Any other information that might be useful for ODIHR. Who will make necessary payments (if applicable), etc.? | |

Please send it by 30th April to Mr. Ireneusz Stepinski: ireneusz.stepinski@odihhr.pl