



**ODIHR: three decades and ready for the future
Democracy, human rights and security**

**14-15 October 2021
(Warsaw and Online)**

INFORMATION FOR PARTICIPANTS

1. General Information

ODIHR's 30 years Anniversary Conference will be held at the Palace of Culture and Science in Warsaw, Poland on 14 and 15 October 2021. The venue is located at the following address:

**Palace of Culture and Science, 4th Floor
Plac Defilad 1 (Marszałkowska street entrance)
Warsaw, Poland**

The event will be held in a hybrid mode, enabling online participation as well. Access information to the online platform will be shared with participants via e-mail.

2. Participants

Representatives of OSCE participating States and Partners for Co-operation, OSCE executive structures, representatives of inter-governmental organizations and of civil society, and others working in the areas of ODIHR's mandate are invited to participate.

3. Registration

Online registration at <https://meetings.odihr.pl> is now closed. Past-deadline and on-site registration is not possible.

Participation in the meeting is free of charge.

4. Schedule

The Conference will start on Thursday, 14 October at 10:00 a.m. CET, with an opening session. During this session, the ODIHR Director, and Ministers of Foreign Affairs of Sweden and Poland, as representatives of the OSCE Chair and the host country, respectively, and co-organizers of the event, will deliver opening remarks. There will be no other comments or statements at this session.

Six sessions will follow, including the High-Level panel, a Special focus session and 3 topical sessions. These sessions will be conducted in a questions & answers format. Following initial

discussion based on questions from the moderator, all participants will be able to request the floor to address their questions to the panelists.

For topic and composition of each panel, please consult the agenda and annotated agenda at <https://www.osce.org/odihr/odihr-at-30>. Please see below on how to request the floor.

Closing session, starting at 16.30 p.m. CET on Friday, 15 October, will be reserved for statements by the delegations of OSCE participating States, and closing remarks by the co-organizers, Poland, the Swedish OSCE Chairpersonship and ODIHR.

5. Modalities

Interpretation: Interpretation will be available in English and Russian languages.

Guidelines for debate: To ensure an interactive debate, participants are encouraged not to read out prepared statements, but submit these for circulation to document distribution.

The moderator will help to ensure that the panelists engage in a debate based on questions by the moderator and those put forward by the participants.

Requesting the floor: Participants are kindly asked to request the floor when the moderator opens the floor.

In-person participants are asked to request the floor by show of hand. Online participants are asked to write to “FLOOR REQUESTS” in Zoom chat.

The moderator, with the help of ODIHR staff, will be passing the floor. The organizers will provide mobile microphones to in-person participants.

There will be no speakers list.

Delegations of participants States wishing to deliver statements at the closing session may wish to inform ODIHR in advance by writing to 30years@odihr.pl, or by requesting the floor by show of hand or within Zoom during the closing session.

Distribution of documents: Any registered participant who wishes to distribute documents during the meeting will only be able to do so through the Documents Distribution System, by submitting their documents via <https://meetings.odihr.pl>.

Livestreaming: livestream will be available in English and Russian on OSCE Youtube page at <https://www.youtube.com/OSCE> and event website at <https://www.osce.org/odihr/odihr-at-30>.

6. Information relevant to in-person participants

Limitations due to Coronavirus: The organization of conferences in Poland is subject to a list of limitations due to Coronavirus. The organizers are committed to comply strictly with the required limitations.

These include:

- 1,5 m distancing at the venue. All seating available to participants will be organized in line with this limitation.

- maximum 1 person (not fully vaccinated with an EU-approved vaccine) per 10 m² in any conference area. The organizers wish to thank participants for providing voluntary the information regarding their vaccination status, which will facilitate compliance with this restriction.

- all in person participants will also be required to cover mouth and nose with a mask.

For the latest list of limitations in Poland, applicable in various settings, please consult <https://www.gov.pl/web/coronavirus/temporary-limitations>.

Seating: Free seating, with a limited number of seats generally reserved for participating State delegates. In case of full capacity, additional seats are available in the listening room.

Filming in plenary hall: Filming with cameras and video cameras will only be permitted by accredited journalists, and only during the opening session and the High Level panel. No other audio-visual recordings should be undertaken inside the plenary.

Display of documents: Participants may display information materials on the tables in the lobby outside the plenary hall room.

7. Information relevant to online participants

The online meeting will be held on the Zoom conferencing platform.

Preparation: Access information to the meeting will be sent to all registered participants before the start of the meeting. It will not be necessary to set up an account with Zoom to join the meeting. Participants may access the meeting through a web browser as well. A technical user guide is available at <https://meetings.odihr.pl/resources>.

Pre-meeting: The meeting room will open 1 hour before the indicated starting time. Participants are encouraged to log in early in order for their credentials and connectivity to be checked prior to the start of the meeting.

Participants are asked to use the applicable **naming convention** which will be communicated before the meeting via email. Only participants with the appropriate naming convention will subsequently be admitted to the meeting. Otherwise, they will be “removed” from the Waiting Room so they may rename themselves and join again applying the naming convention correctly

Conduct of the online meeting: Due to the possibility of connectivity issues throughout the meeting, participants are kindly requested to speak clear and slower than usual.

Participants are asked to have their camera and microphone disabled at all times during the meeting, except when taking the floor. This will ensure the best possible sound quality for all meeting participants.

If participants wish to be added to the speakers list during a session they are kindly asked to use the chat function available in Zoom by sending a message to “Floor requests” clearly stating

“organisation wishes to take the floor”. Once the moderator hands the floor to a participant, the speaker must unmute himself/herself and turn on the camera before taking the floor, so they may be seen and heard clearly. After his/her intervention is finished, the speaker mutes him/herself and disables his/her camera. This process is repeated for each participant which is given the floor.

8. Transport and Venue

The venue, Palace of Culture and Science, is an approximately 4-minute walk from the Central Railway Station, located at the following address: Plac Defilad 1. The entrance to the conference is from the Marszałkowska street, IV. floor.

Transport to/from the Warsaw Chopin airport:

Train: There is a convenient train connection from the Warsaw Chopin Airport to the Warsaw Central Railway Station, which takes 25 minutes. *The timetable can be found [here](#), for the SKM lines S2 and S3.*

Bus: Public bus 175 connects the airport with the Central Railway Station. Tickets can be bought from ticket machines at bus and tram stops or in a press kiosk at the airport. Both card and cash payments are accepted. *General Warsaw transport info can be found at www.ztm.waw.pl*

Taxi: Taxi from the airport costs no more than 60 PLN (approx. 14 Euro) to the city centre. Participants are advised to use official taxi companies available outside of the Arrivals Hall. Uber and Bolt are also available in Warsaw.

Car parking: Participants can make use of the **paid** parking facilities at the Palace of Culture and Science (3 PLN for 15 min, 6 PLN/h). The parking facilities are under surveillance but not guarded, and open 24h a day. There are three entry gates (the first one from Emilii Plater Street (near Jerozolimskie Street/Museum of Technology; the second near the Congress Hall; and the third near Świętokrzyska Street on the PKiN side dedicated to children, and one from Marszałkowska Street. The latter will have better access to the entrance to the conference. There are 8 automated cash points on all PKiN sides and one inside the lobby.

9. Contact information

30years@odihr.pl