



2019 Human Dimension Implementation Meeting Warsaw, 16 - 27 September 2019

USER MANUAL FOR SIDE EVENTS BOOKING

This manual provides step-by-step instructions on how to book a side event in the online side event booking system. It contains several screenshots, intended to help users familiarize themselves with the graphic interface of the booking system. Please note that the screenshots are indicative and the actual interface may vary.

I. GET READY FOR BOOKING

Please sign up first for the meeting at: <https://meetings.odihhr.pl>. This is a condition for booking a side event online.

For users without a profile or who have not yet signed up for the event:

1. After opening of the booking system 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.
2. If you would like to book a side event, please sign up first for the 2019 Human Dimension Implementation Meeting at <https://meetings.odihhr.pl>.

For signed up users:

1. If you would like to book a side event click the *BOOK* button and see which rooms/times/slots are free (table with calendar);

2. Meaning of colors:

- **Green** - free rooms;
- **Blue** - rooms booked (participants have entered the system and pre-booked the time slot but have not submitted the booking yet);
- **Red** - booked (participants have clicked the SUBMIT button, thus confirming their side event);

3. After selecting one of the available "green" rooms on the date/time slot of your preference, proceed to the details of the booking;

Current Deadline: 2018-08-24 11:59

Day	Morning side events 08:30 - 09:45	Afternoon side events 13:15 - 14:45	Evening side events 18:15 - 19:45
Monday 10 September		Meeting Room 1 Meeting Room 2 Opera Meeting Room	
Tuesday 11 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 (booked) Opera Meeting Room	Meeting Room 1 Meeting Room 2 Opera Meeting Room (booked) Plenary Hall	Meeting Room 1 Meeting Room 2 (booked to 2018-08-21 17:00) Meeting Room 3 Opera Meeting Room
Wednesday 12 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room	Meeting Room 1 (booked) Meeting Room 2 Meeting Room 3 Opera Meeting Room Plenary Hall	Meeting Room 1 (booked) Meeting Room 2 Meeting Room 3 Opera Meeting Room
Thursday 13 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room	Meeting Room 1 Meeting Room 2 (booked) Meeting Room 3 Opera Meeting Room Plenary Hall	Meeting Room 1 (booked) Meeting Room 2 Meeting Room 3 Opera Meeting Room
Friday 14 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room	Meeting Room 1 (booked) Meeting Room 2 Meeting Room 3 Opera Meeting Room Plenary Hall	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room
Monday 17 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room Plenary Hall	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room
Tuesday 18 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room	Meeting Room 1 (booked) Meeting Room 2 Meeting Room 3 Opera Meeting Room Plenary Hall	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room
Wednesday 19 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room (booked)	Meeting Room 1 Meeting Room 2 (booked) Meeting Room 3 Opera Meeting Room Plenary Hall	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room
Thursday 20 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room (booked) Plenary Hall	
Friday 21 September	Meeting Room 1 Meeting Room 2 Meeting Room 3 Opera Meeting Room		



2019 Human Dimension Implementation Meeting

Warsaw, 16 - 27 September 2019

- by clicking **BOOK** at this step, you have **60 minutes** (countdown clock will appear at the **top of the page**) to finish the **four steps** of your booking;

ODIHR Conference Registration System

51m. 6s.

CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

Home

SIDE EVENTS

Human Dimension Implementation Meeting 2018

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

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

II. BOOKING SYSTEM

STEP 1 - MAIN INFORMATION

- 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. 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.
- 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 the mouse (*drag and drop function*).
- Person responsible for organizational details*: in this section, **please submit the contact details of the person responsible for the organization** of the side event which ODIHR or service providers may contact before and during the conference.
- Room details*: in this section, please **provide the number of expected participants** and **preferred layout** (if relevant). Please note that number of participants cannot be greater than the room capacity.
- Title of the event* should be provided in English. Please make it **short and appealing**, as this information will be visible in the “Side vents schedule and overview” document distributed to the participants in the conference.
- Description of the event*: please provide a short description of your side event, in English, no more than half of an A4 page. This information will be visible in the “Side events schedule and overview” document distributed to the participants in the conference.
- Working Language*: choose (minimum one) which of the six OSCE languages (English, German, French, Italian, Russian or Spanish) will be used during the side event.



2019 Human Dimension Implementation Meeting

Warsaw, 16 - 27 September 2019



ODIHR Conference
Registration System

42m. 51s.

[CONFERENCE](#) [LOG OUT](#) [YOUR ACCOUNT](#) [CONTACT](#)

[Home](#)

SIDE EVENTS

Human Dimension Implementation Meeting 2018

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:

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

[Back](#)

[Next](#)



2019 Human Dimension Implementation Meeting

Warsaw, 16 - 27 September 2019

STEP 2 - INTERPRETATION, TECHNICAL EQUIPMENT

Should you wish to arrange for technical equipment or services through the ODIHR conference services provider – BSCAV – please choose from the table the required equipment and interpretation services. *Please note that the role of ODIHR is only to provide your requirements to the 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. In the table, please choose the required equipment and services;
2. Then, click the button **ADD PAYER**, as you must fill in the payer's data;
3. If there are multiple payers (for different services), please inform us about this in the dedicated "payer" field (**EDIT button**), stating who is paying for what;
4. If you do not require any of these services (no technical equipment / services needed or it is not organized through ODIHR), do not choose anything from the table AND please tick the appropriate checkboxes at the bottom, confirming your decision.

Main information

Interpretation, technical equipment

Lunch, refreshments

Summary

Please note that side events rooms, apart of Plenary Hall, do not have any technical equipment available. If you need some technical equipment for your side event - for example sound system, interpretation equipment, power point, video + TV, microphones + speakers, etc., you should organize it through the ODIHR conference service provider - BSCAV (contact information below). Interpretation (simultaneous or consecutive) also may be arranged through BSCAV. In that case you should insert your requirements into the booking form and the service provider will contact you to arrange it further. Please note that the role of ODIHR is to facilitate the order through the booking form. The whole responsibility for the order lays on the organizer of a side event; and for the services' quality and delivery - on the service provider. **Please note that you should cover all the costs and pay directly to the provider.**

Simultaneous interpretation equipment and the sound system are available free of charge, only for side events organized in the Plenary Hall.

Should you need to cancel a booking after the deadline, you must inform the service provider as soon as possible. Please note that late cancellation of pre-ordered services (**not later than 3 days before the event**), will result in cancellation fees.

All prices listed are in Polish zloty (net).

Component	Quantity	Price in PLN	Number	Amount
1. Additional wireless microphone	1	80.00	0	0.00
2. Audio MP3 recording, original version	1	100.00	0	0.00
3. Computer	1	100.00	0	0.00
4. Consecutive interpreting FOREIGN - PL	block of up to 4 hours	600.00	0	0.00
5. Consecutive interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB_CROAT)	block of up to 4 hours	800.00	0	0.00
6. DVD player	1	70.00	0	0.00
7. Interpreters cabin	1	250.00	0	0.00
8. Plasma TV 40 "	1	190.00	0	0.00
9. Screen 2 x 2 [m]	1	60.00	0	0.00
10. Screen and multimedia projector	1	600.00	0	0.00
11. Screen, multimedia projector and computer	1	800.00	0	0.00
12. Simultaneous interpretation system for 100 persons	system for 100 persons	1000.00	0	0.00
13. Simultaneous interpretation system for 50 persons	system for 50 persons	700.00	0	0.00
14. Simultaneous interpreting FOREIGN - FOREIGN (EN, DE, FR, RUS, ES, IT, UKR, SERB_CROAT)	block of up to 4 hours (2 interpreters)	2000.00	0	0.00
15. Simultaneous interpreting FOREIGN - PL	block of up to 4 hours (2 interpreters)	1300.00	0	0.00
16. Sound system with 2 wireless microphones	1	450.00	0	0.00
17. Sound system with 3 microphones	1	550.00	0	0.00
18. Sound system with delegates' microphones for 100 people	1	1500.00	0	0.00
19. Sound system with delegates' microphones for 50 people	1	800.00	0	0.00
20. Technician (set up, service, dismantle)	1 per event	150.00	0	0.00
21. Video recording	1	500.00	0	0.00
22. Web streaming, one camera, one language transmission	1	3600.00	0	0.00
23. Web streaming, one camera, two language transmission	1	4100.00	1	4100.00
total:			1	4100.00

1

2

3

Payer (Payer Name Payer Surname)

+ Add Payer

Edit

Delete

Service provider contact information

BSC AV SP. z o.o.

Contact person:
Ms. Monika Krzyzanowska,
Tel: +48 531388919
Email: monika.krzyzanowska@bscav.eu

4

☐ I confirm I do NOT need interpretation service or I arrange them in my own capacity

☐ I confirm I do NOT need interpretation technical equipment

Prev

Next



2019 Human Dimension Implementation Meeting

Warsaw, 16 - 27 September 2019

STEP 3 – BREAKFAST, LUNCH, REFRESHMENTS

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 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. In the table, please choose the required catering services;
2. Click the green button **ADD PAYER** and fill in the payer's data;
3. If there are multiple payers (for different services) please inform us about this in the dedicated "payer" field, stating who is paying for what (**EDIT button**);
4. If you do not require any of these services (no catering offered or if catering is not organized through ODIHR), do not choose anything from the table **AND** please tick the appropriate checkboxes at the bottom, confirming your choice.

Main information

Interpretation, technical equipment

Lunch, refreshments

Summary

Some organizers of side events wish to offer refreshments (snacks and beverages) to their audience.

You might organize through the ODIHR catering provider – hotel Sofitel Warsaw Victoria. In that case you should insert your requirements into the booking form. You will find all the information & prices below. **Please note that you should cover all the costs and pay directly to the provider.**

Please also note that ODIHR facilitates the order through the booking only. The whole responsibility for the order lays on the organizer; and on for the services' quality and delivery - on the service provider.

In case you would like to order a "special" menu for your side event, please contact ASAP the provider directly.

Should you wish to cancel a booking after the deadline, you must inform the HDM team and the service provider as soon as possible. Please note that late cancellation of pre-ordered services (**not later than 3 days before the event**), will result in cancellation fees.

All prices listed are in Polish zloty.

Name	Description	Price per person in PLN	Number	Amount
1. Conference Breakfast	Freshly baked butter croissants and Danish pastries • French style bread basket • butter • jams and honey • bagels with ham, salmon and cheese • selection of yoghurts • sliced fruits • coffee/hot chocolate • selection of teas • selection of juices • soy milk, milk, lactose-free milk •	55.00	0	0.00
2. Coffee Break	coffee/tea/mineral water	25.00	0	0.00
3. Sandwich Lunch/Dinner	2 sandwiches, juice, cake, coffee, tea, mineral water	33.00	0	0.00
		total:	0	0.00

Payer Organization(Payer name Payer surname)

+ Add Payer

Edit

Delete

Service provider contact information

Contact person:

Ms. Paulina Swiderek
Sofitel Warsaw Victoria

Tel. : +48 22 6578183

E-mail: paulina.swiderek@sofitel.com

4

I confirm there will NOT be any catering services needed for this side event (NO REFRESHMENTS OFFERED)

Prev

Next



2019 Human Dimension Implementation Meeting

Warsaw, 16 - 27 September 2019

STEP 4 - SUMMARY (PAGE WITH ALL THE DETAILS OF YOUR BOOKING)



ODIHR Conference
Registration System

CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

Home

SIDE EVENTS

Human Dimension Implementation Meeting 2018

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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Below you will find a summary of your booking. Please read it carefully before submitting your side event. All changes must be done before the deadline.

Please save (SAVE button below) your data before logging out from the system and each time you make any changes.

Please submit (SUBMIT button below) the booking form latest by: **24 August, 23:59 (CET)**, otherwise the booking will be cancelled and all information lost.

Should you need to cancel a booking after the deadline, you must inform the HDM team at ireneusz.stepinski@odhr.pl and the respective service provider as soon as possible. Please note that late cancellation of pre-ordered services will result in cancellation fees.

SUMMARY

Component	Quantity	Price in PLN	Number	Amount
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23. Web streaming, one camera, two language transmission	1	4100.00	1	4100.00
total: 1				4100.00

I confirm there will NOT be any catering services needed for this side event (NO REFRESHMENTS OFFERED)

Prev Save Print Delete

By submitting the booking form, you confirm that you have read and understood all terms and conditions and that all the data you filled in is correct and accurate.

☒ I confirm I have read the [Side Event Information document](#) and agree to the terms and conditions of Side Event Booking System. Acting in capacity of participant of the Human Dimension Implementation Meeting I consent to processing of my personal data by the Office for Democratic Institutions and Human Rights of Organization for Security and Co-operation in Europe with its registered office in Warsaw, 10 Miodowa Street, for the delivery of the data to BSCAV and Sofitel Warsaw Victoria companies. The data will be delivered for the purpose of rendering by said entities the additional services related to side events such as organization of technical equipment, interpretation and catering services. I declare that I know the right to inspect, change and demand discontinuation of processing of my personal data. I give the data voluntarily.

Submit



2019 Human Dimension Implementation Meeting

Warsaw, 16 - 27 September 2019

1. On this page you will find a summary of your booking. **Please read it carefully and SAVE all information within the available time** (you can check the countdown clock in the upper right corner).
2. Below the summary, you have the options of:
 - **Saving your data (SAVE button):** You MUST do this within the available time; otherwise your data will be lost. If you click the SAVE button, you will pre-book a side event. After saving your data, you will still have the possibility to edit it, up until the booking deadline (the slot will be marked blue in the side event room list). If any changes are made, please always remember to click the SAVE button;
 - **Printing your booking (PRINT button):** If any changes are made, please always remember to click the SAVE button before printing the summary, so that changes are included on the printout;
 - **Removing your booking (DELETE button):** This will cancel your booking and release this slot for other users;
 - **Submitting your booking (by clicking the SUBMIT button):** Click the SUBMIT button only if you do not plan any further changes and if you want to make a final booking. After you SUBMIT, you will not be able to edit your booking further, and the booking will be final. Once your booking is final, the system will provide all your orders to the service providers, who will contact you with further information.

In any case, **you must SUBMIT your booking before the booking deadline**, otherwise, all your data will be automatically erased and your side event will not be booked. Once you have pressed submit, the room will be marked red (booked) in the list.

III. CONTACT US

In case of any issues or questions concerning the booking of side events, please use the contact form at <http://meetings.odihr.pl/contact.html>.