

**CONFERENCE ON
JOURNALISTS' SAFETY, MEDIA FREEDOM AND PLURALISM IN TIMES OF
CONFLICT**

**15-16 June 2015
Hofburg Conference Centre, Vienna**

CHECKLIST FOR ORGANIZERS OF SIDE EVENTS

Name of organization(s) and website(s)	
Name of contact person (incl. tel/e-mail)	
Preference on date and time of the event	
Number of participants	
Language(s)	
Title of the event	
One or two paragraphs describing the event (<i>Please note, this text will be posted on our website and included in the Overview of Side Events to be distributed among conference participants</i>)	
Need for specific technical equipment	
Any other information that might be useful to the Office of the RFOM	

Venue: Two side event rooms in Hofburg (one for up to 200 people and one for up to 60 people)

Available time slots: Monday 15 June, 12:30 - 14:00 and Tuesday 16 June 13:00 - 17:00. Requests will be processed on a first come, first serve basis, subject to room availability.

Funding: Due to budget limitations, the Office of the RFOM is able to provide room accommodation only. Additional requirements such as catering and interpretation must be organized through the Office, but at the **expense of the organizer**.

Please submit this checklist to the email address below by **Friday, 22 May 2015**. Requests sent after this date will not be considered.

OSCE Office of the RFOM Contact: Jennifer Adams at FOMConf2015@osce.org or +43 1 514 36 6813