



# YOUR EVENT IN **LAUSANNE** THE OLYMPIC CAPITAL



THE CITY AND AVAILABLE SERVICES



# TABLE OF CONTENTS



<b>INTRODUCTION</b>	<b>2</b>
<b>TEN REASONS TO COME TO LAUSANNE</b>	<b>3</b>
<b>LAUSANNE IN A NUTSHELL</b>	<b>4</b>
<b>FACTS AND FIGURES</b>	<b>5</b>
<b>TRAVEL INFORMATION</b>	<b>6</b>
<b>WHERE TO STAY</b>	<b>8</b>
<b>EVENT LOCATIONS</b>	<b>9</b>
<b>SOCIAL GATHERINGS</b>	<b>10</b>
<b>CONVENTION BUREAU SERVICES</b>	<b>12</b>
1. ALL-IN-ONE PACKAGE	13
2. ACCOMMODATION	14
3. RECREATIONAL ACTIVITIES	15
4. ACCREDITATIONS: BADGES AND WELCOME DESK	16
5. ABSTRACTS AND E-POSTERS	17
6. NETWORKING TOOL	18
7. TRANSFERS	18
8. HOSTESS & STEWARD SERVICE	19
9. GREETING ATTENDEES AT GENÈVE AÉROPORT	19
10. SERVICE PROVIDER MANAGEMENT	20
11. SPONSORS AND EXHIBITORS	21
12. ENTRY MANAGEMENT	21
<b>USEFUL LINKS</b>	<b>22</b>
<b>YOUR CONTACTS</b>	<b>23</b>
<b>AFFILIATIONS</b>	<b>24</b>

# INTRODUCTION



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## LAUSANNE BUSINESS VALLEY WELCOMES YOU

The Olympic Capital of Lausanne has become the latest hot spot for trade shows, conferences, meetings and business tourism.

Lausanne, which is conveniently nestled between Lake Geneva and the Alps, is easily accessible. There are direct trains from many major European cities, as well as an international airport less than 45 minutes away.

Your guests will be immersed in a unique environment in which sport, culture, technology, medical research and innovation converge.

Lausanne is known for its modern services, its expertise and its breathtaking nature. There is no better place to inspire, entertain and captivate your attendees.

# TEN REASONS TO COME TO LAUSANNE

## WHY LAUSANNE IS JUST WHAT YOU'RE LOOKING FOR



### SWISS QUALITY IN THE HEART OF EUROPE

The city is renowned for its political stability, economic momentum, multiculturalism, reliability, efficiency and hospitality. Prestigious British magazine Monocle voted Lausanne 'best small city in the world' in its ranking of cities with less than 200,000 inhabitants. It was also named 'best emerging destination 2020' according to American travel site Travel Lemming.



### AN OUTWARD-LOOKING OLYMPIC CAPITAL

Lausanne is home to the International Olympic Committee (IOC), multinational corporations and over 50 international associations.



### A HUB FOR EDUCATION, RESEARCH AND INNOVATION

Over 200 schools and universities, some of which are highly acclaimed (including EPFL, UNIL, IMD and EHL), pooling diverse skill sets (mainly life sciences, micro- and nanotechnologies, IT and technologies related to communication, energy, the environment and food).



### A RICH HERITAGE

Lausanne's town centre dates back to the Middle Ages. The area is brimming with one-of-a-kind cultural sites and is surrounded by nature, boasting panoramic views of Lake Geneva and the Alps.



### A COSMOPOLITAN CITY ON A HUMAN SCALE

Lausanne has become a business destination thanks to its quality infrastructures. Compact and international, the city welcomes every year of major events.



### ENVIRONMENTAL AWARENESS

Lausanne joined the Global Destination Sustainability Index (GDS Index), a collaborative business initiative which aims to develop and promote sustainable development strategies for business destinations and the global events industry.



### IT IS LOCATED IN THE HEART OF HEALTH VALLEY

The Lake Geneva area is synonymous with scientific and entrepreneurial action in the healthcare industry, and is home to nearly 1,000 businesses, start-ups, and research and educational facilities which are influential to the pharma, biotech and medtech sectors.



### A DIVERSE PALETTE OF ACTIVITIES AND EXCURSIONS

Lausanne is located near famed natural landscapes and traditional mountain areas offering a variety of attractions to visit, including watches, chocolate, cheese, wine and more.



### FREE, HIGH-QUALITY TRANSPORTATION

Lausanne's excellent infrastructure enables you to hop quickly from place to place, making it easy to get around the city, the country and all over Europe. Guests staying at hotels receive free public transportation throughout the city.



### THE LOWEST VAT IN EUROPE

VAT at only 7.7%. Hotel nights, including breakfast, benefit from a special VAT rate of 3.7%. In most establishments, breakfast, WiFi and access to any wellness areas are included in the price.



# LAUSANNE IN A NUTSHELL

## A CENTRAL MEETING POINT IN EUROPE

Located only 45 minutes by car or train from the international airport in Geneva (Cointrin), Lausanne is centrally accessible via all of the main methods of transportation in Switzerland and Europe. Several trains leave for Lausanne every hour from all major Swiss cities, and even more remote areas benefit from easy connections. If you're headed to Paris or Milan, for example, there are three to eight high-speed trains a day to choose from which arrive in under four hours.

## A PLAYGROUND OF NATURAL WONDERS

Lausanne is nestled against a breathtaking backdrop which includes Lake Geneva – the biggest lake in Western Europe – and the majestic beauty of the Alps. It also features the Lavaux wine region, a UNESCO world heritage site with grapevines that cascade down the hills to the very edge of the lake. And it's only ten minutes from the city.

## THE HOME OF INTERNATIONAL SPORT

The history of the city and that of the International Olympic Committee (IOC) have been inextricably linked ever since the latter established its headquarters there in 1915. In 1993, the city opened the Olympic Museum, casting a unique spotlight on the sporting world. The following year, Lausanne was selected to be the Olympic Capital – a prestigious and one-of-a-kind label. Last but not least, in 2015, the IOC celebrated its 100<sup>th</sup> anniversary on the banks of Lake Geneva. The Committee's dedication and the support of national, regional and local authorities have made it possible to welcome the offices of over 50 international sporting federations and organisations in the greater Lausanne area. Lausanne is currently considered to be the world capital of sport administration.



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## UNPARALLELED QUALITY OF LIFE

Lausanne began its commitment to sustainable development back in the 90's. Local public services were therefore required to respect the environment and include nature in the city's development. In 1996, the municipality of Lausanne received the City of Energy award and was then ranked in the top tier amongst 60 competing municipalities in 2001. In 2004, Lausanne's energy policy earned it the very first European Energy Award Gold certification (confirmed in 2009). A similar approach was adopted by many private companies in order to reinforce Lausanne's reputation as a city that anticipates future challenges.



© LT/www.diapo.ch

## MULTICULTURALISM MEETS HUMAN SCALE

The Lausanne metropolitan area is home to 409,000 inhabitants (80,000 of which are foreign residents). For a city of its size, it provides an impressive foothold for businesses, the arts, sport and education. Located in the French-speaking part of Switzerland, Lausanne is the country's fourth largest urban hub.

# FACTS AND FIGURES



© Bertrand Francey

## SWITZERLAND

POPULATION (2018 EST.)

**8,544,527**

TOTAL SURFACE AREA (SQ. KM)

**41,285 SQ. KM**  
**15,940 SQ. MILES**

CAPITAL

**BERN**

LANGUAGES

**SWISS GERMAN, FRENCH,  
ITALIAN, ROMANSH**

CLIMATE

**MODERATE, WITH NO EXTREME  
HEAT, COLD OR HUMIDITY**

## LAUSANNE

POPULATION  
(2018 EST.)**145,488**POPULATION OF  
GREATER LAUSANNE  
(2017 EST.)**409,290**

CANTON

**VAUD**

LANGUAGE

**FRENCH**

© P. Waterton



# TRAVEL INFORMATION



© P. Waterton

## FORMALITIES REQUIRED FOR TRAVELLING TO SWITZERLAND

Each person travelling must have a valid passport or ID card. A visa is required for stays exceeding three months. For a stay of less than three months, a valid passport will suffice. These provisions apply to travellers with passports from North, Central and South America (except Belize, Bolivia, Colombia, Cuba, Dominican Republic, Ecuador, Haiti, Jamaica, and Peru), Europe, Japan, Australia and New Zealand.

For passport holders from other countries, visa requirements for Switzerland are the same as those that apply to the Schengen Area (which includes Switzerland) for a stay of up to 90 days.

For all information regarding visas and business visas, contact your nearest Consulate General of Switzerland. You may also find the following links useful:

[www.swiss-visa.ch](http://www.swiss-visa.ch)

[www.schengenvisainfo.com](http://www.schengenvisainfo.com)

## GETTING TO LAUSANNE

Lausanne is located in French-speaking western Switzerland on the banks of Lake Geneva. It is also the capital of the canton of Vaud.

### BY AIR

The closest airport is the international airport in Geneva (Cointrin), which is 45 minutes away by train or car.

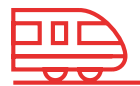
The train station, which operates four trains per hour, is inside the airport.

Direct flights from >140 destinations:  
Europe, North America, Africa,  
the Middle East, Asia



[www.gva.ch](http://www.gva.ch)

### BY TRAIN



Swiss Federal Railways (SBB)

Direct EuroCity and TGV trains  
to and from Milan (3h20m, 4x/day)  
and Paris (3h40m, 5x/day)

[www.cff.ch](http://www.cff.ch)

### BY CAR

Motorways A1/E25 and A9/E27

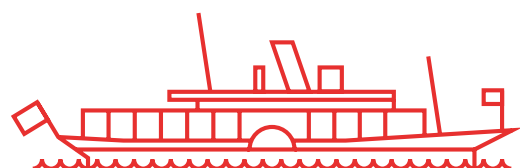


### BY BOAT

Lake Geneva crossings with the  
*Compagnie Générale de Navigation* (CGN)

Direct trips daily from Evian or Thonon in France

[www.cgn.ch](http://www.cgn.ch)



# TRAVEL INFORMATION



© P. Waterton

## LAUSANNE TRANSPORT CARD

Guests staying in the hotels located in the greater Lausanne area can travel throughout the public transportation network for free (bus and metro zones II, I2, I5, I6, I8 and I9) for the duration of their stay. The Lausanne Transport Card is provided by the hotel at check-in and is valid for the full length of the reservation, including the date of departure. It also grants holders a number of discounts at businesses and tourist attractions throughout the city.

[www.lausanne-tourisme.ch/transport-card](http://www.lausanne-tourisme.ch/transport-card)



## SWISS INTERNATIONAL AIR LINES

Should you choose SWISS as your official airline, you benefit from multiple advantages, including:

- Official Carrier Agreement from 200 people with up to 10% discount
- Easy to book the Official Carrier rates at [swiss.com](http://swiss.com) with your personal login
- Direct connections to Switzerland from some 48 countries

Under no circumstances shall the organiser shall be held liable for agreements with SWISS. The organiser cannot, for example, be held financially responsible for reservations.

SWISS your Official Carrier





# WHERE TO STAY



© Beau-Rivage Palace

Lausanne is a city on a human scale. As the Olympic Capital, which grants a number of advantages to companies, a high concentration of businesses, federations and multinational corporations are headquartered in Lausanne. To support these institutions, MICE (Meeting, Incentive, Conferences and Events) offers excellent hotel services.

[www.lausanne-tourisme.ch/hotels](http://www.lausanne-tourisme.ch/hotels)

The table below summarises hotel capacities in various categories:

Category	NO. OF HOTELS	NO. OF ROOMS	NO. OF BEDS
5-star superior and 5-star	3	504	779
4-star superior and 4-star	12	1,436	2,321
3-star	15	858	1,655
2-star and 1-star	5	444	985
Swiss Lodge and unclassified	3	269	618
Other	18	502	933
<b>TOTAL</b>	<b>56</b>	<b>4,013</b>	<b>7,291</b>

Source: Lausanne Capitale olympique – April 2020

## NOTE

The area has 4,500 hotel rooms within a 20-km radius of the city centre, the region counts more than 4,500 rooms.

# EVENT LOCATIONS

As a hub for scientific research and higher education, Lausanne is equipped with a number of conference venues. The main educational institutions themselves provide suitable facilities for your meetings, seminars and conferences.

[www.lausanne-tourisme.ch/conference-venues](http://www.lausanne-tourisme.ch/conference-venues)

**MAX. THEATER  
CAPACITY**



© LT/www.diapo.ch

## SWISSTECH CONVENTION CENTER

**3,000**

Built on the campus of the Swiss Federal Institute of Technology (EPFL), this convention centre is one of the world's most avant garde thanks to Gala technology. This system optimises space by automatically adapting the layout and retracting seats into the floor. With 18 multi-purpose rooms, 1,400 people can be accommodated for banquets and 3,000 for auditorium-style conferences.

[www.stcc.ch](http://www.stcc.ch)



© Agence de presse ARC

## CENTRE DE CONGRÈS BEAULIEU LAUSANNE AND THÉÂTRE

**5,200**

The Centre de Congrès Beaulieu Lausanne et Théâtre is a vast venue and event complex located in the heart of Lausanne. Its 19 multi-purpose rooms and impressive halls adjoining Switzerland's largest theatre can accommodate groups of between 100 and 5,400 who can also enjoy the 12,000 sq m gardens. The complex's dedicated professional team guarantee a personalised event management service.

[www.congres-lausanne.ch](http://www.congres-lausanne.ch)



© LT/www.diapo.ch

## THE OLYMPIC MUSEUM – MICE

**1,000**

The only one of its kind in the world and completely renovated, this Museum overlooking Lake Geneva welcomes over 300,000 visitors every year. In addition to its 3,000 sq m of interactive exhibitions, it hosts seminars and business events in a unique place dedicated to sport, art and culture, borrowing the Olympic values of excellence, respect and friendship. Talks for 200 people, gala dinners for up to 500 or buffet receptions for 1,000 guests – the versatility of the Museum layout adapts to every need.

[www.olympic.org/musee](http://www.olympic.org/musee)



© Fabrice Ducrest - UNIL

## UNIL – UNIVERSITY OF LAUSANNE

**800**

In a park on the shores of Lake Geneva, the University of Lausanne has ideal infrastructure for academic conferences and several high-capacity restaurants. Auditoriums with high-performance audiovisual equipment and multiple conference rooms offer a capacity from 20 to 800 seats. The M1 metro line connects the university campus to the city centre in 10 minutes.

NEW: Synathlon, UNIL sports science hub, conference centre with an auditorium of 210 seats and 4 sub-commission rooms.

[www.unil.ch](http://www.unil.ch)



© Margaux Zeender, CEMCAV-CHUV

## LAUSANNE UNIVERSITY HOSPITAL (CHUV)

**392**

One of the Switzerland's 5 university hospitals, Lausanne's CHUV plays a key role in the fields of medical care, research and training. In close proximity to the city centre, it houses several auditoriums (392 seats in the largest), conference rooms and exhibition spaces which can be booked for conventions and scientific conferences.

NEW: Agora, a cancer research centre (ISREC Foundation) located at the CHUV, a conference center with an auditorium of 260 seats and several sub-commission rooms.

[www.chuv.ch](http://www.chuv.ch)

[www.isrec.ch/agora](http://www.isrec.ch/agora)



© IMD

## IMD BUSINESS SCHOOL

**350**

IMD is one of the world's most highly rated business schools and the majority of Lausanne's students are enrolled here. Not only does it prepare the CEOs of the future, it also advises international companies through its customised training programs. Personalities such as Bill Clinton have taken the floor of the deluxe 350-leather-seater auditorium, which can be rented for private use.

[www.imd.org](http://www.imd.org)



# SOCIAL GATHERINGS

## RECEPTIONS AND MEALS

If you're looking for a casual environment to hold a social gathering, you've got plenty of options. These unique, dazzling locations will make your event truly unforgettable.

[www.lausanne-tourisme.ch/special-venues](http://www.lausanne-tourisme.ch/special-venues)

 **MAX. COCKTAIL CAPACITY**

 **MAX. BANQUET CAPACITY**



© Fernando Guerrero

### IN THE HEART OF AQUATIS AQUARIUM-VIVARIUM LAUSANNE

 **300**

Discover aquatic fauna and flora from all four corners of the globe in Europe's largest freshwater aquarium with nearly 2 million litres of water supplying approximately 50 aquariums/vivariums/terrariums. AQUATIS is both a leisure facility and an environmental education centre. The AQUATIS platform also includes a 143-room hotel-restaurant and a convention centre.

[www.aquatiss.ch](http://www.aquatiss.ch)



© CGN SA

### LAKE GENEVA DINNER CRUISE

 **700**  **500**

The CGN's magnificent white boats, which make up one of the most glorious Belle Epoque fleets in the world, are ideal for magical dinner cruises, combining fantastic food and stunning scenery. CGN's Belle Epoque and modern boats can accommodate up to 500 people for banquets and 700 for cocktail parties.

[www.cgn.ch](http://www.cgn.ch)



© DR

### TRADITIONAL SWISS CUISINE AT LE CHALET SUISSE

 **300**  **300**

An iconic restaurant nestled in the hilltops above the city, Le Chalet Suisse is characterised by its typical Swiss décor with wooden beams, as well as breathtaking views of both Lausanne and Lake Geneva. The restaurant can be hired out for private functions of up to 350 people and offers a traditional Swiss menu, a drinks package and, if requested, background music.

[www.chaletsuisse.ch](http://www.chaletsuisse.ch)



© Portes des Iris

### NATURE AND CHIC AT PORTES DES IRIS

 **1,200**  **700**

Probably one of the most elegant of all local venues, Portes des Iris is located above Morges, near the famous Château de Vullierens estate. In this splendid, fully renovated 16<sup>th</sup> century farmhouse, 6 reception rooms can accommodate up to between 450 and 500 people. Guests are enchanted by the gorgeous setting and the bright spacious two-storey venue, not to mention the impressive fireplace.

[www.portesdesiris.ch](http://www.portesdesiris.ch)



© Stephan Engler

### A JOURNEY BACK IN TIME AT CHÂTEAU DE CHILLON™

 **350**  **500**

With its two façades, fortress on the mountainside and princely residence on the lake side, Chillon Castle™ is Switzerland's most visited historic building. Built on a rocky island, this magnificent landmark was restored at the end of the 19<sup>th</sup> century and visitors can explore the basement and castle dungeon. A much sought-after venue for events, it comprises a series of rooms which are available for hire, the largest of which has capacity for 300 people (230 seated).

[www.chillon.ch](http://www.chillon.ch)



© Chaplin's World™ The Studio

### CHAPLIN'S WORLD

 **250**  **140**

Delve into the world of Charlie Chaplin and experience a thrilling encounter with one of the greatest artists of the 20<sup>th</sup> century and the celebrities who touched his life. Perched on the hilltops above Vevey and housed in Charlie Chaplin's former residence, Chaplin's World By Grévin comprises two exhibition buildings, a 4-hectare park, a restaurant, a shop, a VIP area and a number of wine cellars available to hire for private functions. Exhibition spaces may also be rented for private use.

[www.chaplinsworld.com](http://www.chaplinsworld.com)

# SOCIAL GATHERINGS

## ACTIVITIES AND EXCURSIONS

The Lausanne region features a wealth of cultural attractions and heritage sites worth visiting. Luckily, the various activities are all centrally located within reach of one another and the transportation infrastructure is top notch. This makes it easy to visit a number of places back-to-back.

[www.lausanne-tourisme.ch/social-programme](http://www.lausanne-tourisme.ch/social-programme)



© LT/www.diapo.ch



© CIO/Lydie Nesvadba



© Artlab@EPFL

## CITY TOURS

Tour guides are familiar with every nook and cranny of Lausanne, including must-see attractions like its 13<sup>th</sup> century Gothic cathedral, the old town of 'La Cité', the central business district and Ouchy promenade as well as lesser-known gems such as the Roman ruins of Vidy with a view over Lake Geneva. There is a choice of themed tours including, a walk along Lausanne's fountains, a tour of the campus, a 'Lausanne by light' walk, etc.

[www.lausanne-tourisme.ch/guided-tours](http://www.lausanne-tourisme.ch/guided-tours)

## THE OLYMPIC MUSEUM – AN ENTHRALLING EXHIBITION, MOMENTS OF INTENSITY

Would you like to relive great Olympic moments? Feel the pulse of the champions? Discover the creative flair of the host cities? The world of the Games with its many facets will open up to you. The Museum has 3,000 sq m of exhibition space, over 1,500 exhibits, 150 screens and our passion, combining to create the ultimate experience and give you some great stories to tell. To live a story is to share it.

[www.olympic.org/musee](http://www.olympic.org/musee)

## DISCOVERY OF THE EPFL CAMPUS AND ITS ARCHITECTURE

A true small town with many facets, the campus of the Ecole Polytechnique Fédérale de Lausanne (EPFL) has become an essential centre for teaching and research. In close relationship with the surrounding nature, a source of inspiration and creativity, the buildings dare to use the prowess of modern architecture and design between lake, forest and mountain. The Rolex Learning Center, ArtLab and the Swiss-Tech Convention Center are just a few examples.

[www.epfl.ch](http://www.epfl.ch)

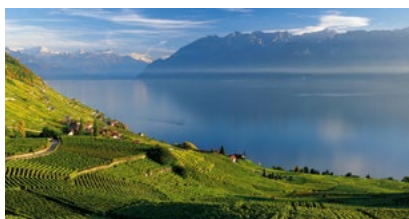


© CGN SA

## CGN – LAKE GENEVA BOAT CRUISES AND FERRIES

A cruise on Lake Geneva, aboard a CGN boat, is one of the most memorable moments of any visit to Lausanne. The CGN boasts Europe's largest lake fleet as well as the most exquisite boats dating from the Belle Epoque (early 20<sup>th</sup> century). Aboard one of these paddle wheel or modern boats, discover the ports, castles, vineyards and peaks of the Swiss and Savoy Alps.

[www.cgn.ch](http://www.cgn.ch)



© LT/www.diapo.ch

## LAVAUX VINEYARDS

One of the most beautiful landscapes of Switzerland, the UNESCO-listed Lavaux vineyards offer activities for both groups and individuals. Highlights include a wine-tasting in a vineyard or a wine cellar in a picturesque village, as well as a stroll along the 32-kilometre stretch of footpath between Lausanne and Montreux. For added comfort, the Train des Vignes and two tourist trains bring passengers on ride through the vineyard.

[www.lavaux-unesco.ch](http://www.lavaux-unesco.ch)



© Christof Sonderegger

## GRUYÈRES: VISIT TO A CHEESE AND/OR CHOCOLATE FACTORY

Approximately 50 km from Lausanne, Gruyères is one of Switzerland's most attractive medieval cities. The town lends its name to the Fribourg Pre-Alps region as well as the famous cheese. Every year, visitors to the town are won over by its castle, boutiques, and charming hotels and restaurants, not to mention an unusual science-fiction museum dedicated to the Swiss artist Giger. Maison Cailler and the Maison du Gruyère are both just minutes from this iconic village.

[www.la-gruyere.ch](http://www.la-gruyere.ch)

[www.lamaisondugruyere.ch](http://www.lamaisondugruyere.ch)

[www.cailler.ch](http://www.cailler.ch)



# CONVENTION BUREAU SERVICES

Convention Bureau helps regional, national and international event organisers looking to hold an event in the Lausanne region. To that end, Convention Bureau provides a variety of services, some of which are free.



© SwissTech Convention Center

## Free services provided by Convention Bureau:

- Expert advisory, location scouting and feasibility analyses
- Advice on how to organise meetings and conventions
- Assistance regarding calls for tender and site visits
- Tourist information and promotional tools
- Contact information for key partners

If the project involves over 150 attendees, the organiser may choose to fully or partially delegate the organisation of the event to our team of professionals, which maintains regular contact with service providers in Lausanne.

**Paid services** provided by Convention Bureau (quotes available upon request).

## CONVENTION BUREAU SERVICES

# 1. ALL-IN-ONE PACKAGE

## EVENT SECRETARIAT

**PRE-CONFERENCE PREP**

- Creation of an online platform in one language to manage conference registration, accommodation, recreational activities and transfers
- Management of conference registrations and accommodation for speakers and guests
- Management of registration for congress sponsors and exhibitors
- Follow-up on changes and cancellations
- Record-keeping and management of payments
- Confirmation for each participant (registration, hotel and payment)
- Preparation of personal documentation (invitations, vouchers, etc.)
- Administrative management and invoicing for the event location and direct service providers (optional)
- Networking Tool (activation not included, see section 6 below)

**WELCOME AND LOGISTICS SERVICES DURING THE CONFERENCE**

- Greeting of participants at the welcome desk throughout the entire event
- Distribution of personal documentation (conference packets)
- Last minute registrations and on-site payments
- Processing of any changes
- General and tourist information services
- Coordination of recreational activities and transfers



© LT/Laurent Kaczor

**ACCREDITATION**

- Development of an accreditation system
- Provision of standard badges (lanyards available upon request)
- On-site accreditation for attendees at the conference (with standard badges)

**CLOSING OF THE CONFERENCE**

- Certificates of participation in PDF format and online satisfaction survey sent to attendees (upon request at no additional fee)
- Account verification and finalisation
- Summary charts and tallies
- Debriefing with the organiser and simple post-event analysis



© LT/Sébastien Monachon

**NOTES**

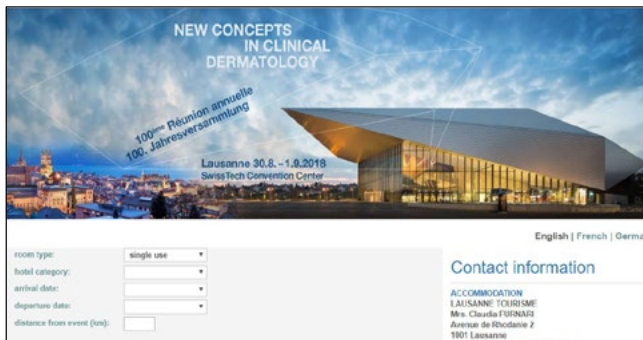
Opting for this service is essentially hiring an administrative body at Convention Bureau which is fully committed to organising a specific event. Beyond outsourcing a great many logistical factors for the event, the main advantage for the organiser is considerable time savings.

The platform is available in French, German or English. The second language can be added for an additional fee.



## CONVENTION BUREAU SERVICES

## 2. ACCOMMODATION



© Royal Savoy Hotel &amp; Spa

### 2.1

#### ONLINE RESERVATION PLATFORM

- Creation of an online hotel reservation platform available in three languages (FR, DE, EN)
- Access to contingents of hotel rooms at current rates (yield management)
- Customisation of the platform (logo, contacts and links) to suit the event
- Creation of a personalised map indicating hotels, main locations and public transportation stops (Google Maps)
- Processing of each reservation
- Confirmations for each attendee and for the hotel
- Processing of changes/cancellations
- Management of group bookings upon request

#### NOTES

The hotel reservation platform is reserved for conference attendees. Attendees must have a credit card to guarantee the reservation. The card is only charged in the event of a cancellation or no-show. Cancellation is free up to a maximum of 72 hours before the check-in date.

Contingents of hotel rooms and prices established by hotel operators change on a daily basis without notice according to supply and demand.

The platform is available in three languages – French, German and English – unless you select the all-in-one package. The all-in-one package includes both platforms in only one language (French, German or English), with a second language available for an additional fee.

Convention Bureau also provides a help desk via email and by phone for conference attendees with questions or specific hotel requests.

This service is included in the all-in-one package.

### 2.2

#### ROOMING LIST (RL) MANAGEMENT

- Room searches
- Contingent reservations (released 6 weeks prior to the event or the time frame specified by the hotel)
- Creation of a model rooming list for the organiser, who fills it in
- Communication of rooming lists to hotels
- Processing of changes/cancellations

The organiser confirms each attendee's reservation.

#### NOTES

Convention Bureau can manage accommodation for specific groups such as organisational staff, speakers and sponsors. The organiser has to provide the exact dates, number of rooms and nights (per person), and all other details required to make the hotel reservations.

The hotel may require a deposit, for which the organiser shall be responsible. No reservation shall be confirmed without its corresponding payment.

This service is included in the all-in-one package.

## CONVENTION BUREAU SERVICES

# 3. RECREATIONAL ACTIVITIES



© Sarah Jacquemet

## MANAGEMENT OF RECREATIONAL AND TOURIST ACTIVITIES

- Suggestions of activities for attendees and/or companions
- Calls for tender to service providers
- Tentative reservations
- Confirmation to service providers of the number of people participating in each activity following specification by the organiser
- Management of group activities during the convention
- Verification of service provider invoices
- Final breakdown and invoicing

Tour leaders (LT coordinator/guide not included) will be provided on-site on a mandatory basis to make sure the event goes smoothly.



© Maude Rion

## NOTES

This service is only available if accommodation is managed by Convention Bureau.

Organisation fees will apply per participant and per activity. Discounts are available depending on the number of participants.

This service is included in the all-in-one package. This concerns social and tourist activities (welcome reception, gala dinner, excursions), not professional excursions ('field trips).



## CONVENTION BUREAU SERVICES

# 4. ACCREDITATIONS: BADGES AND WELCOME DESK



© LT/www.diapo.ch

**PRE-CONFERENCE PREP**

- Development of an accreditation system (controls and distribution)
- Provision of standard badges

**WELCOME AND LOGISTICS SERVICES  
DURING THE CONFERENCE**

- Greeting of participants at the welcome desk throughout the entire event
- General and tourist information services
- Distribution of personal documentation (conference packets)
- Last minute registrations

**NOTES**

Rates depend on the format and complexity of accreditation graphics.

This service is included in the all-in-one package.

If this service is selected in addition to the all-in-one package, management of registration and payment prior to, during and after the conference is managed by the organiser.

## CONVENTION BUREAU SERVICES

# 5. ABSTRACTS AND E-POSTERS



© SwissTech Convention Center

## 5.1

### ABSTRACT MANAGEMENT (COMMUNICATIONS)

- Online submission of abstracts in text format
- Provision of a username and password enabling changes/modifications to abstracts after their initial submission
- Interactive procedure for reviewing abstracts
- Management of comments and revisions
- Communication with authors via email (follow-up, results, general information)
- Simple e-book in electronic format (PDF or Word) containing all of the abstracts entered into the system

This service provides technical support which does not take the place of the scientific and administrative tasks carried out by the committee organising the event.

#### NOTES

This service is only possible as a complement to the All-in-one package. The book of abstracts is given to the organiser in electronic format; it is not printed.



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## 5.2

### E-POSTERS

#### DIGITAL E-POSTERS SCREEN RENTAL

- Ultra HD (4k) tactile totem 50" screen
- LAN or WIFI network

#### BRANDING FOR DIGITAL SCREENS

- Free space for sponsors (enables the congress to have rental costs sponsored and to establish abstracts)
- Design creation in accordance with the screen

#### CONVERSION OF ABSTRACTS FOR TOUCH SCREENS

- Integration into the system search engine
- Sorting by alphabetical order, sessions or author (establishment of a possible search tool)

#### NOTES

This service is only possible as a complement to the All-in-one package.



## CONVENTION BUREAU SERVICES

## 6. NETWORKING TOOL



- Access to a list of confirmed attendees
- Creation of personal schedule to export
- Feature enabling attendees to email each other
- Set-up of meetings between attendees/sponsors (at will or during set hours)
- Creation of discussion forums (managed by the organiser)

**NOTE**

This service is only possible as a complement to the All-in-one package.

## 7. TRANSFERS



- Reservation of buses, limousines and taxis
- On-site or remote management of transfers from the airport/train station and within Lausanne
- Access to the Lausanne Tourism booth in the main hall of the train station to use as a meeting point

## CONVENTION BUREAU SERVICES

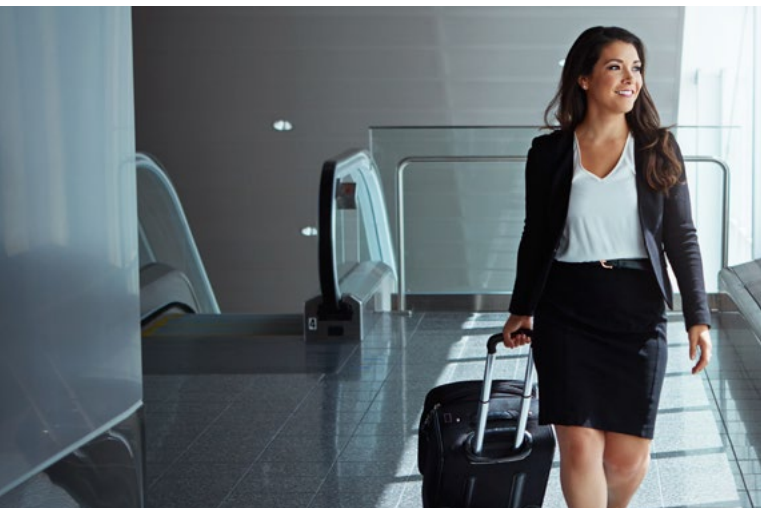
## 8. RECEPTION OUTSIDE OF BUSINESS HOURS



Convention Bureau can provide the services of a welcome person to meet, assist, and provide tourist information to attendees at the airport, train station, hotel or conference location, and can also provide additional welcome desks:

- Personnel made available outside welcome desk hours
- Greeting of attendees at the welcome desk
- General and tourist information services
- Distribution of personal documentation (conference packets)

## 9. GREETING ATTENDEES AT GENÈVE AÉROPORT



Located in the public area of the arrivals level at Genève Aéroport, the Visitors' Center greets and provides information to travellers. You can hire a booth to greet conference attendees.

Convention Bureau can:

- reserve a welcome booth at Genève Aéroport
- have Convention Bureau staff manage the booth

### NOTES

For more information on what's included with a welcome booth at Genève Aéroport, please visit [www.gva.ch/guichets](http://www.gva.ch/guichets)



## CONVENTION BUREAU SERVICES

# 10. SERVICE PROVIDER MANAGEMENT

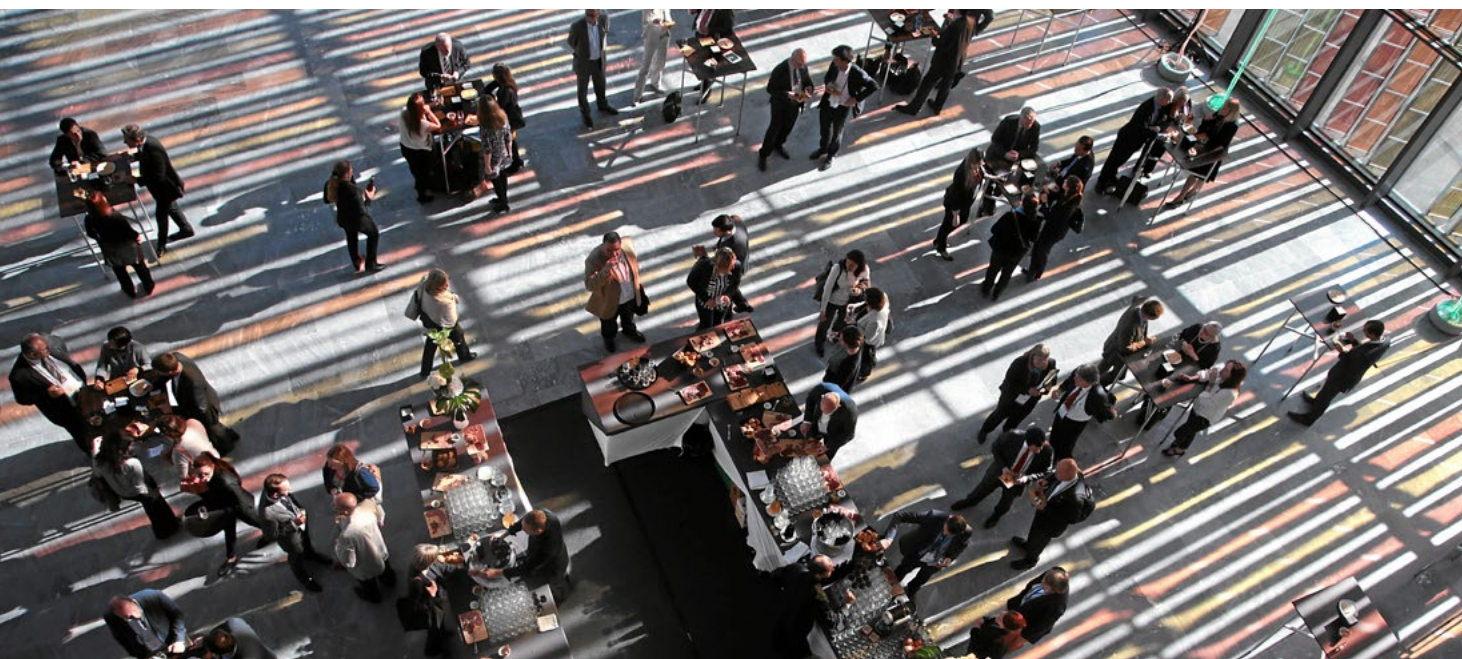


© Fabrice Ducrest – UNIL

- Organiser support in the management of the event venue and direct service providers (catering service, audiovisual, activities, professional excursions/'field trips', etc.) before, during and after the conference
- Logistics verification according to the organiser's instructions and coordination with the various service providers
- Inspection to ensure contractual terms and conditions have been met

**NOTES**

This service is only possible as a complement to the All-in-one package. This does not concern management of providers of social and tourist activities (welcome reception, gala dinner, excursions) as they are already included in the all-in-one package.



## CONVENTION BUREAU SERVICES

# 11. SPONSORS AND EXHIBITORS



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- Management and follow-up of invoicing for the sponsorship package in accordance with the list provided by the organiser

**NOTES**

This service does not include:

- Finding sponsors/exhibitors before, during or after the event
- Coordination of booths and meeting the technical requirements of exhibitors
- Logistics of the sponsor's or exhibitor's goods before, during and after the conference

This service is only possible as a complement to the All-in-one package.

# 12. ENTRY MANAGEMENT



- Personalised QR codes on each accreditation
- Check-in in front of conference rooms (up to three sessions held simultaneously)
- Entry statistics in real time
- List of attendees present
- Post-event report on attendee traffic for each session

**NOTE**

This service is only possible as a complement to the All-in-one package or to the service n°4 'Accreditations'.



# USEFUL LINKS



Lausanne Tourism –  
Meetings website



Lausanne Business Valley –  
Download the Meeting Guide



Map of hotels  
and event locations



MyLausanne blog  
(Insider Tips)



Accommodation



Restaurants list for groups



Conference calendar



Public events calendar



Photos of Lausanne



Videos of Lausanne

# YOUR CONTACTS



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MYLAUSANNE ON



# AFFILIATIONS



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