

SALESBOOK



7th - 11th October 2024
SwissTech Convention Center



VERSION DATED MARCH 2ND, 2024



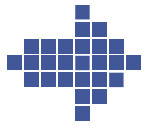
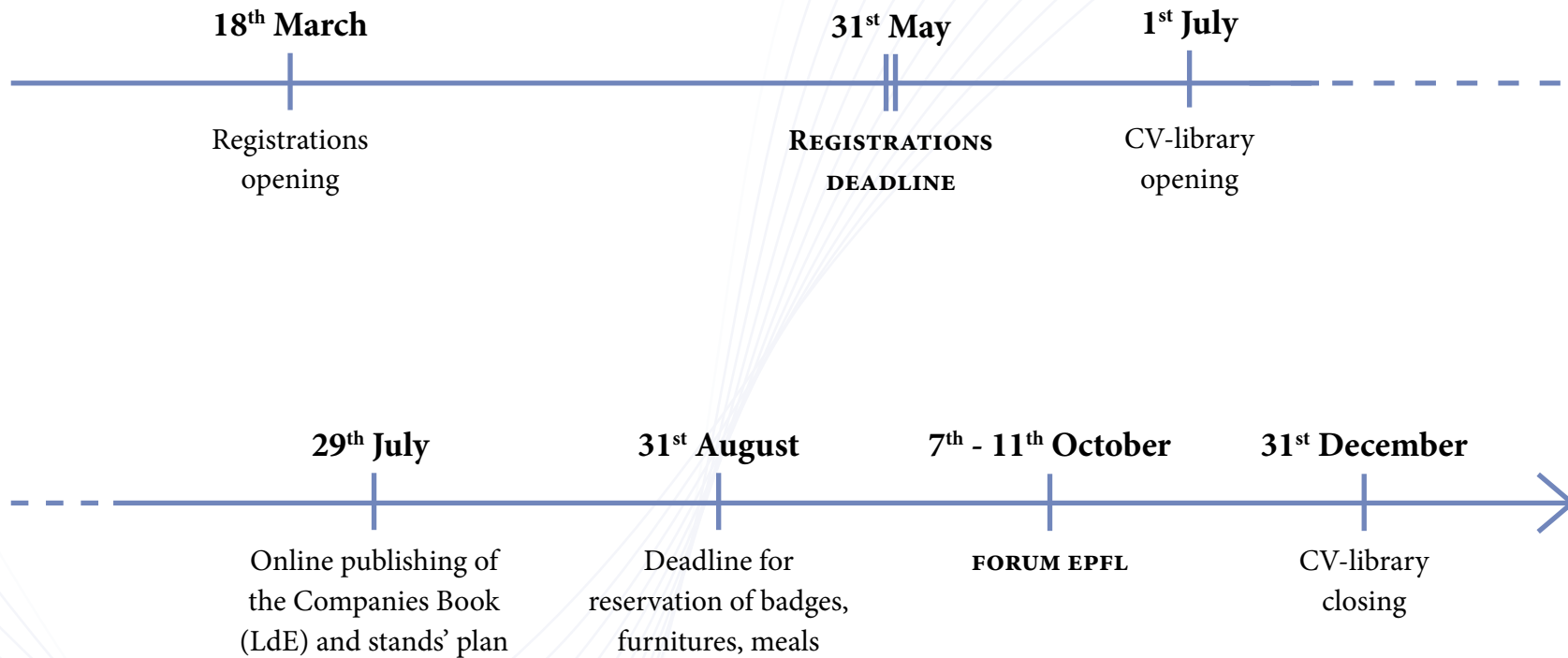


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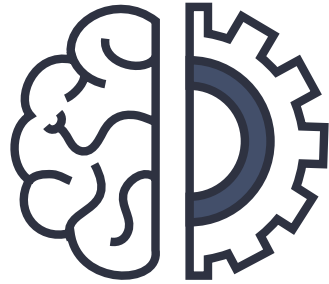
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Monday, 7 th October	
09:00 - 18:30	Company presentations
09:00 - 18:00	Forum Get Ready - Preparation of students for the Forum EPFL
Tuesday, 8 th October	
09:00 - 18:30	Start-Up Day
09:00 - 18:30	Company presentations
Wednesday, 9 th October	
09:00 - 18:30	Company presentations
09:00 - 18:30	ONG / OIG day
Thursday, 10 th October	
Stands Day	
09:00	Opening of stands, beginning of the workshops and interviews
12:00 - 13:30	Contact-luncheons
17:00	End of workshops and interviews, closing of stands
17:30	Afterwork Cocktail
Friday, 11 th October	
Stands Day	
09:00	Opening of stands, beginning of the workshops and interviews
12:00 - 13:30	Contact-luncheons
17:00	End of the workshops and interviews, closing of stands
17:30	Afterwork Cocktail
End of the Forum EPFL 2024	



One of the best technical universities in Europe (9th european at the QS University Ranking 2024)



High quality education in all the engineering fields



More than 11'000 students



An international school with 116 different nationalities represented and more than 50% of foreign students



EPFL Campus - Lausanne, Switzerland

In October 2024, the Forum EPFL will celebrate its **42nd anniversary** and remains one of the biggest job fairs in Europe, improving its services on a yearly basis. The Forum's goal is to facilitate the students' transition between studies and the labor market by offering companies a privileged window to present themselves to the students.

Quality and professionalism are fundamental pillars that drive the 20 committee members to provide services worthy of the Forum EPFL. Once again, the Forum EPFL will take place at the SwissTech Convention Center (STCC), an ultra-modern convention center located in the center of EPFL's campus, giving a perfect setting for companies and students to meet. Every year, we thrive to improve our services, taking into account satisfaction surveys and comments from previous years.

 **Figures of the year 2023**

210 registered companies

135 registered start-ups

33 interview rooms

12 workshops organized

11 registered NGO/IGO

22'000 visitors during the week

96 company presentations

188 individual stands

4.5/5 company satisfaction

Satisfaction survey 2023

The year 2022 marks the resumption of the Forum in its original version, following adaptations made during the pandemic. Students and companies were able to meet in a context conducive to exchange and job hunting.

 **Figures of the year 2022**

210 registered companies

125 registered start-ups

300 interviews during the event

11 workshops organized

20'000 visitors during the week

90 company presentations

189 individual stands

4.9/5 company satisfaction

Satisfaction survey 2022

After the pandemic, the 2021 edition of the Forum EPFL had the pleasure of welcoming more than 150 companies. We can proudly say that despite the situation the Forum managed to keep great attendance and to ensure everyone's security at the the fair.

 **Figures of the year 2021**

160 registered companies

112 registered start-ups

300 interviews

15'000 visitors during the week

71 company presentations

4.4/5 company satisfaction



ISO 14001, Environmental Management Systems - Certified in 2009 and recertified in 2021

Since 2009, the “Forum Responsible” project expresses our concern over environmental issues. The Forum EPFL is the first event of its kind to be carbon neutral and ISO 14001 certified.



ISO 9001, Quality Management Systems - Certified in 2013 and recertified in 2021

In 2013, the Forum EPFL became one of the first events of its kind to be ISO 9001 certified in Europe. Following an audit by the Swiss Association for Quality Systems (SQS), an internationally recognized body, the Forum has been granted this certification, which acknowledges the quality of the organisation of the event.

Its process of quality management can meet the growing demands of companies by optimizing the transmission of know-how from year to year. Therefore, the ISO 9001 guarantees the professionalism of the Forum EPFL.



Certificates ISO

Before you modulate your registration to the different services offered by the Forum EPFL, you must first subscribe to the mandatory basic registration.

The aforementioned includes:

- Free access to the CV-library, a database including CVs of all students enrolled in the Forum EPFL (over 2'721 CVs in 2023);
- Your 2-pages presentation in the Companies Book (LdE) that lists all companies participating in the Forum EPFL 2024. Each one of them has two pages in A5 format: one for advertising, the other for a description of the company. This book, printed in 1'200 copies, is distributed to students and visitors from the 21st of September, and is available on our website from the 1st of August;
- Access to the Cloud (lounge area), with free access to the cafeteria, offering many refreshments, coffee, tea and pastries;
- Free Wi-Fi access on the STCC site.

PRICE OF THE ENROLMENT*:

Until May 31st 2023 (last registration deadline)

CHF 2'950.-

Extract from the General Conditions - Refund Policy:

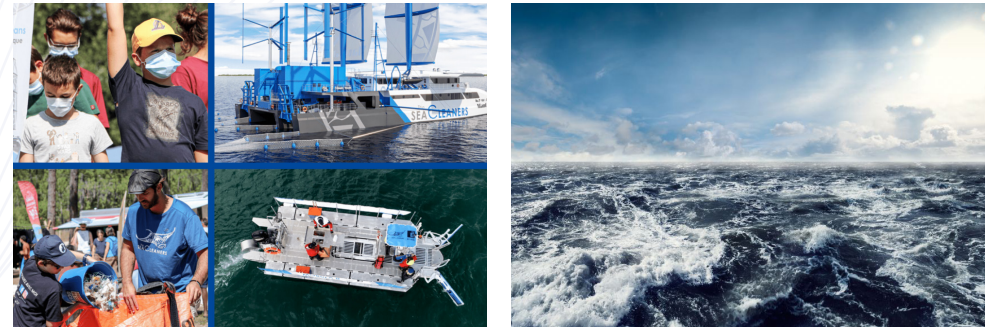
If your company decides to withdraw its registration, you will be charged the following amounts:

- from July 1st : the basic registration fee,
- from August 1st : the basic registration fee, plus 50% of the amount due for the reserved services,
- from September 1: the basic registration fee plus the total amount due for reserved services.

FORUM RESPONSIBLE

In collaboration with Swiss Climate, we do our best to evaluate our Forum's carbon footprint.

This year, we choose to support climate protection, by donating part of our benefits to the SeaCleaners association, to protect oceans.



**PLASTIC POLLUTION IN OUR OCEANS IS A MENACE TO ECOSYSTEMS, ECONOMICS
AND HUMAN HEALTH.**



By supporting this project with the “Responsible Forum” option, you contribute to the depollution of oceans and the conservation of marine biodiversity.

Support our “Responsible Forum” project for a zero carbon emission event.

During your registration, you will have the opportunity to subscribe to the «Responsible Forum» option. It will get you involved in our project of compensating our ecological impact.

In 2022, 126 companies subscribed to the «Responsible Forum» option contributing to the compensation of the greenhouse gas emission of the fair.

By your donation, you contribute to helping this cause. In appreciation, a flower and a “Responsible Forum” logo will be delivered at your stand.



CONTRIBUTION* :

«Responsible Forum» option

CHF 50.-

*Excluding VAT - Rate of 8,1%

Support the participation of an NGO/IGO

When you register, you'll have the opportunity to subscribe to an «I support an NGO/IGO» option, which allows you to anonymously pay the registration fees of one of these organizations whose budgets often don't allow them to take part in such events.



CONTRIBUTION* :

«I support an NGO/IGO» *option*

CHF 150.-

SERVICES

Stands	15
Presentations	18
Workshops	19
Interview rooms	19
Catering	20
Sponsorship	23

THE SERVICES PRESENTED ARE SUBJECT TO CHANGES IN ORDER TO ADAPT TO THE HEALTH RESTRICTIONS IN EFFECT DURING THE FORUM EPFL WEEK.

The stands days, **Thursday 10th and Friday 11th October**, will offer you the opportunity to establish a direct contact with visitors and ensure the visibility of your company.

The size of the stands varies between **6 and 36 m²** and can be assembled by our teams or by yourselves.



Important notice: From 2020 onwards, due to the increasing demand, we offer a limited number of stands per size. A first-come, first-served policy will be applied.

All the **stands** (equipped or personal) include:

- Electrical outlets (220V, 5A) and power socket (type CH);
- Carpet;
- Wi-Fi access.

N.B.: Other required equipment (screens, video/audio sockets) must be booked in advance. An assortment of furniture and supplies of all kinds is also available ([see page 17](#)).

Personal stands include:

- An empty space which you are free to arrange at your convenience.

N.B.: The personal stands do not have any walls. Those can be ordered on our website.

Equipped stands include:

- Assembly of the stand made of white composite panels (2.5m x 0.98m);
- 1 table and 2 chairs per 6m² of stand;
- 1 recycle bin;
- 1 sign on your stand with the name of your company.

STAND PRICES*:

Dimension	Personal per day	Equipped per day	Meal(s) per day
6 m ²	CHF 1'050.-	CHF 1'650.-	1 included
12 m ²	CHF 2'100.-	CHF 3'250.-	1 included
18 m ²	CHF 3'150.-	CHF 4'850.-	2 included
24 m ²	CHF 4'200.-	CHF 6'500.-	2 included
30 m ²	CHF 5'250.-	CHF 8'100.-	3 included
36 m ²	CHF 6'300.-	CHF 9'750.-	3 included



Stands seen from above - Forum 2017



Example of a 6 m² stand

■ **LIST OF FURNITURE *:**



Chair to pile up, black

CHF 50.-



Bar stool, black

CHF 80.-



Circular pub table, white

CHF 145.-



Rectangular table, white

CHF 95.-



Display Stand

CHF 135.-



Bar (corner element), white

CHF 230.-



Storage cupboard (with lock), white

CHF 175.-

*Excluding VAT - Rate of 8,1 %

From the 7th to 9th **October**, you will have the opportunity to highlight the strengths of your company through a **presentation**. Future graduates will be able to inform themselves about your activities, your working methods, your goals and the different qualities that you are looking for in your future employees.

Included in the service:

- **Equipped room** with beamers (+ pointer) and all the necessary audiovisual material (for PC and Mac);
- A **description of the presentation** or speakers. It will be featured in the corresponding pages of the 42nd edition of the Companies Book.

PRICE*:

Duration Capacity	25 minutes	55 minutes
20 seats	CHF 275.-	CHF 600.-
30 seats	CHF 350.-	CHF 650.-
60 seats	CHF 390.-	CHF 700.-
100 seats	CHF 600.-	CHF 935.-

Extras:

- Due to strong demand, **an additional CHF 250.-** will be charged on Wednesday, 9th of October 2024;
- Appetizers in various sizes ([see list hereafter](#)).

Thursday 10th and Friday 11th October, the Forum EPFL offers an additional service which aims at creating a more interactive environment for your company to meet with students.

Workshops are different from presentations in the sense that you will organize **the activity of your choice**, in order to interact with the students that you will have selected from our CV-library. Take this opportunity to have a **greater impact on students**, and increase their desire to **join your team**.

Included in the service:

- you will have at your disposal **a room for three hours, arranged** by us to your convenience;
- a **beamer** with pointer (adapter PC/Mac);
- a **board, tables and chairs**;

N.B.: Please let us know your preferred setting as well as the theme of your workshop, for the configuration of the room.

You can also order an **appetizer** ([see list hereafter](#)) to accompany your workshop.

PRICE*:

30 students

CHF 1'000.-

50 students

CHF 1'200.-

■ CONTENTS AND PRICE OF APPETIZERS*:

Petit Morning (for about 30 people)

- 20 fresh fruit salads
- 20 mini croissants
- 20 mini chocolate twists
- 20 mini assorted doughnuts

CHF 225.-

Petit Sucré-Salé (for about 30 people)

- 20 mini cheese and chicken curry gougères
- 30 mini pastries
- 48 bite-sized desserts
- 20 assorted empanadas

CHF 225.-

Grand Morning (for about 60-100 people)

- 30 mini pastries
- 30 mini croissants
- 30 mini chocolate twists
- 20 chocolate chips madeleines
- 20 mini assorted doughnuts

CHF 450.-

Grand Sucré-Salé (for about 60-100 people)

- 48 bite-sized desserts
- 30 mini pastries
- 40 assorted empanadas
- 54 canapés cocktail

CHF 450.-

Afternoon Snack (for about 100 people)

- 40 salmon, cucumber & aneth fingers
- 30 mini cheese and chicken curry gougères
- 20 salted assorted macaroons
- 20 mushroom & roastbeef tartlets
- 54 canapés cocktail
- 1 plate of vegetables sticks with sauces
- 48 mini assorted bagels

CHF 650.-



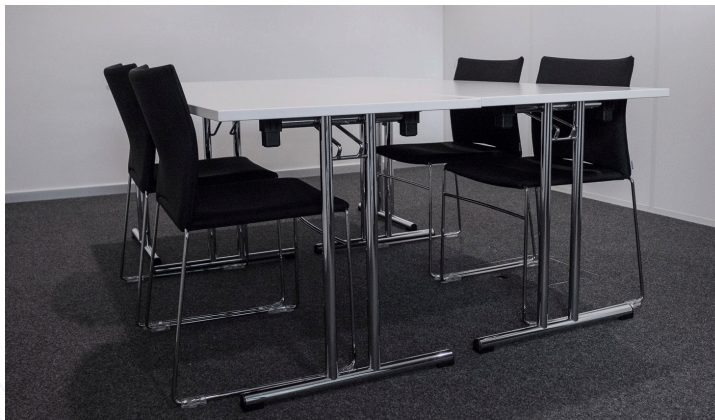
Non-contractual visual

During stands days, interview rooms will be available for you to have a quiet meeting with students you will have selected from our CV-library.

Students will also be able to ask for an interview that you may accept according to your interest.

- **Variable duration of the interviews**, programmable on our website;
- Time windows may be left free in the schedule for **spontaneous interviews**.

Premium rooms: offices of the STCC



Standard rooms: set up for the Forum



ROOM PRICES*:

Standard

CHF 350.- / day

Premium

CHF 500.- / day

*Excluding VAT - Rate of 8,1%

A number of selected catering options are available to complement your week at Forum EPFL.

Buffet

A buffet with entry course, a main course and dessert will be served at the Cloud or at the Garden from 11:30am to 1:30pm, Thursday 12th and Friday 13th. You will be able to eat at the buffet or to bring your meal to your stand. We would ask you however to keep your stand occupied at all times of the day, including during the lunch break.

Please note that a certain amount of meals is included in the daily price of your stand.

CHF 30.- / person*

Afterwork Cocktail

You are cordially invited to the Afterwork Cocktail of this 41th edition of the Forum EPFL, Thursday, 12th October 202 from 5:30pm at the Cloud.

Cafeterias

Several cafeterias will be available throughout the day for you to unwind around drinks and delicacies.

Contact-Luncheons (with students)

During booth days, the Forum EPFL offers you the possibility of meeting with students over lunch in an informal setting. In order to ensure the quality of this meeting, we offer you different types of packages. It is possible to reserve the number of packs you wish.

CHF 90.- / 1 recruiter and 2 students*

CHF 120.- / 1 recruiter and 2 students*

It is also possible to reserve a whole table of nine places composed of students or members of your company.

CHF 270.- / table (9 seats)*



Contact-luncheons

If you wish to get involved in the Forum EPFL 2024, we can offer you multiple **sponsorship opportunities** for the event and throughout the year.

These services include, for example, the addition of your logo on certain communication media or a **prime location for your stand**. This will allow you to **enhance your visibility** during the event and to better target students of EPFL.

We remain at your entire disposal for any further information.

You can contact us at the following address: **forum@epfl.ch**

Or directly:

Axel Rossetini, President & Head of Public Relations.

Mobile: +33 6 86 99 68 07

Since 2020 and the 38th edition of the Forum EPFL, the registration, the access to the CV-library and the booking of services are done from a new platform. If you have not yet created an account on this platform, please «create an account» before registering for the Forum EPFL 2024. For more details and information about the registration process, you can consult this [tutorial](#).

CREATE AN ACCOUNT

- 1.** Go to our website:
<https://platform.forumepfl.ch/>
- 2.** Click on «Register» and specify «I am a Company».
- 3.** Fill in the blank fields and send request. Our team will process your request as soon as possible.
- 4.** Click on the «verification link» received by email.
- 5.** Set up your account to access the EPFL Forum platform.
- 6.** Read and agree to the terms and conditions.

REGISTER TO FORUM EPFL 2024

- 1.** Go to our website:
<https://platform.forumepfl.ch/>
- 2.** Login with your email address and password.
- 3.** Register to the 2024 edition, read and agree to the terms and conditions.
- 4.** Subscribe (or not) to the «I support an NGO/IGO» option
- 5.** Subscribe (or not) to the «*Forum Responsable*» option.
- 6.** Your registration request is currently being validated by the EPFL Forum. You will be contacted by e-mail as soon as possible.

You are enrolled in the Forum EPFL 2024!

You can now order the services of your choice!

Forum EPFL

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Forum EPFL

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