An illustration of the SwissTech Convention Center, a modern building with a large glass facade reflecting the sky and surrounding landscape. Two women are walking on a paved path in front of the building. The woman on the left has blonde hair and is wearing a green jacket over a striped shirt. The woman on the right has brown hair and is wearing a blue jacket over a blue top. The sky is blue, and there are some green trees visible in the background.

SWISSTECH CONVENTION CENTER

SUSTAINABLE EVENT GUIDE



SwissTech
CONVENTION CENTER



ABOUT

This guide presents concrete actions and lists providers that can help you to reduce your environmental impact and foster social and cultural diversity and inclusion as part of your event at the SwissTech Convention Center (STCC).

The first step is to appoint a Sustainability Manager or Committee and then measure the carbon footprint of your event.

The STCC provides access to its tailored carbon footprint calculator, developed in collaboration with MyClimate.

You can request it and fill it in with the support of the Sustainability Manager of the SwissTech Convention Center :



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SUMMARY

An aerial illustration of a university campus. In the foreground, there are several large, modern academic buildings with blue and white facades, surrounded by green lawns and trees. A winding road cuts through the campus. In the middle ground, a large blue lake stretches across the scene. In the background, a range of mountains with snow-capped peaks is visible under a blue sky with light clouds.

MOBILITY & ACCESSIBILITY

CATERING

FURNITURE & SIGNAGE

DECORATION & EQUIPMENT

WASTE

ACCOMMODATION

INCLUSION

GO FURTHER



CONCRETE ACTIONS

MOBILITY

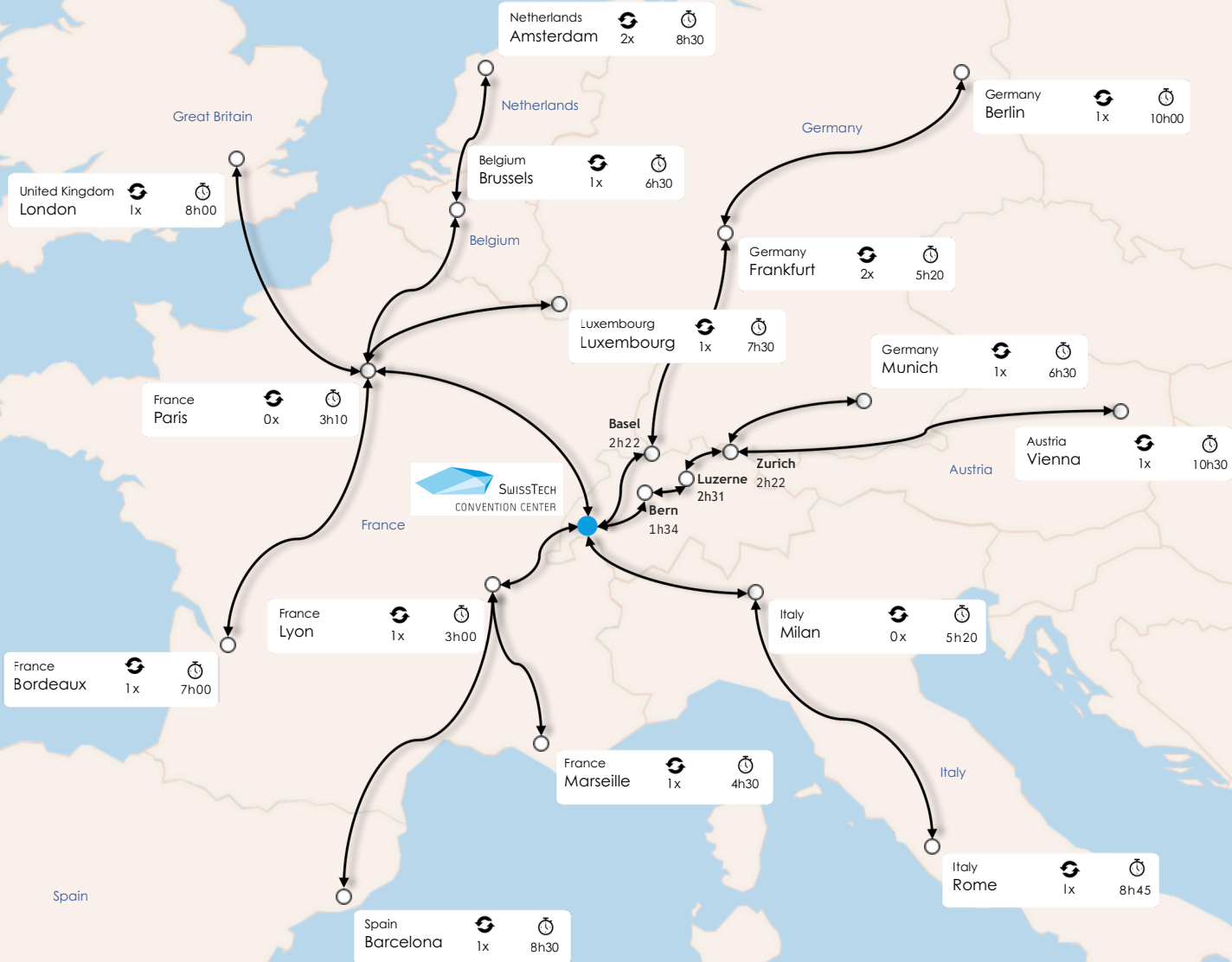
- ☐ Encourage public transport:
 - Communicate about the easy access to the venue by train, metro and bus
 - Integrate a public transport ticket in the invitation (Mobilis special offer)
 - Remind participants of the limited number of public parking spaces on site (150 spaces)
 - Highlight that the city tax paid at hotels includes access to the Lausanne Transport Card, offering free public transport in Lausanne
- ☐ Offer a hybrid event solution:
 - Record the event and make the content available to participants
 - Provide discounts for remote participants
- ☐ Set up a carpooling system
- ☐ Raise awareness among participants about the environmental impacts of different means of transport
- ☐ Collect travel information from participants in the registration form or on site (these data are necessary if a carbon footprint assessment is conducted)



RECOMMENDED PROVIDERS

- SwissTech Convention Center: digital solutions for hybrid events
- SBB CFF: train schedules and discounted tickets for groups of 10 people or more
- Mobilis: public transport tickets in the Canton de Vaud
- TL (transports Lausannois): bus and on-demand shuttles
- PubliBike: self-service bicycle rental
- Phaze Bike: electric bike rental
- E-covoiturage: carpooling platform in Switzerland
- Suisseénergie: environmental calculator for different modes of transport
- ImpactCO2: carbon footprint calculator for travel

REACH YOUR EVENT
IN LAUSANNE BY
TRAIN FROM ALL
OVER EUROPE





CONCRETE ACTIONS

CATERING

- ☐ Prioritize vegetarian menus
- ☐ Favor regional and/or certified seasonal products
- ☐ Work with Eldora catering, who is committed to sustainability
- ☐ Require transparent communication on ingredients and allergens for all menus
- ☐ Limit food waste :
 - Order the right quantities
 - Donate or resell leftovers if they cannot be sorted and reused
- ☐ Use the water fountains in the SwissTech Convention Center and add additional drinking water dispensers
- ☐ Encourage participants to bring their own reusable bottles (drinking tap water in Switzerland) or provide bottles with a deposit system

RECOMMENDED PROVIDERS

- Eldora: catering partner committed to sustainability at the SwissTech Convention Center
- FILL ME Bottle: pre-filled reusable bottles
- TooGoodToGo: platform for reselling food leftovers as surprise baskets
- Table suisse: free redistribution of unsold food to populations in need





CONCRETE ACTIONS

FURNITURE & SIGNAGE

- ☐ Rent equipment from regional providers, recommended from the closest to the farthest
- ☐ Prioritize low-energy equipment for additional lighting
- ☐ Favor digital alternatives to paper (programs, maps, brochures, flyers accessible by QR code for e.g....)
- ☐ Adopt responsible use of communication materials:
 - Design communication materials without dates, so they can be reused (banners, roll-ups, posters, tarps)
 - Avoid disposable supports (e.g., stickers)
 - Work with Repro (*EPFL printing service), certified Imprim'vert and MyClimate, for printing banners, roll-ups or other materials
- ☐ Recycle banners if they cannot be reused
- ☐ Use eco-friendly and certified providers in the customization of clothing and objects used for the event



Lanyards and badges:

- Do not date lanyards so they can be reused
- Collect lanyards and badges at the end of the event
- Choose recycled paper badges or organic material badges that can be planted after use

RECOMMENDED PROVIDERS

Furniture

- Espace Montage: exhibition stands and furniture – 2 km
- Eigenman Expo: exhibition stands and furniture – 5 km
- Swiss Event Rentals: furniture rental – 36 km
- Artshow: furniture rental – 41 km
- Options: furniture rental – 62 km
- Mathys: exhibition stands and furniture – 63 km

Printing / signage

- Repro*: communication supports – 1 km
- Ducommun: communication supports – 3 km
- Ticketbutler: badges/lanyards made from recycled materials containing seeds to plant
- 2Eme Vie: banner recycling
- Ecographic: eco-responsible clothing and object customization specialists



CONCRETE ACTIONS

DECORATION & EQUIPMENT



Plants:

- Use stabilized flowers and plants*
- Use potted plants that can be reused or gifted to participants and partners after the event



Opt for natural decoration materials: wood, fabric or other recycled materials



Eliminate plastic and other single-use items



Avoid giveaways or choose sustainable ones (reusable, recycled and/or recyclable)

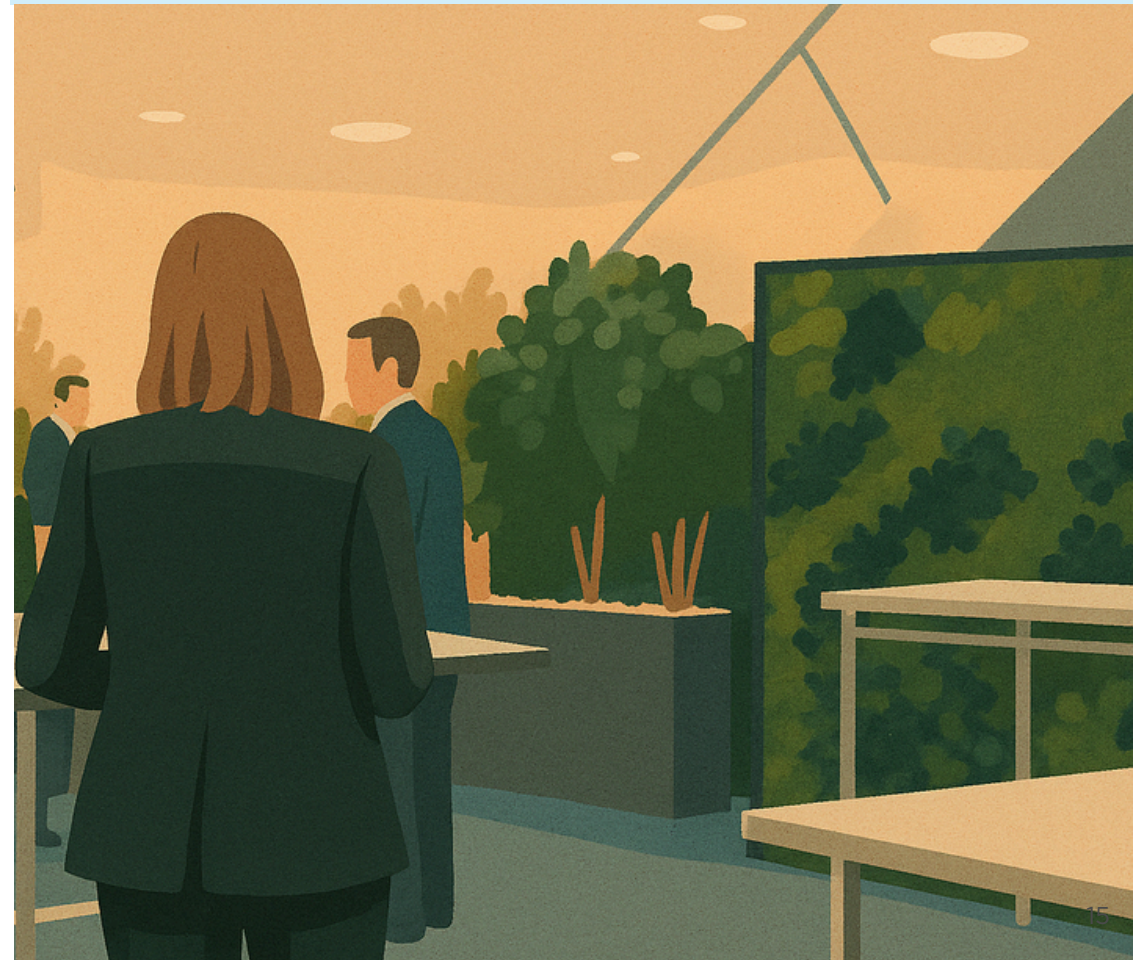


Offer a sustainable snack box to Swiss participants attending remotely

*Natural flowers and plants that have been treated to preserve their fresh appearance and flexibility for several months, or even years, without the need for water or light

RECOMMENDED PROVIDERS

- SwissTech Convention Center: stabilized flowers and plants*
- Reactis: sustainable goodies
- Twing: Swiss or European goodies
- My-Gift: sustainable goodies
- Vegetal Tendence: stabilized plant compositions
- Nicole Milton: stabilized plant compositions





CONCRETE ACTIONS

WASTE

- ☐ Provide clear instructions on waste sorting in Switzerland and in the SwissTech Convention Center (include in practical info, flyers or at the reception desk):
 - Use digital supports (apps, QR codes, electronic displays)
 - In collaboration with sponsors, avoid distributing free samples or paper promotional materials
- ☐ Ensure Eco-points are visible and accessible during the event (provided by the SwissTech Convention Center)
- ☐ Favor immaterial gifts or low-impact goodies (local crafts, organic products)
- ☐ Specify for exhibitors that non-useful or non-sustainable goodies are not accepted
- ☐ Avoid drinks or snacks with disposable packaging
- ☐ Minimize distribution of printed materials



RECOMMENDED PROVIDERS

- FILL ME Bottle: pre-filled reusable bottles
- Tool Box: responsible purchasing tool in Switzerland



CONCRETE ACTIONS

ACCOMMODATION

- ☐ Book accommodation primarily within walking distance or close to public transport
- ☐ Choose certified sustainable hotels:
 - Minergie
 - ISO 9001, 14001, 20121
 - Cause We Care
 - Swisstainable
 - IBEX
 - Earth check
 - TourCert
 - B Corp
- ☐ Highlight that the city tax includes free access to Lausanne public transport.

RECOMMENDED PROVIDERS

- SwissTech Hotel**: 50 meters from the SwissTech Convention Center, metro stop “EPFL”, Minergie label, Swisstainable level II, Cause We Care
- Starling Hotel****: 900 meters from the SwissTech Convention Center, bus stop 1 “Parc Scientifique”, ISO 14001 label, Swisstainable level II





CONCRETE ACTIONS

INCLUSION

- ☐ Require food options for all (halal, kosher, vegan, lactose-free, gluten-free...)
- ☐ Integrate solutions for people with disabilities (sign language interpreters, audio description)
- ☐ Use readable fonts for people with color blindness in visuals and signage
- ☐ Favor inclusive programming, highlighting speakers from diverse backgrounds
- ☐ Offer free or reduced-price tickets for people with financial difficulties
- ☐ Use inclusive writing in all communication materials
- ☐ Ensure accessibility for parents:
 - Provide childcare
 - Provide changing spaces and breastfeeding areas



RECOMMENDED PROVIDERS

- Wordly: online translation
- L'Ecoline: daycare
- Eldora: catering partner of the SwissTech Convention Center
- Arils: association of French-speaking Swiss sign language interpreters
- Fondation Procom: interpretation service between deaf, hard-of-hearing and hearing people



CONCRETE ACTIONS

GO FURTHER

- ☐ Contribute financially to MyCLimate protection projects equivalent to your calculated CO2 emissions
- ☐ Collaborate with local experts, involve local NGOs or associations specialized in sustainability for workshops or conferences:
 - SENS : (Sustainable Events Network Switzerland): 30-minute coffee chat for free sustainable advice
 - Zero G (EPFL) : Zero Emission Group
 - Viva Vaud : financial support for sustainable projects
 - Fresque du Climat : climate awareness workshop
 - Atelier 2 tonnes : carbon footprint and reduction strategies workshop (in french)
- ☐ Promote your sustainable actions and encourage participants to adopt responsible behaviors (recycling, reducing energy consumption, using reusable bottles...
- ☐ Invite comedians from the association Second degré, which uses humor to raise awareness about sustainability without moralizing

- ☐ Obtain ISO 20121 « Sustainable Event » certification
- ☐ Consult the sustainable materials database published by Matrec
- ☐ Provide a suggestion box (digital or physical) for sustainability ideas during the event

