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**Timeline**

- **18th March**: Registrations opening
- **29th April**: Early Bird deadline
- **31st May**: Registrations deadline
- **1st July**: CV-library opening
- **19th July**: Online publishing of the Companies Book (LdE) and stands' plan
- **1st September**: Deadline for reservation of badges, furnitures, meals
- **7th - 11th October**: FORUM EPFL
# The Forum EPFL schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 7th October</td>
<td>09:00 - 18:30</td>
<td>Company presentations</td>
</tr>
<tr>
<td></td>
<td>09:00 - 18:30</td>
<td>Workshops</td>
</tr>
<tr>
<td>Tuesday, 8th October</td>
<td>09:00 - 18:30</td>
<td>Start-Up Day</td>
</tr>
<tr>
<td></td>
<td>09:00 - 18:30</td>
<td>Company presentations</td>
</tr>
<tr>
<td>Wednesday, 9th October</td>
<td>09:00 - 18:30</td>
<td>Company presentations</td>
</tr>
<tr>
<td>Thursday, 10th October</td>
<td></td>
<td><strong>Stands Day</strong></td>
</tr>
<tr>
<td></td>
<td>09:00</td>
<td>Opening of stands, beginning of the workshops and interviews</td>
</tr>
<tr>
<td></td>
<td>12:00 - 13:30</td>
<td>Contact-luncheons</td>
</tr>
<tr>
<td></td>
<td>17:00</td>
<td>End of workshops and interviews, closing of stands</td>
</tr>
<tr>
<td></td>
<td>17:30</td>
<td>Afterwork Cocktail</td>
</tr>
<tr>
<td>Friday, 11th October</td>
<td></td>
<td><strong>Stands Day</strong></td>
</tr>
<tr>
<td></td>
<td>09:00</td>
<td>Opening of stands, beginning of the workshops and interviews</td>
</tr>
<tr>
<td></td>
<td>12:00 - 13:30</td>
<td>Contact-luncheons</td>
</tr>
<tr>
<td></td>
<td>17:00</td>
<td>End of workshops and interviews, closing of stands</td>
</tr>
</tbody>
</table>

End of the Forum EPFL 2019
The EPFL, a prestigious university

The EPFL is one of the most renowned institutes of technology in Europe and is experiencing a tremendous growth. Also hosting a scientific park, the EPFL increases its connections with top notch industries in the field of engineering and hosts more than 170 start-ups on its campus.

With nearly 150 university partnerships around the world and almost 50% of international students, the EPFL has forged, during the past years, an international renown. The EPFL recruits scientists and professors of high international reputation and, by doing so, places itself in the heart of challenging European projects, including the Human Brain Project. The university has expanded throughout Switzerland and beyond, with new campuses in Neuchâtel (CH), Valais (CH), Fribourg (CH), Geneva (CH) and Ras Al Khaimah (UAE) where the EPFL Middle East campus is located.
The Forum EPFL

In October 2019, the Forum EPFL celebrates its 37th 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 student’s transition between studies and the job market by offering companies a privileged window to present themselves to students.

Quality and professionalism are fundamental pillars that drive us 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 strive to improve our services, taking into account satisfaction surveys and comments from previous years. The survey conducted in 2018 revealed a satisfaction rate of 93%.

170 companies registered
18’500 visitors during the week
71 companies’ presentations
70 start-ups registered
500 interviews during the event
158 individual stands
11 workshops organized
93% company satisfaction

Satisfaction survey 2018
ISO 14 001, environmental norm - Certified in 2009 and recertified in 2018

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 14 001 certified.

ISO 9 001, managemental norm - Certified in 2013 and recertified in 2018

In 2013, the Forum EPFL became one of the first events of its kind to be ISO 9 001 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 transmisson of know-how from year to year. Therefore the ISO 9 001 guarantees the professionalism of the Forum EPFL.
Registration - Forum EPFL 2019

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

The aforementioned includes:

- Free access to the **CV-library**, database including CVs of all students enrolled in the Forum EPFL (over 1710 CVs in 2018);
- Your **2 pages in the Companies Book (LdE)** that lists all companies participating in the Forum EPFL 2019. 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 3’000 copies, is distributed to students and visitors from September 16th, and is available on our website from August 15th;
- Access to the **Cloud (lounge area)**, with free access to the cafeteria offering many refreshments, coffee, tea and pastries;
- Free access to **Wi-Fi** on the STCC site.

Register before **April 29th 2019** to take advantage of our **Early Bird** offer!

**Price of the enrolment**: 

<table>
<thead>
<tr>
<th>Early Bird offer (before April 29th 2019)</th>
<th>CHF 2’000.-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Until May 31th 2019 (last registration deadline)</td>
<td>CHF 2’500.-</td>
</tr>
</tbody>
</table>

*Excluding VAT - Rate of 7,7%
In collaboration with Swiss Climate, we make every effort to make our Forum a neutral event in carbon. This year, we have chosen to support the protection of forests in Zimbabwe to restore and protect the local ecosystem.

By supporting this project with the «0-emission» option, you contribute to stimulating sustainable growth, thanks to the raising of public awareness on multiple environmental issues, and the construction of various infrastructures, i.e. the creation of community gardens allowing food supply for the population.

PROTECTION OF THE FOREST, IMPROVEMENT OF LOCAL LIVING CONDITIONS, INFRASTRUCTURES’ CONSTRUCTION

WWW.SWISSCLIMATE.CH
**0-EMISSION OPTION**

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

During your registration, you will have the opportunity to subscribe to the 0-emption option. It would involve you in our project of reducing our ecological impact.

In 2018, 124 companies subscribed to the 0-emption option contributing to the greenhouse gas emission compensation during the fair.

**By your donation, you contribute to help this cause. In appreciation, a flower will be delivered at your stand.**

![0-emission option](image)

**Contribution*: :

| 0-emission option | ChF 30.- |

*Excluding VAT - Rate of 7.7%
SERVICES

Stands 12
Presentations 15
Workshops 16
Interview rooms 18
Catering 19
Sponsorship 20
The stands days of Thursday 10th and Friday 11th October offer you the opportunity to establish a direct contact with visitors and ensure the visibility of your business.
The size of the stands vary between 6 and 48 m² and can be assembled by our teams or yourselves.

All stands (equiped 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 14).

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.

Equiped 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 in the name of your company.
Stand prices*:

<table>
<thead>
<tr>
<th>Dimension**</th>
<th>Personal per day</th>
<th>Equiped per day</th>
<th>Meal(s) per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 m²</td>
<td>CHF 875.-</td>
<td>CHF 1’225.-</td>
<td>1 included</td>
</tr>
<tr>
<td>12 m²</td>
<td>CHF 1’750.-</td>
<td>CHF 2’450.-</td>
<td>1 included</td>
</tr>
<tr>
<td>18 m²</td>
<td>CHF 2’625.-</td>
<td>CHF 3’675.-</td>
<td>2 included</td>
</tr>
<tr>
<td>24 m²</td>
<td>CHF 3’400.-</td>
<td>CHF 4’800.-</td>
<td>2 included</td>
</tr>
<tr>
<td>30 m²</td>
<td>CHF 4’175.-</td>
<td>CHF 5’925.-</td>
<td>3 included</td>
</tr>
<tr>
<td>36 m²</td>
<td>CHF 4’950.-</td>
<td>CHF 7’050.-</td>
<td>3 included</td>
</tr>
</tbody>
</table>

*Excluding VAT - Rate of 7.7%
**42 & 48 m² available

Stands seen from above - Forum 2017
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 locker), white: CHF 175.-

*Excluding VAT - Rate of 7.7%
Presentations

From the 7th to the 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 look 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 37th edition of the Companies Book.

**Price**

<table>
<thead>
<tr>
<th>Duration Size</th>
<th>25 minutes</th>
<th>55 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 seats</td>
<td>CHF 300.-</td>
<td>CHF 600.-</td>
</tr>
<tr>
<td>60 seats</td>
<td>CHF 350.-</td>
<td>CHF 650.-</td>
</tr>
<tr>
<td>100 seats</td>
<td>CHF 550.-</td>
<td>CHF 850.-</td>
</tr>
</tbody>
</table>

**Extras:**

- Due to strong demand, an additional CHF 250.- will be charged on Wednesday, 9th of October 2019;
- Appetizers in various sizes (see list hereafter).

*Excluding VAT - Rate of 7.7%
Workshops

The Forum EPFL has offered an additional service which aims at creating a more interactive environment for your company to meet with students.

The Workshop is different from a presentation in the sense that you will organize the **activity of your choice** in order to interact with the students that you 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 would 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**;
- a **water** fountain;

_N.B.: Please let us know your preferred setting as well as the theme of your workshops, for the configuration of the room._

You can also order an **appetizer** (see hereafter) to accompany your Workshop.

**Price**: 

<table>
<thead>
<tr>
<th>30 students</th>
<th>Chf 1’000.-</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 students</td>
<td>Chf 1’200.-</td>
</tr>
</tbody>
</table>

*Excluding VAT - Rate of 7.7%*
**Contents and Price of Appetizers**:

**Petit Morning**
- 20 fresh fruit salads
- 20 mini croissants
- 20 mini chocolate twists
- 20 mini assorted doughnuts  
  **CHF 200.-**

**Petit Sucré-Salé**
- 20 mini cheese and chicken curry gougères
- 30 mini pastries
- 48 bite-sized desserts
- 20 assorted empanadas  
  **CHF 200.-**

**Grand Morning**
- 30 mini pastries
- 30 mini croissants
- 30 mini chocolate twists
- 20 chocolate chips madeleines
- 20 mini assorted doughnuts  
  **CHF 400.-**

**Grand Sucré-Salé**
- 48 bite-sized desserts
- 30 mini pastries
- 40 assorted empanadas
- 54 canapés cocktail  
  **CHF 400.-**

**Afternoon Snack**
- 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 600.-**

*Excluding VAT - Rate of 7.7%
**INTERVIEW ROOMS**

During stands days, interview rooms will be available for you to have a quiet meeting with students you select 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;
- Hours may be left free in the schedule for **spontaneous interviews**.

Premium rooms: offices of the STCC

Standard rooms: set up for the Forum

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**Room prices**:  

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>CHF 350.- / day</td>
</tr>
<tr>
<td>Premium</td>
<td>CHF 500.- / day</td>
</tr>
</tbody>
</table>

*Excluding VAT - Rate of 7.7%*
CATERING

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

Buffet
A buffet with entry course, a main course and desert will be served at the Cloud or at the Garden from 11:30am to 1:30pm, Thursday 10th and Friday 11th. You will be able to eat at the buffet or to bring your meal at 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 25.- / person**

Contact-Luncheons (with students)
During stands 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, the number of students is limited to 2 per company representative.

**Chf 75.- / contact-luncheons**

However, you have the possibility of reserving a whole table of 9 seats, to be occupied at your convenience by students or members of your company.

**Chf 225.- / table (9 seats)**

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*Excluding VAT - Rate of 7.7%*
Sponsorship and visibility opportunities

If you wish to get involved in the Forum EPFL 2019, 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 at EPFL.

We also propose promotional spaces in the two editions of our Forum Mag, each one being published at more than 1'000 copies and distributed on the school’s campus. It is a unique opportunity for your company to guarantee a whole year-long presence and to announce your venue at the Forum EPFL.

We remain at your entire disposal for any further information. You can contact us at the following address: forum@epfl.ch
To join us

1. Go to our website:  
   http://forum-epfl.ch/admin/register

2. Click on «Register»

3. Fill in the blanks

4. Select «I am a company»

5. Insert your «activation code» received by email

6. Register and get your password for your account on the Forum EPFL website

7. Read and agree to the terms and conditions

8. Subscribe (or not) to the «0-emission» option

You are enrolled in the Forum EPFL 2019!  
You can now order the services of your choice!
Contact

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CH-1015 Lausanne

www.forum-epfl.ch

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forum@epfl.ch