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**Timeline**

- **22nd March**: Registrations opening
- **3rd May**: Early Bird deadline
- **4th June**: Registrations deadline
- **4th - 8th October**: forum epfl
- **1st July**: CV-library opening
- **2nd August**: Online publishing of the Companies Book (LdE) and stands' plan
- **31st August**: Deadline for reservation of badges, furnitures, meals
- **4th - 8th October**: FORUM EPFL
- **31st December**: CV-library closing
# FORUM EPFL PROGRAM

**Monday, 4th October**
- 09:00 - 18:30: Company presentations
- 09:00 - 18:00: Forum Get Ready - Preparation of students for the Forum EPFL

**Tuesday, 5th October**
- 09:00 - 18:30: Start-Up Day
- 09:00 - 18:30: Company presentations

**Wednesday, 6th October**
- 09:00 - 18:30: Company presentations

**Thursday, 7th 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, 8th 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

**End of the Forum EPFL 2021**
The EPFL, a prestigious university

One of the best technical universities in Europe (14th worldwide at the QS World University Ranking 2021)

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
THE FORUM EPFL

In October 2021, the Forum EPFL will celebrate its 39th 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 2019

196 registered companies
88 registered start-ups
500 interviews during the event
7 workshops organized

17’800 visitors during the week
78 company presentations
184 individual stands
84% company satisfaction

Satisfaction survey 2019
**Retrospective of the 2020 Edition**

The year 2020 was marked by a pandemic that disrupted everyone’s daily life. During the initial lockdown, bringing together hundreds of companies and thousands of visitors in one place seemed completely unimaginable. However, with creativity and perseverance, the Forum EPFL adapted to this unprecedented situation.

In 2020, with the implementation of necessary sanitary measures, the organization of the Forum EPFL was revisited to ensure the safety of all. This innovative format of the Forum EPFL was still a success.

**Figures of the year 2020**

<table>
<thead>
<tr>
<th>2’100</th>
<th>registered students</th>
</tr>
</thead>
<tbody>
<tr>
<td>146</td>
<td>registered companies</td>
</tr>
<tr>
<td>58</td>
<td>registered start-ups</td>
</tr>
<tr>
<td>26</td>
<td>interview rooms</td>
</tr>
<tr>
<td>51</td>
<td>company presentations</td>
</tr>
<tr>
<td>350</td>
<td>interviews during the event</td>
</tr>
</tbody>
</table>

Thanks to this edition, the Forum EPFL has now acquired the experience to make its 39th edition a success in all circumstances.
ISO 14001, Environmental Management Systems - 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 14001 certified.

ISO 9001, Quality Management Systems - Certified in 2013 and recertified in 2018

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.
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 2’100 CVs in 2020);
- Your 2-pages presentation in the Companies Book (LdE) that lists all companies participating in the Forum EPFL 2021. 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 2’000 copies, is distributed to students and visitors from the 13th of September, and is available on our website from the 15th 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.

Register before the 3rd of May 2021 to benefit from our *Early Bird* offer!

**Price of the enrolment***:

<table>
<thead>
<tr>
<th><em>Early Bird</em> offer (before May 3rd 2021)</th>
<th>CHF 2’000.-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Until June 4th 2021 (last registration deadline)</td>
<td>CHF 2’500.-</td>
</tr>
</tbody>
</table>

Extract from the General Conditions - Refund Policy:

*If the Forum EPFL cancels the event due to Pandemic Covid-19, your company will be charged only the basic registration fee. All other fees will be refunded. If the Forum EPFL is maintained, and 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.

*Excluding VAT - Rate of 7,7%
In collaboration with Swiss Climate, we do our best to make our Forum a carbon neutral event. This year, we choose to support climate protection, with a main focus on CO₂ storage and sustainable management of Swiss forests.

Preservation of Swiss forests biodiversity, generation of fuel wood for renewable energy production and improvement of the social and economic situation of all forestry employees.

By supporting this project with the “0-emission” option, you contribute to growing the wood reservoir, leading to an increased CO₂ storage, to a sustainable exploitation of the Swiss forests and to stimulating fuel wood production.
Support our “Forum Responsible” project for a zero carbon emission event.

During your registration, you will have the opportunity to subscribe to the 0-emission option. It will get you involved in our project of reducing our ecological impact.

In 2019, 153 companies subscribed to the 0-emission option contributing to the greenhouse gas emission compensation of the fair.

By your donation, you contribute to helping this cause. In appreciation, a flower and a 0-emission logo will be delivered at your stand.

**CONTRIBUTION**:  

| 0-emission option | CHF 30.- |

*Excluding VAT - Rate of 7.7%
Services

Stands 14
Presentations 17
Workshops 18
Interview rooms 18
Catering 19
Sponsorship 22

The services presented are subject to changes in order to adapt to the health restrictions in effect during the Forum EPFL Week.
**STANDS**

The stands days, Thursday 7th and Friday 8th 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.

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**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 16)._  

**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***:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Personal per day</th>
<th>Equipped 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%
**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 7.7%*
PRESENTATIONS

From the 4th to 6th 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 39th edition of the Companies Book.

**PRICE***:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Capacity</th>
<th>25 minutes</th>
<th>55 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 seats</td>
<td>CHF 300.-</td>
<td>CHF 600.-</td>
</tr>
<tr>
<td></td>
<td>60 seats</td>
<td>CHF 350.-</td>
<td>CHF 650.-</td>
</tr>
<tr>
<td></td>
<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, 6th of October 2020;
- Appetizers in various sizes (see list hereafter).

*Excluding VAT - Rate of 7,7%
Workshops

Thursday 7th and Friday 8th 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;
- a water fountain.

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*:

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 students</td>
<td>CHF 1,000.–</td>
</tr>
<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** (for about 30 people)
- 20 fresh fruit salads
- 20 mini croissants
- 20 mini chocolate twists
- 20 mini assorted doughnuts

---

** Petit Sucré-Salé** (for about 30 people)
- 20 mini cheese and chicken curry gougères
- 30 mini pastries
- 48 bite-sized desserts
- 20 assorted empanadas

---

**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

---

** Grand Sucré-Salé** (for about 60-100 people)
- 48 bite-sized desserts
- 30 mini pastries
- 40 assorted empanadas
- 54 canapés cocktail

---

**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

---

*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 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**:  

<table>
<thead>
<tr>
<th></th>
<th>Standard</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHF 350.- / day</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 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 7th and Friday 8th. 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 25.- / person**

Afterwork Cocktail
You are cordially invited to the Afterwork Cocktail of this 39th edition of the Forum EPFL, Thursday, 7th October 2021 from 5:30pm at the Cloud.

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)**

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

*Excluding VAT - Rate of 7.7%
SPONSORSHIP AND VISIBILITY OPPORTUNITIES

If you wish to get involved in the Forum EPFL 2021, 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 also offer 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
Or directly:
Nicolas Jimenez, Vice-President & Head of Public Relations.
Mobile: +41 (0) 78 691 12 73
To join us

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 2021. 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 2021

1. Go to our website:
https://platform.forumepfl.ch/

2. Login with your email address and password.

3. Read and agree to the terms and conditions.

4. Subscribe (or not) to the 0-emission option.

You are enrolled in the Forum EPFL 2021!
You can now order the services of your choice!
Forum EPFL
P.O. Box 103
CH-1015 Lausanne

www.forum-epfl.ch

+41 21 693 41 13
forum@epfl.ch
Forum EPFL
4th - 8th October 2021