SwissTech
CONVENTION CENTER

YOUR EVENT CHECKLIST

Event name	**Date**
Contact person	**Objective of the event**
Recurring event? Y/N	**Advertising on social media?**
# of participants	**Coming from**
Number of pax in the plenary room	**# of breakout sessions**
Tentative program - ***any details you could share would be very helpful, even if they are tentative***	

WELCOMING

Hotel rooms at the SwissTech Hotel	☐ Yes ☐ No ☐ Maybe
Cloakroom *Guarded or not guarded*	☐ Yes ☐ No ☐ Maybe
Parking *For the organization team / Participants*	☐ Yes ☐ No ☐ Maybe
Hosts-Hostesses	☐ Yes ☐ No ☐ Maybe
Registration management	☐ Yes ☐ No ☐ Maybe
Security *Traffic agent /Security /First Aid*	☐ Yes ☐ No ☐ Maybe

CATERING

Welcome coffee	☐ Yes ☐ No ☐ Maybe
Coffee breaks	☐ Yes ☐ No ☐ Maybe
Lunch *Seating or standing lunch*	☐ Yes ☐ No ☐ Maybe
Aperitif	☐ Yes ☐ No ☐ Maybe
Gala dinner	☐ Yes ☐ No ☐ Maybe

AUDIOVISUAL AND TECH

Rehearsal before your event	☐ Yes ☐ No ☐ Maybe
Speakers' room	☐ Yes ☐ No ☐ Maybe
Translation	☐ Yes ☐ No ☐ Maybe
Show with artists / Maitre de Ceremonie	☐ Yes ☐ No ☐ Maybe
Video recording of your event	☐ Yes ☐ No ☐ Maybe
Professionnal photographer	☐ Yes ☐ No ☐ Maybe
Photobooth	☐ Yes ☐ No ☐ Maybe

HYBRID OR VIRTUAL

Livestreaming	☐ Yes ☐ No ☐ Maybe
Will participants join remotely?	☐ Yes ☐ No ☐ Maybe
Do the event have its own website/ app	☐ Yes ☐ No ☐ Maybe
Will sessions be recorded? Will people have access after the recordings?	☐ Yes ☐ No ☐ Maybe
Will you have a virtual exhibition *(virtual booths)?*	☐ Yes ☐ No ☐ Maybe
Have you decided on the platform(s) that you would like to use to livestream the sessions? *(Youtube, zoom, other)*	☐ Yes ☐ No ☐ Maybe
Have you decided on participant interaction functionalities needed? *(Chat, polls, other)*	☐ Yes ☐ No ☐ Maybe
Do you need a design coaching before your event	☐ Yes ☐ No ☐ Maybe
Event production support during the event	☐ Yes ☐ No ☐ Maybe

FURNITURE & ELECTRICITY

Specific furniture on stage	☐ Yes ☐ No ☐ Maybe
Lounge area	☐ Yes ☐ No ☐ Maybe
Flowers & Decoration	☐ Yes ☐ No ☐ Maybe
Charging stations / Extra socket	☐ Yes ☐ No ☐ Maybe
Extra electricity LAN or specific wifi	☐ Yes ☐ No ☐ Maybe

EXHIBITION

Booths : *How many : / m2*	☐ Yes ☐ No ☐ Maybe
Setup & teardown	☐ Yes ☐ No ☐ Maybe
Posters *How many :*	☐ Yes ☐ No ☐ Maybe

SUSTAINABILITY

Advice for a sustainable event	☐ Yes ☐ No ☐ Maybe
Carbon offset	☐ Yes ☐ No ☐ Maybe

OTHER

Hairdresser / Make-up	☐ Yes ☐ No ☐ Maybe
Childcare services	☐ Yes ☐ No ☐ Maybe
Office / Staff room	☐ Yes ☐ No ☐ Maybe
Print material *(Flyer, program, etc.) Directly at the EPFL printing center*	☐ Yes ☐ No ☐ Maybe

Other comments

CONTACT

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