

## Organization

- Unless requested explicitly to us, we will assume that your event or meeting is self-organized. Should you have questions or need assistance, please let us know.
- Your reservation will inform you of a classroom (s11 or s12) that is booked for you. However, please note that you have the option to use either the classroom or the open space. Please let us know if you want to use the open space so that we reserve the corresponding section.
- The open space of the Fab has an open door policy and cannot be privatized from Monday to Friday, during the academic semesters. Privatization for events can be considered outside these times.
- A screen is available and can be plugged to a personal laptop, in order to screen share.
- The open space of the Fab does not have hybrid meeting facilities. For hybrid events, you need to use the equipment in the classrooms.
- The Fab can help create an event page and communications material. Should you need this, please provide us with a summary paragraph, speaker names, any available images or logos and indicate whether you would like a registering option

## Catering & cleaning

- If you need food to be provided during the event, it can be purchased from the outside or please contact our in-house provider NOVAE directly [iheid@novae-restauration.ch](mailto:iheid@novae-restauration.ch)
- To avoid issues of smell, we have a cold food only policy.
- Food can only be consumed on the wooden floor area, neither in the classrooms nor over the carpeted area.
- Please make sure to leave the premises tidy and clean. There is some basic cleaning equipment at the Fab's reception at your disposal. Should the place not be left orderly after an event, a CHF 70.-/130.- cleaning fee might be charged.

## Business hours & Security

- Opening hours are Monday-Friday 8:00-23:00 Saturday: 9:00-23:00 Sunday 9:00-19:00
- You need a badge to access the Fab after 19:00 on Monday to Friday and on the weekends.
- For events before 08:00 and after 17:00, please check the fab's security policy document attached: "Security measures for events organized at the fab". Full content also available on the website page.
- For 50+ people events before 08:00 and after 17:00 a security agent is required at a cost CHF 70/hr (min 3 hours). If you are a student, you can benefit from the GISA discount at CHF 46.20. Please contact [events@graduateinstitute.ch](mailto:events@graduateinstitute.ch) to book security service.

## Security measures for events organized at the fab

Depending on the timing of your event as well as the number and nature of participants expected, you will need to take into account certain security measures. These measures are in place to ensure the safety of your participants in the unlikely event of a fire or other emergency.

For all events, go through this checklist and make sure you have ticked yes for all:

FAB SECURITY CHECKLIST for event organizers	YES	NO
Do you know where the evacuation routes and emergency exits are?		
Is the number of expected participants within the limits the Fab team informed you of?		
Have you ensured that decorations do not create additional fire hazards or impede escape routes?		
Do you know where the evacuation equipment is (chasubles, emergency instructions & attendance list/registrat		
Have you located the manual triggers for the fire alarm?		
Have you located the nearest defibrillator?		
For events before 08:00 and after 17:00 as well as on weekends, have you agreed amongst the organizers and students trained in security (plus security guard when needed) on your respective roles in the event of evacuation? <ul style="list-style-type: none"> <li>Who leads the evacuation</li> <li>Who closes the group</li> <li>Who counts the number of people compared to the list</li> <li>Who calls the internal security/ firemen/police/ambulance/etc.?</li> </ul>		

For events before 08:00 and after 17:00 as well as on weekends, the following provisions apply:

Number of participants	Type of participants	Attendance List needed	Students trained in evacuation/ certified	Security guard / Alarm Management and detection
<10	Internal to the Institute	If possible	1	
	+ External	Yes	1	
10-30	Internal to the Institute	If Possible	2	
	+ External	Yes	2	
30-50	Internal to the Institute	Yes	3	
	+ External	Yes	3	
50-99	Internal to the Institute	Yes	3	1
	+ External	Yes	3	

### Registration required after 17:00

At the reception desk of the Fab you will find a registration book which participants are asked to fill in at the beginning of the event. Please, make sure to leave it there. You/security guards will use this register in case an evacuation is necessary, to ensure everyone is in safety.

### Students trained in evacuation

The fab organises security trainings every semester, and keeps a list of students trained in evacuation safety. Should none of them be part of your organising committee, you may be able to engage them for CHF 27 per hour (paid directly to them). Should you wish to be trained, please check the Fab's website to sign up to the next training session.

### Security guard

For events with more than 50 people, before 08.00 and after 17.00, you need to engage a security guard. The standard rate is CHF 70/hour min 3 hours. If you are a student, you can benefit from the GISA discount at CHF 46.20. Please contact [events@graduateinstitute.ch](mailto:events@graduateinstitute.ch) to arrange the security guard.

## EMERGENCY AND USEFUL NUMBERS

- Police 117
- Internal security 079 749 35 36
- Firemen 118
- Medical emergency 144
- SOS Doctor 022 748 49 50

## HOW TO RESPOND IN THE EVENT OF FIRE

- Do not panic
- Extinguish the fire using the nearest extinguisher with care
- Call 118 specifying your correct address
- Gather all your colleagues
- Make sure nobody is left in the building
- Never use lifts
- Don't go back
- Make the Rigot Road esplanade your assembly point

## HOW TO RESPOND IN THE EVENT OF INTRUSION OR PHYSICAL AGRESSION

- Hide somewhere (locked in your office) or escape with needless risks (through window, door)
- Call for help by any means if this doesn't make the situation worse (shout, cell, wired phone)
- Do not hesitate to make preventive calls to Police in case you see suspicious/ troubled/ agitated person or group

**IN ALL CASES,  
do not take unnecessary risks; protect your lives before your goods!**