



SMART GUIDE SERVICES

This guide explains how to take advantage of the available services at EPFL Innovation Park. It gives also an overview of some everyday life aspects in the Park.

**Reception of EPFL Innovation Park opens
from 8.00 to 12.00 and from 13.00 to 17.00**

Location: EPFL Innovation Park, Building C (ground floor), 1015 Lausanne
Tel.: +41 21 353 80 00

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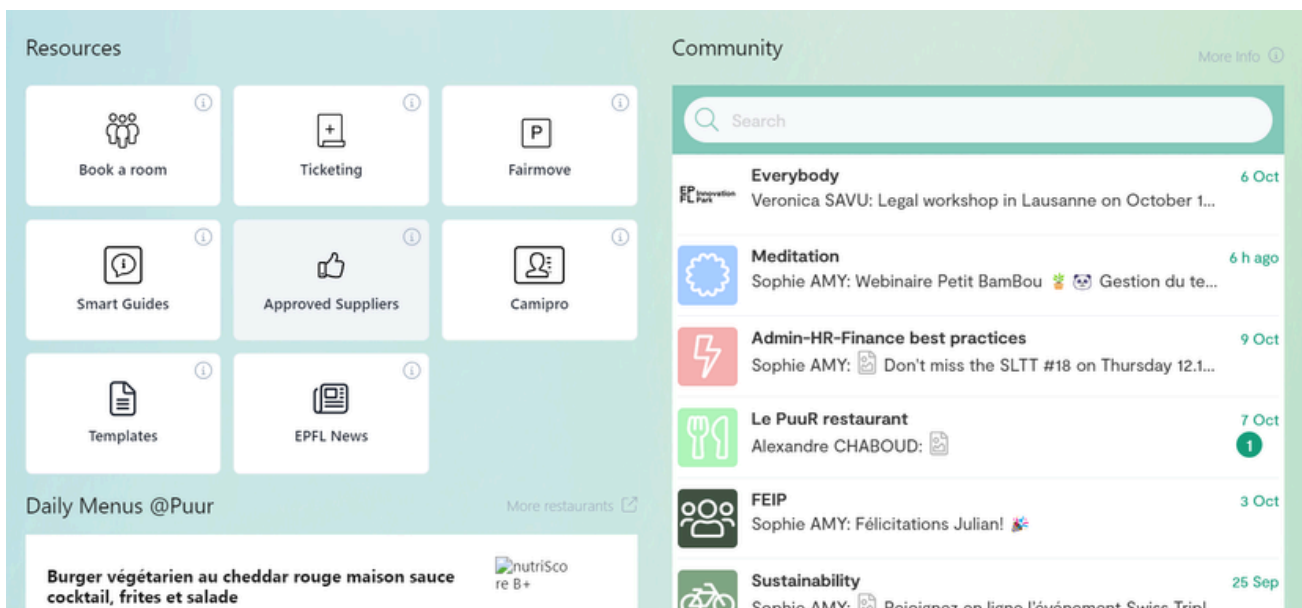
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ONLINE SERVICES

Web portal

The portal allows you to access the online services offered by EPFL Innovation Park. Your access rights will depend of your profile type. Here is below a print screen that shows the portal homepage on a profile as Company Administrator with icons representing the available functions.



4 types of profile are available:

- 1 Company Supervisor:** provides access to all functions including all existing Smart Guides and lets you change any Employee profile type to Company Administrator. It is the only type created on our side.
- 2 Company Administrator:** provides access to all existing Smart Guides, allows to create an employee profile type and to use managing functions such as modifying the online company profile, booking a conference room, posting a job ad, requesting additional space (for startups only), or booking an available parking space in Fairmove.
- 3 Facilities:** provides access to all existing Smart Guides and allows to book a conference room, to create a ticket for an intervention of our maintenance team and to use online services such as viewing the job vacancies within the company or booking an available parking space in Fairmove.
- 4 Employee:** provides access to the Smart Guides Services, Sustainability and Mobility and allows to use online services such as viewing the job vacancies within the company booking an available parking space in Fairmove.

Your contact: support@epfl-innovationpark.ch

Book-a-room

Here are the conference rooms available at the Park, all are equipped with free Wi-Fi:

Building	Floor	Conference room	Windows	Beamer	ClickShare system	Seating capacity	m ²
A	4th	Venus	Yes	Yes	Available	20 people	47
A	1st	Saturne	Yes	75" LCD screen	Not available	16 people	38
B	Ground floor	Mercure	Yes	No	Not available	13 people	28
C	1st	Neptune	Yes	Yes	Available	50 people	86
C	3rd	Mars	No	No	Not available	16 people	34
C	1st	Titania	No	Screen / Visio	Available	7 people	17
D	Ground floor	Uranus	Yes	Yes	Available	60 people	90
D	Ground floor	Pluton	Yes	Yes	Available	40 people	60
D	3rd	Eris	No	No	Not available	15 people	29
D	4th	Cérès	No	No	Not available	15 people	29
	2nd	Hauméa	No	No	Not available	15 people	29
L	1st	Larissa	No	Interactive screen	Not available	8 people	29

● How to book

You can book via the app Book-a-room which is available within your portal environment if you have a profile as Company Supervisor, Company Administrator or Facilities (see portal profile types on page 6).

Book-a-room is also available on our mobile app EPFL Inno Park.

● Available equipment to be picked up at the reception

- Portable beamer: booking is free on Book-a-room and exclusively for startups; any use outside of the Park is not allowed.
- ClickShare Connectors: wireless technology to plug to your laptop to connect to compatible beamers in the following conference rooms Neptune, Pluton, Uranus and Venus.

● Booking conditions for startups

EPFL Innovation Park supports the startups of the Park in their growth. That is why they are offered a free access to most of our conference rooms. Indeed, only rooms Titania & Uranus are subject to booking fees with a 50% discount on the price. In return, they are kindly asked to make sure to cancel online any unnecessary booking in order to optimize availability.

● Booking conditions for large companies

They have access to the purple-highlighted conference room in the table on the previous page and are invoiced for their bookings on a quarterly basis. Please note that the conference rooms Titania & Uranus needs to be booked through the reception. To access, please pick up the keys at the reception on the day of the event or sooner if availability allows for that.

● Other booking conditions

- Special offer Uranus & Titania: prepay 10 half-days (or 5 days) valid for this room only and get a 20% discount on the total cost. Prepayment is not refundable.
- Cancellation policy: booking can be cancelled free of charge until 10 working days prior to arrival, late cancellation penalty of 30% of the total reservation cost will apply within 5 days. Cancellations must be advised in writing to be taken into consideration.
- Uranus Room set-up: should you need any particular set-up, please let us know 2 weeks before so that we can plan it. Like rental cost, set-up fees are invoiced on a quarterly basis and at cost price of CHF 200.- Please note that these fees include your set-up and the return to the original set-up. The usual set-up of the room is in classroom for 35 people.

Your contact for reservations at EPFL Innovation Park



Nikolina Maric

Front Office Supervisor

reception@epfl-innovationpark.ch

021 353 80 00



Christine Prudente

Receptionist

reception@epfl-innovationpark.ch

021 353 80 00

● Other conference rooms available on campus

You can rent various conference rooms and event venues on campus, such as the Rolex Center Forum, as well as multipurpose rooms, auditoriums and classrooms.

For further information please contact:

Mediacom-Event • + 41 21 693 51 27

events@epfl.ch • www.events.epfl.ch

SwissTech Convention Center: for large events from 100 to 3000 people and/or when needing several rooms i.e. plenary room, breakout rooms and workshops.

For further information please contact:

SwissTech Convention Center • + 41 21 693 42 42

tstcc@epfl.ch • www.stcc.ch

Job board

● Permanent jobs & long-term internships

The companies of the Park can post job offers on the website of EPFL Innovation Park. Only collaborators with a profile as Company Supervisor or Company Administrator can manage them.

● Student job board

Companies have also the possibility to post a student job offer for temporary short-term tasks. Whether it is archiving, database cleaning or even support for customer events, take advantage of your proximity to EPFL to hire motivated and talented students to handle tasks that ease your workload without requiring a long-term commitment. <https://www.epfl-innovationpark.ch/jobs>

Best deals

Get access to the exclusive best deals provided by external suppliers for companies of the EPFL Innovation Park ! Please find a list of suppliers and partners, accessible through the [tenant portal](#), offering dedicated discounts, extra options, or pro bono counseling to facilitate your activities. Should you wish to recommend suppliers because you experienced premium services which could be an asset for the other companies of the Park, don't hesitate to contact Sophie. Best deals are also available on our mobile application EPFL Inno Park.

Fairmove

Fairmove is our web-app for companies and their employees to access pre-paid daily parking spaces with or without charging point in our parkings in Lausanne and Saint-Sulpice.

Fairmove is also available on our mobile application EPFL Inno Park.

Your contact for Job board, Best deals and Fairmove



Sophie Amy

Community Manager

021 353 80 29 • amy@epfl-innovationpark.ch

Ticketing for technical support

A ticketing service is available on the EPFL Innovation Park portal for Company Supervisors, Company Administrators or Facilities to advise about technical issues in the private premises or in the common spaces.

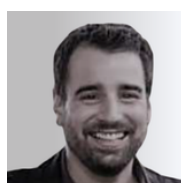
Your contact in case of urgent matters: maintenance@epfl-innovationpark.ch • 021 353 80 10



Julien Bidlingmeyer

Maintenance Manager

021 353 80 12



Micaël Ferreira

Maintenance Technician

021 353 80 15

COMMUNICATION AND NETWORKING

Company list

All the companies based at EPFL Innovation Park in Lausanne are listed on our following webpage <https://epfl-innovationpark.ch/companies/>

This page allows to filter companies by type or branch of industry but also to do a search by keywords. That is why we strongly encourage you to keep your company profile updated as soon as your company sets up in the Park. To do so, you need to have a portal profile as Company Supervisor or Company Administrator.

Please note that the information in your company profile gets public as soon as displayed in your profile.

Private mobile application EPFL Inno Park



Download the app and stay tuned about EPFL Innovation Park. You can use it also to advertise, exchange on the forum, announce events or create groups. Access is reserved to employees of companies based in the Park or on Campus Biotech Innovation Park in Geneva.

Pieces of furniture and equipment to be given or sold: a special forum « Give, rent, buy, sell » is available on the application.

Click on the following link for further information:

<https://epfl-innovationpark.ch/working-here/inno-park-app>



<https://epflinnopark.minsh.com/launch.html>

Events

Find them all on our mobile application and at <http://epfl-innovationpark.ch/events/> including our regular in-house events:

- Pizzas&startups
- Workshops with experts
- Sports tournaments
- Afterworks
- Etc.

Your contact



Sophie Amy

Community Manager

amy@epfl-innovationpark.ch

021 353 80 29

LinkedIn account

Keep yourself posted about current news and activities of the startups of the Park, our in-house events as well as those taking place on campus but related to companies based at the Park.

Follow us LinkedIn account: <https://ch.linkedin.com/company/parc-scientifique-epfl>

PROGRAMS

La Forge

laforge-incubator.ch



Eric Ménard

La Forge Community Manager
menard@epfl-innovationpark.ch



Véronique Bossel

La Forge Community Manager
bossel@epfl-innovationpark.ch • 021 353 80 37

Future of Health Grant

future-of-health.org/



Mathilde Durvy

Grant & Program Manager – Futur of Health Grants
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Valeria Rusconi-Clerici

Program marketing manager
rusconi@epfl-innovationpark.ch

Tech4Regen

www.tech4regen.ch/



Bertrand Klaiber

Tech4Regen founder & program lead
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Pauline Pichard

Tech4Regen Communications Manager
pichard@epfl-innovationpark.ch • 079 927 47 84

PROGRAMS

Trust Valley

trustvalley.swiss/

tech4trust.ch/

trustvillage.ch/

trustvalley.swiss/trust4smes/



Lennig Pedron

Executive director Trust Valley

pedrone@epfl-innovationpark.ch • 079 610 46 34



Emmanuelle Simon

Project manager

simon@epfl-innovationpark.ch • 079 464 03 98



Mayde Rodriguez

Cybersecurity & startups coordinator

rodriguez@epfl-innovationpark.ch • 079 488 89 07

Services

- **Startup incubation (La Forge):**
<https://epfl-innovationpark.ch/startups-incubation-and-hosting/la-forge>
- **Acceleration programs:**
<https://epfl-innovationpark.ch/startups/acceleration>

SUSTAINABILITY

The team



Emma Dorée

Head of Marketing and Park experience

doree@epfl-innovationpark.ch

021 353 80 21



Sophie Amy

Community Manager

amy@epfl-innovationpark.ch

021 353 80 29

Services

- **A Sustainability Charter** (*see the charter in appendix 1*) has been developed to foster a collective mindset within the Park in favour of sustainable development in its three dimensions: economic, social and environmental.
- EPFL Innovation Park is Ecosystem Partner of the **Swiss Triple Impact (STI) program**. This program is a simple, three-step pathway supporting companies to integrate Sustainability within their strategy and make concrete commitments for the Sustainable Development Goals (SDGs). *Special prices for EPFL Innovation Park companies (see the presentation summary in appendix 2).*
- **Sustainability group in Private mobile application EPFL Inno Park**: to receive the latest and broad news and events in relation with Sustainability at EIP.
- Find out more about Sustainability at the Park here: <https://epfl-innovationpark.ch/societal-impact/our-commitment>
- Personalized coaching on your sustainability issues & strategy at a special EPFL Innovation Park startup rate. Check our Best deals on the tenant portal and the sustainability coaching page.
Contact Géraldine Fiol from [Besustainaball](#)

PRACTICAL SERVICES

Daycare center La Nanosphère (building I)

It is a private organization which welcomes kids from 3 months to 4 years old. For any inquiry, please contact:

La Nanosphère • +41 21 694 29 00
info@lananosphere.ch • www.lananosphere.ch

Food outlets

- Self-service restaurant Puur Innovation in building J: open from Monday to Friday and from 8:00 am to 4:00 pm, it offers a daily variety of menus, salads and other fresh and healthy dishes as well as catering services. Find the menus on the tenant portal

For any inquiry, please contact: **PUUR Innovation** • +41 79 413 88 79
puur.epfl@eurest.ch • <http://restauration.epfl.ch/puur-innovation>

- Food Truck Fleur de Pains: open from Monday to Friday from 8.00 am to 2.30 pm, it is located in front of the main entrance of building C. It offers a choice of sandwiches, viennoiseries, salads, snacks, bakery and drinks.

Fleur de Pains
info@fleurdepains.ch • www.fleurdepains.ch

- Other food outlets on campus (cafeterias, restaurants, food trucks, markets, grocery stores, etc.) can be found at www.restauration.epfl.ch

Sports center of UNIL at Dorigny

Employees of companies based in the EPFL Innovation Park are entitled to access the sports center and can benefit from a special rate (rate category D).

Further information on: <https://www2.unil.ch/css/>

Lost & Found service

The reception keeps lost items, please get in touch for any claim: reception@epfl-innovationpark.ch • 021 353 80 00

You can also refer to the 'Lost & Found' group on the EPFL Inno Park app.



You may find this guide not exhaustive or wish to make some comments. If so, please do not hesitate to contact me.

Sophie Amy - Community Manager
amy@epfl-innovationpark.ch • 021 353 80 29

ACCESS TO BUILDINGS AND SERVICES VIA CAMIPRO CARD

Main access doors of the buildings of the Park are open from 7.00 am to 7.00 pm from Monday to Friday. When closed, access is only possible by badging with a Camipro card at the entrance.

What is a Camipro card/Gaspar account and how to obtain them?

Camipro card: it allows you to enter the buildings as well as the underground parking areas round the clock and seven days a week. It serves also as an accreditation that entitles you to access the whole campus and offers several other functions such as paying with at the food outlets on campus.

Further information at: www.epfl-innovationpark.ch/camipro

To order it, please fill in the e-form available on our website (www.epfl-innovationpark.ch/camipro) and email it with the mentioned supporting documents at the following address: camipro@epfl-innovationpark.ch.

Loss of your card: you should block it to avoid any misuse. Two ways to do so:

- 1 Log into your MyCamipro account with you Gaspar credentials (see hereafter how to obtain them) and go to the menu.
- 2 Contact the Centralized command center (CAE in French) of EPFL reachable round the clock and seven days a week on 021 693 40 00 or at cae@epfl.ch.

Replacement of your lost, stolen or faulty card: it is subject to replacement fees of CHF 25.- except in case of theft and provided you can give a written proof of a formal complaint; you will also be exempted in case of a manufacturing fault. But if the card got faulty because of a bad use (bent card for instance), the replacement fee will apply.

MyCamipro account: it is an interface with logins that allows to take advantage of EPFL services. You do not need to do anything to get it as the logins are automatically sent to the email address you provided to obtain your Camipro card. You can change them once logged into your account. Double authentication will be required for each connection.

Further information at: <https://actu.epfl.ch/search/camipro/>

Here is the link to log into your MyCamipro account: <https://mycamipro.epfl.ch/client/serhome>.

Double authentication is required.

Your contact for enquiries about the Camipro card or the MyCamipro account



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Front Office Supervisor

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Christine Prudente

Receptionist

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Procedure in case of fire, flood or explosion

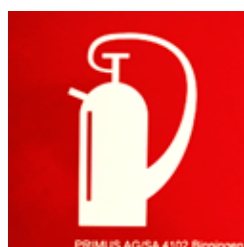


- Call the fire brigade immediately on 118 and activate the building's fire alarm system so that your call can be located

Or

- Dial 021 693 30 00 (EPFL units can dial directly 115)

- If possible, assist any person in immediate danger to safety, but do not put yourself at risk
- Close all doors
- Turn off gas, electrical, laboratory equipment and remove any flammables from hazardous area
- Use a nearby fire extinguisher to control and extinguish the fire.



Fire extinguishers are located in the cabinets in the hallways near the lifts (red signs in picture on the left).

In the event of an emergency necessitating evacuation of the premises, a siren will sound intermittently, please take the following steps:

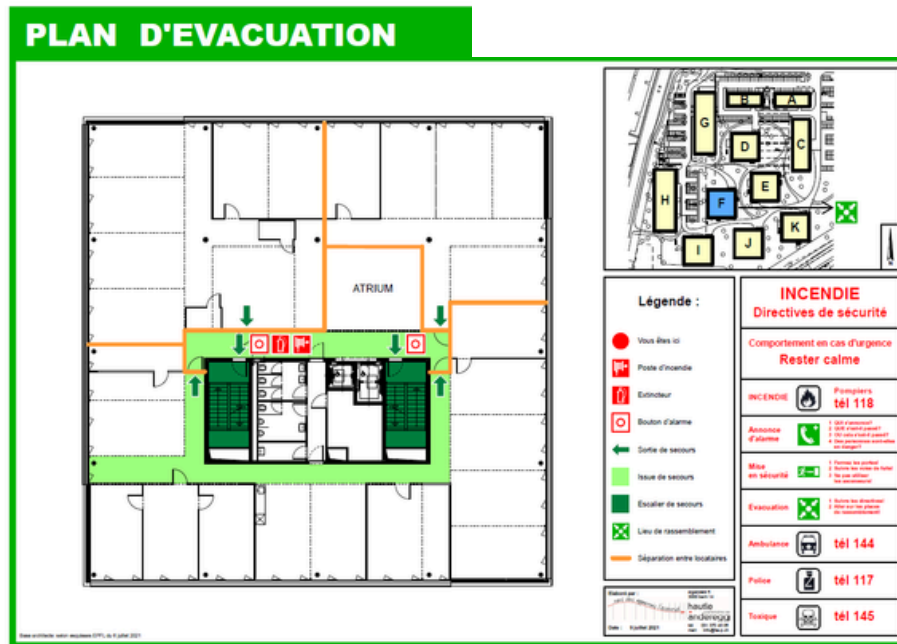
- Calmly leave the building immediately taking your Camipro card and keys
- Use staircases only and follow the emergency exit signs. The use of the lifts is strictly forbidden. Emergency exits or escape roads are marked by illuminated signs or pictograms. You will find an evacuation plan in the hallways of each floor (an example is shown hereafter).
- Go to a designated assembly point (see plan hereafter with green symbols) where headcounts can be taken. Evacuation will be supervised by members of the fire brigade.
- Once first aid team is on site: report anyone suspected of remaining in the building and any particular danger (products, installations, etc.)

An emergency shower for laboratories accidents is available in building L, entrance south-west, 1st floor.



Hereafter an example of Evacuation Plan with an indication of the assembly point.

Example of an evacuation plan



Procedure in case of theft or property damage

Within common areas: please inform us as soon as possible to reception@epfl-innovationpark.ch. Our Maintenance department will monitor any reported situation.

Within private areas: private equipment is under responsibility of its owner. By private material we mean personal belongings and its contents stored temporarily or not.

Any theft or property damage should be reported to the police. You can file a complaint in any police station of the canton of Vaud, the nearest ones are:

- police station of Ecublens, Route du Bois 2, 1024 Ecublens / 021 622 80 00
- police station of Renens, Avenue de Longemalle 1, 1020 Renens / 021 557 01 21

In order to improve security over the Park, we would appreciate that you keep us informed about any theft or property damage that you suffered. It would allow us to let EPFL competent service know as well as to alert people working at EPFL Innovation Park.

PARKING AND TRAFFIC IN THE PARK

Private parking spaces

In view of their limited number, EPFL Innovation Park allocates a quota to each company according to the size of its rented premises.

Type of place we have for rent:

- Outdoor parking space
- Underground parking space
- Underground parking space for motorbike
- Underground parking space with charging station

Only companies which are current tenants of the Park can lease on behalf of their employees. Therefore, we kindly ask you not to contact us if you are not entitled to take out leases on your company behalf. Ask Kristian (startups) or Lino (large companies) for parking prices.

Your contact for startups



Kristian Jelusic

Real Estate Manager

021 353 80 23 • jelusic@epfl-innovationpark.ch

Your contact for large companies



Lino Baccini

Real Estate Manager

021 353 80 22 • bruno@epfl-innovationpark.ch

Usurpation of your parking space

Please contact Securitas agents at 021 693 89 79 or at 079 857 41 68 and let them know the brand, colour and plate number of the vehicle which occupies your place in order for them to come and fine it. They will as well allow you to exceptionally park for free in green zone. In case it happens again, Securitas can have the vehicle towed away. Warning, Securitas does not operate in the car park of building L and in the car park of buildings M and N. For tenants renting parking spaces there and having their space usurped, we kindly ask you to send an email with the following information to jelusica@epfl-innovationpark.ch:

- A photo of the front and rear of the vehicle with the plate number and brand of the vehicle
- A photo with the number of the parking space

Parking spaces in white zone for visitors

Nearly 50 spaces with meter are available on the right side of building A, 15 in front of building H and some more in the underground car park at the Rolex Learning Center.

Furthermore, 3 spaces are allocated to **people with reduced mobility** nearby building H and I, 3 between buildings G and H and 3 at the underground car park at the Rolex Learning Center.

A payable **parking space with charging station** is located close to building H, parking being limited to 4 hours max. per use.

See locations on the map on the next page and find further information including rates on the following webpage:

<https://www.epfl.ch/campus/mobility/vehicles/car-parks/white-places/>

Traffic rules at EPFL Innovation Park



Meeting zone and zone limited to 20 km/h located in the north-western part of the Park between Buildings G and H:

- pedestrians have right of way
- drivers leaving a parking lot or a parking space must give way



Zone limited to 30 km/h located all over the Park apart from the above-described zones:

- drivers must give way to traffic coming from the right and give way in any case when leaving a parking lot or a parking space
- pedestrians do not have right of way but can cross wherever they want (generally, there is no pedestrian crossing)

At the end of zone, the general speed limit of 50 km/h applies.

fairmove

The Fairmove platform for prepaid daily booking parking lots is accessible through our [portal](#). If you don't have your access, please contact your administrator or supervisor within your company to create an account. For the portal users, login via [this link](#) to obtain the user guides for the platform, as well as the new parking rules.

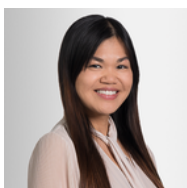
For further information: <https://epfl-innovationpark.ch/working-here/fairmove>

Smart Guide Mobility

The aim of the Smart Guide Mobility is to inform the EPFL Innovation Park community about offers, infrastructures and events related to commuting or professional mobility on campus.

The electronic version of this document can be found [here](#).

Your contact for Fairmove of the Smart Guide Mobility:



Sophie Amy

Community Manager

amy@epfl-innovationpark.ch

021 353 80 29