

Create your Special Offer at STDatanetwork

Switzerland Convention and Incentive Bureau (SCIB)
switzerland.com/meetings

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1. Who needs access

Access to the STDatatnetwork is available to venues located in a meeting destination. Meeting-relevant images and texts can be entered in the STDatatnetwork. These will appear in addition to the basic content of a location page on www.switzerland.com/meeting.

Overview meeting destinations: [here](#)

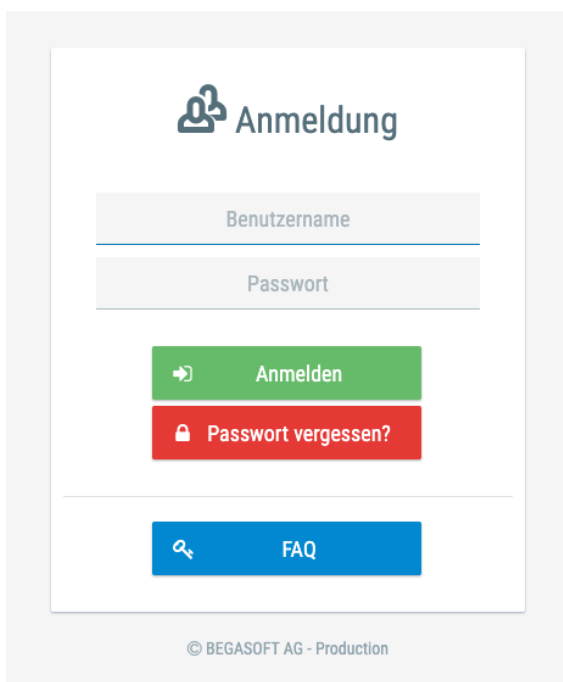
Example venue page: [here](#)

Offers will as well be shown in every venue page as well as here: [Special offers](#)

2. Login

Login on the website: <http://st.stnet.ch>

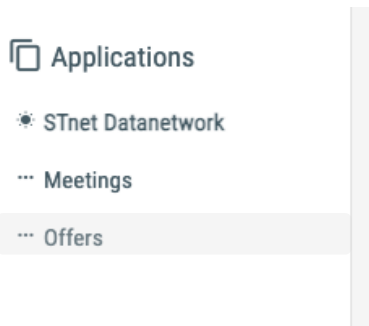
Please click on “Passwort vergessen?” if you cannot remember your password. Contact scib@switzerland.com if you are not sure, of having an existing account



The screenshot shows a login form titled "Anmeldung" with a logo of three interlocking rings. It contains two input fields: "Benutzername" and "Passwort". Below the fields are three buttons: a green "Anmelden" button with a right-pointing arrow icon, a red "Passwort vergessen?" button with a lock icon, and a blue "FAQ" button with a magnifying glass icon. At the bottom, there is a copyright notice: "© BEGASOFT AG - Production".

3. Enter content

1. After login, click on offers. If you do not have category called offer, please write a request to scib@switzerland.com. The SCIB team is happy to open 1-3 slots for you



2. Click on «My offers» and then click on the arrow (see marked in red below)

A screenshot of the 'My offers' table. The table has a green header with columns: Status/campaign, Number/title, ID, Address, and Translations. The rows are: Ready to be entered (1), Ready to be checked (0), Being edited (0), Released (0), and Archived (28). A red square highlights the expand arrow (a right-pointing chevron) next to the 'Ready to be entered' row.

Status/campaign	Number/title	ID	Address	Translations
> Ready to be entered	(1)			
Ready to be checked	(0)			
Being edited	(0)			
Released	(0)			
> Archived	(28)			

3. Click on MiceOffer, marked in blue

A screenshot of the 'My offers' table, showing the 'Ready to be entered' row expanded. The 'MiceOffer' entry is highlighted in blue. The 'Translations' column shows 'de fr it en' in red boxes.

Status/campaign	Number/title	ID	Address	Translations
▼ Ready to be entered	(1)			
MiceOffer		49259	Gstaad Palace	de fr it en
Ready to be checked	(0)			
Being edited	(0)			
Released	(0)			
> Archived	(28)			

4. Click on the edit sign and fill in all the information needed. Do not forget to save all your changes by clicking on «save».

Offer

ID / Webcode	49259 / x49259	Number of nights
Address	Gstaad Palace Palacestrasse 28 3780 Gstaad +41 (0)33 748 50 00 info@palace.ch http://www.palace.ch	Room category
Valid from		Rates from CHF
Valid until		Normal rate in CHF
Comment	<input type="checkbox"/>	

Comment is not displayed on MySwitzerland.com

5. Click on the cross sign and upload your picture. Please remember to click on «save».

Bilder

Bild 1

6. Click on the edit sign to fill in the text. When finish mark a tick in the box «Entry completed»

Note: you need to fill in at least one language. The translation will be done by SCIB. Do not forget to save all your changes!

Text

deutsch

Titel Eingabe komplett

Beschreibung

Buchungslink

Please click on the green button top right to forward your offer. Otherwise, the offer cannot be checked and activated.

Search / Create > Search / Create (ID 49259)

[Offer](#) [Pictures](#) [Text](#)

4. Checking

The entry is then checked and activated by SCIB. These usually takes 2-3 days.

5. Help

For any question about StDatane트워크 please contact the SCIB team:

E scib@switzerland.com

T +41 44 288 13 70

6. Examples

Day package from 8am until 5pm

Conference room with day light with presentation technology (1 projector with screen, 1 flipchart and 1 pin board)

Slides or film reel, flipchart pads

Writing material

Moderator kit

Mineral water in conference room (still or sparkling)

Two varied coffee breaks

Light lunch (2 courses) – meat, fish or vegetarian

Soft drinks (mineral water & coffee or tea)

Free parking

Service and VAT

CHF 85 per person

Conference package with overnight stay

Conference room with day light

Presentation technology (1 projector with screen, 1 flipchart and 1 pin board)

Slides or film reel, flipchart pads

Writing material

Moderator kit

Mineral water in conference room (still or sparkling)

Two varied coffee breaks

1 night's stay in single or double room with breakfast included

Light lunch (2 courses) – Meat, fish or vegetarian

Dinner (4 courses) – Meat or vegetarian

Soft drinks with meals (mineral water & coffee or tea)

Free parking

Service, taxes and VAT

CHF 230 per person for a double room

Surcharge for a single room: CHF 20