Create your Special Offer at STDatanetwork

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

Contents

1.   Who needs access

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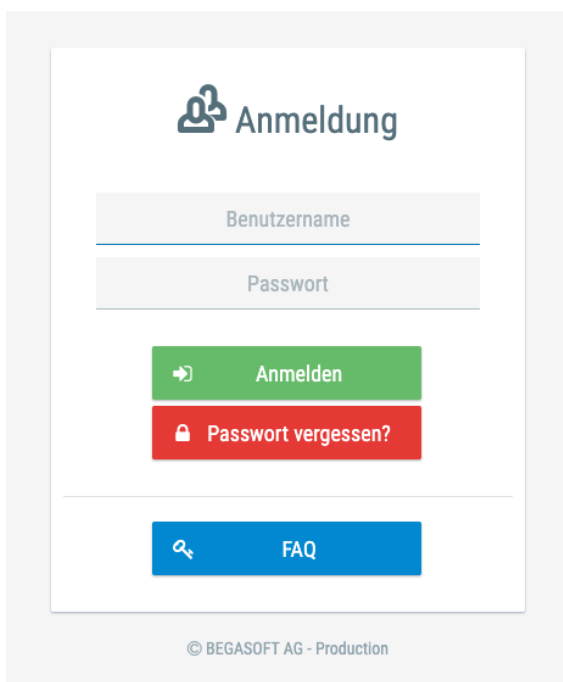
Overview meeting destinations: here
Example venue page: here

Offers will as well be shown in every venue page as well as here: Special offers

2.   Login

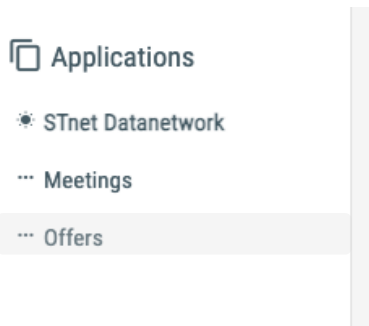Login on the website: http://st.stnet.ch
Please click on "Passwort vergessen?" if you cannot remember your password. Contact scib@switzerland.com if you are not sure, of having an existing account

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)

3. Click on MiceOffer, marked in blue

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».

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

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!

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

4.   Checking

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

5.   Help

For any question about StDatanetwork 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