

Manual STDatanetwork Event Planner and Wedding Finder

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.

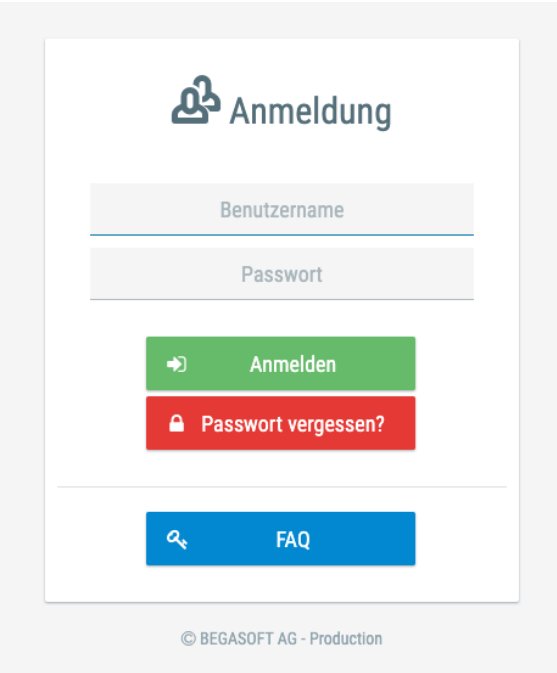
Overview meeting destinations: [here](#)


Example venue page: [here](#)

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





 Anmeldung

Benutzername

Passwort

 Anmelden

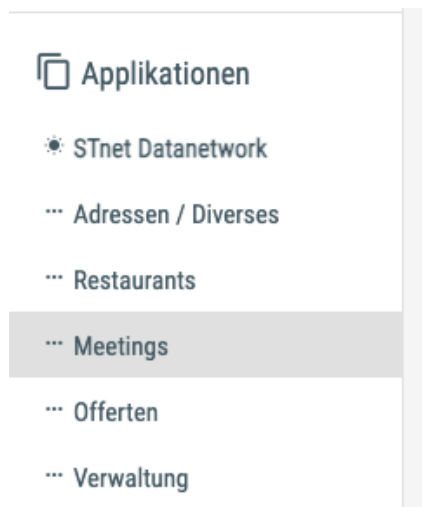
 Passwort vergessen?

 FAQ

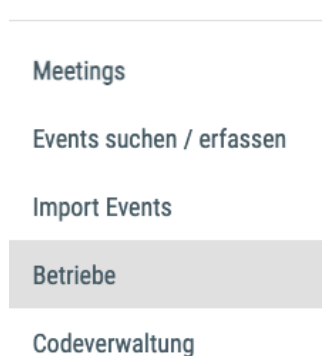
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3. Enter content

Meetings and



“Betriebe / Etablissement / Company”



3.1. Change / adapt content (in general)

To change any information about your venue/hotel, please click on the edit sign



3.1.1. Address / Contact details

Adjustments and changes to the address can only be made by SCIB. In this case, please contact: scib@switzerland.com

3.2. Facility info / Betrieb Info / Info établissement

Please fill in as many information as possible about your venue.

Youtube-Video: please enter only the code (at the end of your youtube-link)

3.3. Pictures

Upload new pictures click on



and



Change pictures click on



3.3.1. Image sequence

Order of the pictures on the Event Planner:

- Main Picture 1
- Meetingrooms

- Varia
- Main Picture 2
- Wedding

Order of the pictures on the WeddingFinder:

- Wedding Main Picture
- 1 event room
- Varia
- Main Picture 2

Important for hotels: Pictures that are already uploaded to swisshoteldata.ch do not need to be uploaded here

Attention: Picture must be landscape format and high resolution (best 1MB; minimum Width 650 px or minimum Height 365 px)

3.4. Description

Changing name and description of your venue please click



3.4.1. Facility name / Betrieb Name / Nom de l'établissement

Please fill in all languages otherwise the name of your location will not appear in the different language versions





Betrieb Name			
deutsch *	<input type="text"/>	italienisch	<input type="text"/>
französisch	<input type="text"/>	Englisch	<input type="text"/>

Description Meeting and Wedding / Beschrieb Meeting und Hochzeit / Description Meeting et Wedding

Important: Text must be inserted in German, French, English and Italian (maximum 1'000 characters)

NOTE: • The text should be a specific MEETING resp. WEDDING related text • Please keep a correct spelling and do not use "we" phrases • The texts must be descriptive, neutral and timeless

3.4.2. Meeting rooms / Meetingräume / Salles de reunion

Area in m ²	Important information for clients – please fill in area in m2 and room
Room height in meter 	
Simultaneous interpretation system	available on request 
Projection system	available on request 
Microphone	available on request 
Concert	
Seminar	Max. number of pax per seating has to be filled in (must entry)
Banquet	

Change a facility Please click on the facility you want to change.

Picture If you want to add a picture, please wait until we confirmed the meeting room in our system

4. Checking

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

5. Help

For any question about StDatnetwork please contact the SCIB team:

E scib@switzerland.com

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