

GENEVA  
GRADUATE  
INSTITUTE

the fab

# THE FAB'S INTERNAL POLICY

FEBRUARY 2025

# 1 OVERARCHING PRINCIPLES

The Fabrique de la Paix (the Fab) provides a flexible and vibrant space designed to facilitate events for the IHEID community. This document serves as a guide for individuals or groups who wish to organize events at the Fab. It outlines the procedures, responsibilities, and support available for both self-organized and Fab-supported events. By establishing clear guidelines and expectations, this document aims to ensure smooth and efficient event management while maintaining a high standard of service and security. It is intended to support event organizers in planning and executing successful events, whether they are managing all aspects themselves or seeking assistance from the Fab Team.

## **Self-Organized Events at the Fab**

Self-organized events at the Fab refer to those that are planned, managed, and executed by the event organizers themselves, without the direct involvement of the Fab Team. These events typically include meetings, conferences, workshops, and social gatherings. Organizers are responsible for all aspects of the event, including room setup, equipment handling, promotion, and post-event cleanup. While Fab provides the venue and basic support resources, event organizers must ensure compliance with the venue's policies, safety regulations, and operational standards.

## **OPEN-DOOR POLICY FOR THE FAB'S OPEN SPACE**

THE FAB'S OPEN SPACE OPERATES UNDER AN OPEN-DOOR POLICY AND CANNOT BE FULLY PRIVATIZED DURING ACADEMIC SEMESTERS (MONDAY TO FRIDAY). REQUESTS FOR FULL PRIVATIZATION WILL BE CONSIDERED ONLY OUTSIDE OF THESE HOURS.

## **When to Request Support from the Fab's Team**

The Fab can assist with certain aspects of self-organized events, such as event page creation, promotion support, and providing guidance on the best use of the Fab's resources. However, organizers are still responsible for the majority of the event logistics. This section clarifies the boundaries and expectations for self-organized events at the Fab, emphasizing organizer autonomy and accountability while highlighting areas where support can be requested.



# 2 HOSTING AN EVENT AT THE FAB

## RESERVATIONS

### Available Spaces

- The spaces available for reservation include the Open Space and class rooms S11 and S12. (Petal 2, 4th Floor).
- On reservation, specific areas may be requested. These include; the walls (for exhibitions), sofa area, white or wooden tables, etc.
- S11 and S12 are primarily reserved for Institute's courses, executive education programs, and joint centers (such as MIDS). All reservations for these rooms are subject to availability.
- If a suitable space is unavailable, contact the Fab in order to explore alternative arrangements.

### Maximum Space Capacity

The 4th Floor of Petal 2, where the Fab is, has a total maximum capacity of 99 participants (this includes S11, S12, and the Fab Open Space). The following capacity limits apply to the Fab 4th Floor:

- S11 up to 25 participants
- S12 up to 47 participants
- Fab Open Space between 15 participants (if S11 and S12 are occupied by other events), 40 people if the S11 is free, 64 people if the S12 is free, and 89 people if booth S11 and S12 are free

Kindly ensure that the total number of individuals on the floor does not exceed 89 participants at any time to comply with safety regulations.

### How to Reserve a Space

To book a space at the Fab, please submit your request to the Fab email: [fabrique@graduateinstitute.ch](mailto:fabrique@graduateinstitute.ch).

When making your reservation request, kindly include the following details:

- **Event Title:** Provide the title of your event.
- **Organizers/Co-Organizers:** Specify the name of the organizing center, department, initiative, or other entity.
- **Point of Contact:** Include the name and email address of the responsible individual.
- **Event Date:** Indicate the date of your event.
- **Time & Duration:** Specify the start and end times of your event.
- **Expected Attendance:** Mention the maximum number of participants.
- **Space Preference:** Indicate your choice of space: Fab Open Space and/or conference room. Specify whether it's a public or private event.
- **Catering Options:** Choose from the following options: none, self-catered, or Novae catering services.
- **Required Support:** Detail any additional assistance needed from The Fab, such as communications, co-hosting, etc.
- **Required Materials:** List any materials or equipment you'll need, such as a screen with HDMI, speaker, microphone, etc.

## TECHNICAL ASSISTANCE

### Equipment and Facilities

The following technical equipment and facilities are available for use:

- Screen: A screen is available in the Fab Open Space, which can be connected via HDMI.
- Microphone & Speaker: Microphone and speaker setups are available upon request.
- Hybrid Meetings: Hybrid meeting capabilities are supported exclusively in S11 and S12.

### Assistance

#### Technical Support and AV Equipment

The following support is available for setting up and operating technical equipment:

- Technician Availability: Technicians from service desk are available to assist with event setup up to one hour before the event, between 8:00 AM and 6:00 PM.
- Advance Requests: This service is free of charge if requested at least one week in advance and is subject to availability.
- Last-Minute Requests: Late or last-minute technical support requests may incur additional charges
- How to Request Support: For specific technical needs, please submit your request to the Service Desk. Requests must be made at least two weeks before the event to ensure availability.

## EVENT PREPARATION

Event organizers are responsible for arranging furniture, decorations, and signage to create an effective and safe event environment.

### Room Setup and Configuration Changes

- S11 and S12: These rooms are primarily designated for academic use and cannot be easily reconfigured.
- Special room setups require prior approval from Facility Management at and must be requested at least two weeks in advance.

### Furniture

- All furniture within The Fab is property of the Institute.
- Requests for additional furniture should be directed to the Events Team or Service Desk at least one week in advance.
- Organizers will be billed for any damage to furniture that occurs during the event.

### Signage

- Organizers must create, print, and place signage for their event.
- Ensure that signage does not obstruct emergency exits.
- Templates for signage can be found on the intranet under the "Signage" section.
- Please put back the sign-holders after the event

## USEFUL CONTACTS

THE FAB: [FABRIQUE@GRADUATEINSTITUTE.CH](mailto:FABRIQUE@GRADUATEINSTITUTE.CH)

EVENTS: [EVENTS@GRADUATEINSTITUTE.CH](mailto:EVENTS@GRADUATEINSTITUTE.CH)

SERVICE DESK: [SERVICEDESK@GRADUATEINSTITUTE.CH](mailto:SERVICEDESK@GRADUATEINSTITUTE.CH)

FACILITIES MANAGEMENT: [SERVICEDESK@GRADUATEINSTITUTE.CH](mailto:SERVICEDESK@GRADUATEINSTITUTE.CH)

NOVAE : [IHEID@NOVAE-RESTAURATION.CH](mailto:IHEID@NOVAE-RESTAURATION.CH)

# FOOD AND DRINKS

## Food and Catering

- Catering Areas: Catering is permitted only in the wooden floor area of the Fab Open Space. It is not allowed in carpeted zones or classrooms.
- Food Restrictions: Only cold food is allowed to avoid strong odors.
- Authorized Catering Provider
  - Novae is the exclusive catering provider. External caterers are not permitted.
  - Organizers can contact Novae for quotes and service arrangements.
  - Ensure to copy the Fab email on all Novae receipts.
- Cocktail Events: For events held after 5:00 PM, a security agent or trained student must be present for access control and space monitoring.
- Self-Catering: Organizers may bring their own food and drinks but are responsible for cleaning up after the event.
- Class-room Restrictions: No food is permitted in S11 and S12, although water is allowed.
- Furniture Usage:
  - Only existing furniture within the Fab may be used for catering.
  - Additional furniture (e.g., standing tables or buffet tables) may be requested from the Events Department in exceptional cases. Requests must be submitted at least one week in advance.

## Water and Carafes

- Water Service: Organizers are responsible for managing water service within the Fab and classrooms.
- Available Equipment: Carafes can be found behind the Petal 1 reception. Glasses are available at the cafeteria.
- Cleanup: Carafes must be returned after use.



# EXHIBITIONS

## Guidelines for Exhibitions

To request permission to set up an exhibition, email the Fab Team at [fabrique@graduateinstitute.ch](mailto:fabrique@graduateinstitute.ch). Ensure your email includes the following details:

- **Exhibition Name:** Provide the title of your exhibition.
- **Dates and Duration:** Specify the planned start and end dates, as well as the overall duration.
- **Preferred Hanging Methods:** Indicate your preferred methods for displaying artwork (e.g., thread, picture frame rings, nails).
- **Details of Artwork:** Include the number of pieces, their dimensions, and the materials (e.g., canvas, wood, metal) to help us plan accordingly.

The Fab Team will review your request and get back to you with approval or further instructions.

## Installation Procedures

Exhibitions and Artwork installations can be set up using the following methods:

- **White Walls (S11/S12 Hallway):** Use nylon cords and hooks to display artwork. Each cord supports up to 3 kg and can be adjusted along the wall for optimal placement.
- **Opaque Glass Walls (Fab's Open Space):** Attach artwork using Scotch tape or blue tack to avoid damage to the glass surface.
- **Pin Boards:** Display artwork on large pin boards positioned along the white walls near rooms S11 or S12, or in other approved areas. Ensure that these displays do not obstruct circulation or create hazards.

## Display and Removal Protocols

- **Setup and Removal:** Complete installation and removal within the allocated timelines.
- **Labeling:** Use non-damaging methods to label displayed items clearly.
- **Maintenance:** Regularly check displays to ensure they remain secure and undamaged.
- **Cleanup:** Restore the space to its original condition, removing all materials and waste.
- **Reporting:** Notify the Fab Team of any damage or issues promptly.

## IMPORTANT NOTES

**Safety Compliance:** All exhibitions must comply with safety regulations. The Fab will work with you to ensure that prior is obtained from Facilities Management to ensure no fire or security risks are posed.

**Liability Disclaimer:** The Fab is not responsible for any damage to or theft of exhibited artwork. Exhibitors are encouraged to take necessary precautions to protect their displays.

# COMMUNICATION

## Event Page and Promotion Assistance from the Fab Team

The Fab Team offers support in creating event pages and promotional materials, including features in the Fab newsletter, on the Events Wall, and across social media platforms.

To request promotional assistance, please submit a request with the following details:

- Brief summary of the event
- Registration forms and posters
- Links to event pages and/or social media posts

## The Fab's Events Wall

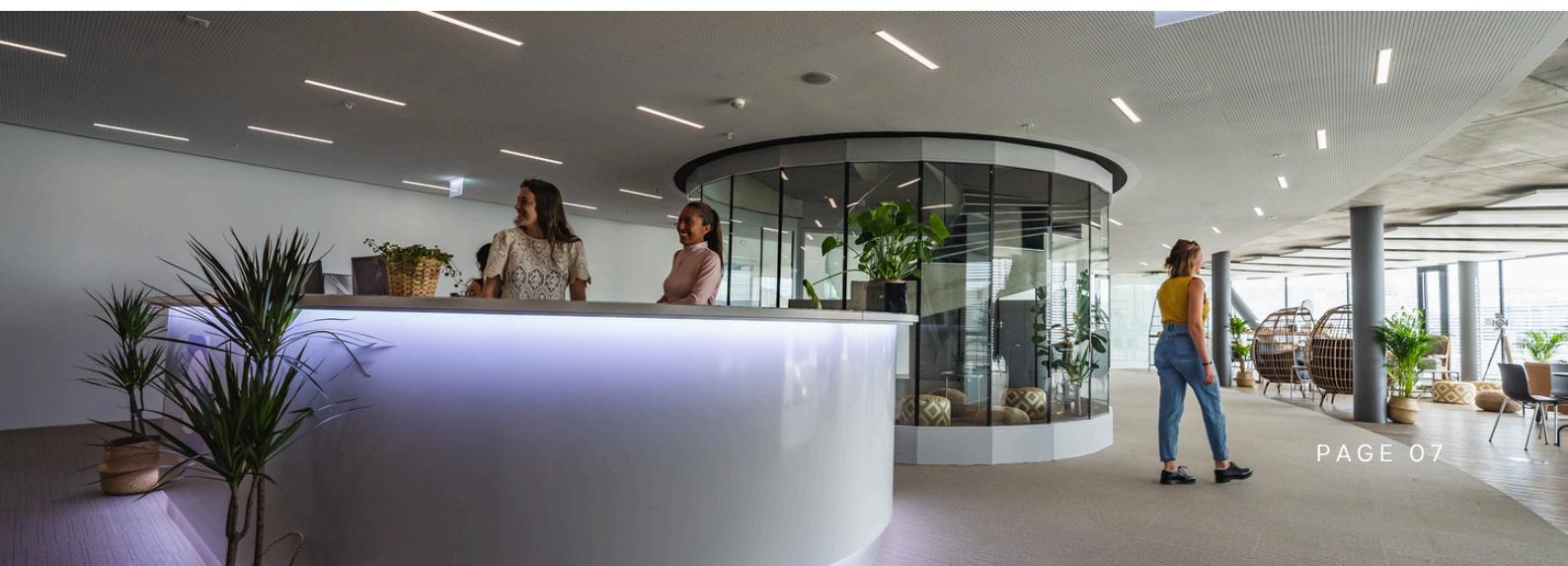
The Events Wall serves as a central hub for promoting upcoming events, ongoing activities, and key highlights at La Fabrique de la Paix. Its purpose is to:

- Increase visibility of events and activities
- Facilitate easy access to event details for students, staff, and visitors
- Foster a sense of community and participation

This wall serves as a shared resource designed to engage, inspire, and promote collaboration within the IHEID community. Let's work together to make it a vibrant communication tool for all!

## Guidelines for Using the Upcoming Events Wall/Corner

- Internal Use Only:
  - The Events Wall/Corner is for internal IHEID community use.
- Poster Guidelines:
  - Posters must be A4 or A3 size.
  - Content should be clear, concise, and visually appealing to effectively communicate the event's purpose.
- Placement Rules:
  - Event organizers must submit the final materials (calendars, posters, or flyers) to the Fabrique Team for placement.
  - Only designated staff may affix or display materials to maintain the wall's organization and aesthetic.
- Date-Based Organization:
  - Posters will be arranged by event date, with events happening soonest at the top.
- Regular Updates:
  - The fab's team will update the wall regularly
- Special Highlight Section:
  - Events of significant importance or institutional relevance may be featured in a highlighted section for enhanced visibility, regardless of their event date.



## POST EVENT

### Cleanup Responsibilities

Organizers are responsible for cleaning up after their event and ensuring the venue is returned to its original condition. This includes removing any event materials, decorations, and waste.

Please put back the sing-holders after the event.

### Cleaning and Maintenance Options

- **Self-Cleaning:** Basic cleaning supplies (e.g., broom, dustpan) are available for organizers' use (behind the wooden self-standing wall). Please ensure the space is left clean; cleaning fees may apply if the space is not properly restored.
- **Additional Cleaning Service:** If required, additional cleaning services can be arranged with the Fab Team at least one week before the event. Charges will be based on the current rates.

### Cleaning Fees

If the event requires additional cleaning services beyond the standard daily maintenance, the following fees will apply:

- Event with coffee break: CHF 70 per service (plus 25% surcharge on weekends).
- Event with lunch or cocktail: CHF 130 per service (plus 25% surcharge on weekends).
- Full-day cleaning service: CHF 200 (plus 25% surcharge on weekends).

For more information or to arrange additional cleaning services, please contact the Events Team.



# 3 SECURITY AND SAFETY

It is essential to establish clear event security procedures, including access control measures to regulate entry and monitor spaces, as well as guidelines for assigning security guards and certified fire marshals, ensuring the safety and security of all participants and the event environment.

## Business Hours

The Fab operates during the following business hours:

- Monday to Friday: 8:00 – 23:00
- Saturday: 9:00 – 23:00
- Sunday: 9:00 – 19:00

## After-Hours Access

- A badge is required for access after 19:00 on weekdays and during weekends.
- To request after-hours access or arrange for the late lock-up of the access door (Petal 1, Level 4, near the elevator), submit a Service Desk ticket at least 48 hours before the event.
- For security arrangements or after-hours access, contact the Service Desk.

[WWW.GRADUATEINSTITUTE.CH/  
DISCOVER-INSTITUTE/FAB/FABS-  
POLICY-SAFETY-AND-SECURITY](http://WWW.GRADUATEINSTITUTE.CH/Discover-Institute/Fab/Fabs-Policy-Safety-and-Security)

## Safety and Security Outside Normal Business Hours

For events held before 08:00, after 17:00, or on weekends, additional attention to safety is necessary. Extra security and fire safety measures should be arranged for events outside regular hours.

## Registration Form For Events After 17:00

An Events Registration form is essential for efficient record-keeping and controlled participant access. It also facilitates the collection of emergency contact details, enabling swift responses during security incidents or emergencies, thereby ensuring the safety of participants and organizers.

- A **registration form** should be completed by event organisers at the start of the event.
- This applies to any event with more than 10 participants, and to smaller events that include external participants.
- Ensure a copy of the registration form is submitted to the Fab Team and a hardcopy is left at the Fab's Reception.
- The register will be used by security in the event of an evacuation to account for all participants and ensure everyone's safety.

# SECURITY GUARDS AND FIRE MARSHALS

Ensuring the safety of attendees is a critical responsibility for event organizers. Security and fire safety measures must be tailored to the event's size, nature, timing, and participant type to address potential risks effectively.

## Security Guards

- Required for events involving external participants or more than 50 attendees.
- If no trained Fire Marshals are available, a security guard must be arranged to fulfill this role.
- Arrangements must be finalized at least one week before the event (minimum booking: 3 hours).
- Standard rate: CHF 70/hour
- GISA discount for students: CHF 46.40/hour.
- For assistance, to hire a security guard please contact the Events Team.

## Fire Marshals

- Required for all events, with the number based on participant count.
- Must be trained in evacuation procedures to ensure readiness during emergencies.

## Fire Marshals Certification

- Fire marshal certification can be obtained online; refer to the materials and links on the Fab's website: <https://www.graduateinstitute.ch/discover-institute/fab/fabs-policy-safety-and-security>
- The Fab maintains a list of students trained in evacuation safety. If none of them are on the organizing committee, they may be available for hire for a fee (paid directly to them).
- For assistance to contact potential fire marshals for your event, please contact the Fab Team.

## Student Fire Marshal Costs

- The payment rate for student fire marshals is CHF 30.80/hour.
- Organizers are responsible for paying the students using their own cost centres.
- Students should coordinate directly with the organisers to ensure timely payment.

Number of Participants	Attendance List Required	Fire Marshals	Security Guard(s)
< 10	Optional (yes if external participants)	1	0
10-30	Optional (yes if external participants)	2	0
30-50	Yes	3	0
50-99	Yes	3	1



## OTHER SAFETY ARRANGEMENTS

### Safety Arrangements

Implementing security measures is crucial to ensure the safety and well-being of all attendees. This includes adhering to established protocols for fire safety, emergency exits, and first aid to effectively manage potential risks during events.

### Special Considerations If No Fire Marshals Are Available

- Arrange for a security guard to assume the fire safety role.
- Brief the security guard on fire safety procedures, including evacuation routes and assembly points.
- Ensure all attendees are informed about fire safety protocols at the start of the event.

By following these guidelines, organizers can maintain a safe environment for all attendees, even in the absence of trained Fire Marshals.

### Safety Measures

- Keep all emergency exits and pathways clear and unobstructed at all times.
- Organizers should familiarize themselves with the building's fire alarm procedures and know the locations of fire extinguishers within the venue.

### First Aid

- First Aid Kits are available on-site. Organizers should confirm the location of these kits prior to the event.
- In case of a medical emergency, contact Facility Management immediately and notify on-site staff or the security agent for assistance.
- For severe emergencies, dial local emergency services and provide clear details of the incident and location.

## SECURITY CHECK LIST

Before each event, review this checklist and confirm that all items are marked as 'yes'

- Do you know where the evacuation routes and emergency exits are?
- Does the number of expected participants fall within the limits provided by the fab's Team?
- 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 and attendance list/registrar)?
- 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 fire marshals (plus security guard when needed) on your respective roles in evacuation?
  - Who leads the evacuation?
  - Who closes the group?
  - Who counts the number of people compared to the list/registry?
  - Who calls internal security/firemen/police/ambulance/etc.?

## IMPORTANT EMERGENCY NUMBERS

- Police: 117
- Internal Security: 079 749 35 36
- Fire Department: 118
- Medical Emergency: 144
- SOS Doctor: 022 748 49 50

# EMERGENCY PROCEDURES

## Fire Response Guidelines

- Stay Calm: 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.

## General Safety Advice

- Prioritize personal safety over material possessions.
- Always follow established safety protocols and instructions from security personnel.
- These measures are essential for ensuring your safety during emergencies and fostering a secure environment at The Fab.

## Intrusion or Physical Aggression Response

### Seek Safety:

- Hide in a secure location (e.g., lock yourself in an office).
- Escape only if it can be done without unnecessary risks (through windows or doors).

### Call for Assistance:

- Use any safe method to call for help (shout, phone call, etc.).

### Preventive Action:

- Alert the police immediately if you notice suspicious, agitated, or troubling behavior near the premises.