

# The informational guide for student engagement at UZH

Version 2024

# Impulsfabrik Guidelines



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# Impulsfabrik-Patronage



## What does the Impulsfabrik patronage include?

Student project ideas and associations that enrich campus life at the University of Zurich (UZH) but are not yet established at UZH can be actively supported by the VSUZH Impulsfabrik through a patronage. The Impulsfabrik grants and oversees patronages. After three years, patronages can apply for official accreditation as a Student Organization (StudOrg) with the President's Services.

## Criteria

- Unique project idea
- Enrichment of university life at UZH (studies, teaching, research or culture)
- Student-led initiative in the foreground
- Target audience, board, and members are primarily enrolled students from UZH/ETHZ or other higher education institutions in Zurich
- Voluntary function (no remuneration, only symbolic contributions at most)
- No commercial offerings

## Rights and Privileges

- All opportunities mentioned in this guide for StudOrgs in the areas of communication, infrastructure and funding
- Participation in the Activity Fair during the autumn and spring semesters
- Listing on the websites of the VSUZH Impulsfabrik and President's Services
- Right to receive a certificate for voluntary engagement issued by the Impulsfabrik

## Obligations

- Annual meeting at our office or online, invitation initiated by the Impulsfabrik
- Patronage renewal after evaluation by the Impulsfabrik, at the latest after a year
- Mention the Impulsfabrik with logo under "Partners and Supporters" on your website

## Differences between patronages and accredited student associations

Rights and privileges	Accredited StudOrgs	Patronages
Use of resources mentioned in this guide	yes	yes
Submission of annual report and board list to the President's Services	yes	yes
Regular meetings with Impulsfabrik	no	yes
Right to label as "Association at the University of Zurich" per UniO § 27	yes	no
Use of uzh.ch domain, UZH logo, and acronym	no	no





# Guidelines



This guide provides StudOrgs and patronages from the VSUZH Impulsfabrik with information on (1) communication, (2) infrastructure, and (3) funding at the University of Zurich. Each section covers key points in the respective area. Relevant forms are directly linked in this guide. It is meant to be your navigational aid to help you find your way through the maze of UZH's regulations and forms.

## 1. Communication

 A preliminary note: According to UZH's communication guidelines, StudOrgs and patronages are not allowed to use the UZH logo or the uzh.ch domain. Additionally, you may not use the acronym "UZH" in your association's name or URL. However, accredited StudOrgs may identify themselves as "Association at the University of Zurich." 

### a. Posters

To put up posters (A0 to A3 size) at UZH, you must fill out this [online form](#). You must first register to access it. In the online form, you can specify various locations and your desired reservation time. Poster reservations generally run from Monday to Sunday. As poster spaces are popular and limited, reserving your spot two weeks in advance is recommended. Additionally, the posters must be related to your club activities.



**Tip:** Save your login information securely, as resetting your password is very time-consuming.



Details for the different locations:

#### UZH Center

You may hang up a maximum of one poster per building for one week. You can submit the poster to the Operations Service at KOL E 1A no earlier than two weeks before the start of your reservation. However, it must be submitted at the latest the Friday before your reservation (or the last working day of the week in case of holidays). On the pin walls in KOL (for example, in front of the restrooms), you are allowed to post posters and flyers without further approval.

#### UZH Irchel

In the entrance area of the cafeteria (Y21) toward the atrium, you can reserve a poster board for two weeks at a time. From the reserved date onward, the assigned space will be marked. You must hang the poster yourself, and magnets are available for this purpose.

#### UZH Oerlikon

In Oerlikon as well, you may hang up a maximum of one poster per building for one week. You need to arrange a handover with the Facility Management at 044 635 71 15, which will put up the posters for you in the designated spots.

# Guidelines



Students at UZH can print themselves or order posters easily and reasonably priced through the service from [ETH Print + Publish](#). ETH Print + Publish also allows you to print posters up to A0 size directly via their [Plot on Demand](#) page. To print conveniently at the ETH main building, select the printers HG D 47 1 or HG D 47 2.

Printing an A0 poster yourself costs approximately CHF 7, whereas an order through Print + Publish costs around CHF 14.



**Tips:** Place your order before arriving in the ETH print room, as the internet connection there is not very good. If you want to print multiple posters at once, it's worth submitting two separate orders, one to each printer. This halves the printing time (about 6 minutes for an A0 poster). A paper cutter is also available in the copy room.



## b. Flyer

Due to ecological concerns, flyer distribution is discouraged. Therefore, President's Services and Impulsfabrik advise that flyer campaigns be limited and highly targeted. If you plan to conduct a flyer campaign at UZH, you must complete this [form](#) and submit it to the President's Services ([rek-toratsdienst@del.uzh.ch](mailto:rek-toratsdienst@del.uzh.ch)). Please note that flyers should either be laid out at your events or handed directly to individuals; you are not allowed to leave them randomly on tables or other surfaces in UZH buildings. Printing flyers can be ordered through [ETH Print + Publish](#). Additionally, various private providers in the Zurich area can print flyers quickly.



**Tip:** If you include a QR code on the flyer, interested students can easily access your website and social media channels.



## c. IBIS Screen Advertising

In most UZH buildings, screens are installed to inform students and staff with visuals about current events at UZH. A visual (image format: 1920x1080px; file format: png, jpg) is displayed for 15 seconds each, and various slides are played in a loop. Each visual is displayed for approximately one week. To book advertising on the IBIS screens, you can fill out this [online form](#) with the UZH Communications services.

## d. Social Media

The Impulsfabrik has a steadily growing number of followers on Instagram. We're happy to share information about your upcoming events in our stories. The best way to do this is to send us the story or post you'd like us to repost via DM. Since our Instagram account isn't monitored 24/7, it's a good idea to reach out early (1–2 weeks before the event) to ensure we can post the story on time.

We also recommend reaching out to the UZH Social Media Team and VSUZH, as they have a larger number of followers. The UZH Instagram channel posts events from student associations in their story every Monday. To arrange this, contact them directly via DM or email at [socialmedia@kommunikation.uzh.ch](mailto:socialmedia@kommunikation.uzh.ch) or [kommunikation@vsuzh.ch](mailto:kommunikation@vsuzh.ch).

# Guidelines



## e. Email Dispatch

For special events or information, you can request permission from the President's Services to send an email to members of a target group (e.g., bachelor's students, students of a specific faculty, or UZH students). Generally, the email dispatch is allowed once per semester for student organizations and patronages - and it's free. To request an email dispatch, you need to fill out this [application form](#) online. The email can include only text and integrated web links; adding images or QR codes is not possible, but you can attach them as PDF files.



**Important:** Please note that this email must clearly focus on your organization and its activities. Additionally, advertising for commercial events and third parties is not permitted.



## f. Information Booth

With an information booth - for example, at the UZH main building entrance or in the Lichthof at Campus Irchel - you can raise awareness about your organization and its activities. To request a booth activity, fill out [this application form](#) and send it to the President's Services at [rektoratsdienst@del.uzh.ch](mailto:rektoratsdienst@del.uzh.ch).





# Guidelines

*it's fair time!*



## **g. Activity Fair**

StudOrgs and patronages who register in advance are given a spot at the Activity Fair, the club fair at UZH, held at the beginning of each semester. The Activity Fair is an ideal opportunity to increase your organization's visibility and recruit new members. At the fair, you'll have access to half a table (approx. 80 x 80 cm) and a display wall. You also have the option to perform a short act at the 'Activity Spot,' which is a guaranteed way to attract students' attention.

You can find the dates for the next Activity Fair on [our website](#). An invitation to register will be sent to you approximately two months in advance.



# Guidelines



## h. Fire Safety Guidelines

The UZH has very strict fire safety regulations. To display flags, roll-ups, curtains, or tablecloths in the Lichthof, you must provide a fire safety certificate with RF1-2 certification; B1 and B2 categories are no longer sufficient. You can obtain a fire safety certificate exclusively and directly from the manufacturer of your roll-up or flag.

### Fire safety classes:

- **RF1: No fire contribution (e.g., glass, concrete, gypsum)**
- **RF2: Low fire contribution (e.g., oak wood, fire-treated fabrics)**



**Important:** All banners, flags, and roll-ups that are not explicitly made from fire-resistant materials do not comply with fire safety regulations!

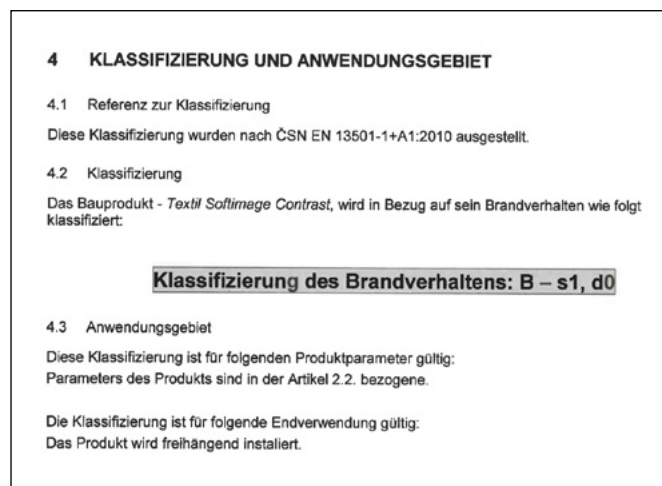


### Tips:

- To ensure that your promotional materials can be used safely in any situation, we strongly recommend having every banner, roll-up, and flag produced from fireproof materials from the outset.
- The classification is not always obvious, so below, you'll find an example of a certificate that meets the RF1-2 standards.
- Ask the manufacturer if their products comply with RF1-2 certification, and don't be confused by the certificate wording. The important thing is to always request a fire safety certificate from the producer of your roll-up or flag, as these are not always automatically provided.



Example of a valid certificate:



We have compared various options in the Zurich area and can recommend a producer. Just send us a short email at [impulsfabrik@vsuzh.ch](mailto:impulsfabrik@vsuzh.ch).



# Guidelines



## 2. Infrastructure

### a. Orientation

Finding the right room at UZH is often a challenge. The [Maps and Orientation](#) page is a great help here. There, you'll find all the information and maps that might be important for planning your event; from room capacity and technical equipment to accessibility.



### b. Room Occupancy

Some UZH rooms are very popular and therefore often fully booked. It's worth checking the [UZH room booking tool](#) early to see if your desired rooms are still available at your preferred times. For specific questions, contact the Facility Management directly at [hoersaaldispo@del.uzh.ch](mailto:hoersaaldispo@del.uzh.ch).

### c. Room Reservation

With the [room booking tool](#), you can see which rooms are available at what times. Once you've found a room that meets your needs, click on your desired event start time and then select the link "open form for events requiring approval". You can also find the form [here](#) on the website of the President's Services.



1. To submit a request, you'll need to register first - only after that you can access the online form.
2. In the form, you'll need to provide your organization's address, a contact person, and detailed information such as the date, location, and duration of the event, as well as the expected number of participants.
3. You must enter both the event duration and the total reservation time. If you need additional time for setup and cleanup before or after the event, include this in the total reservation time.
4. If you wish to consume food or drinks, please indicate this when booking the room (see 2.d). Facility Management will then assign you an area for refreshments or a room where this is permitted.
5. In the "comments" section, you should describe the event as precisely as possible and mention that you are a StudOrg or a patronage of the Impulsfabrik.
6. For events with external speakers, UZH may request [patronage](#) for the event from an internal UZH department.



#### Tips:

- When you hover over a room name with your mouse, general room information and pictures appears, helping you better assess which room is most suitable for your event.
- Be sure to carefully note and centrally store your login details, as resetting your password involves considerable effort.
- If you need a room during the semester, it's recommended to plan your event after 6:15 p.m., as this increases your chances of finding an available room.

# Guidelines



## d. Catering

You can organize refreshments for events at UZH either independently, with [ZFV companies](#) or other catering providers. There are also options to collaborate with anti-food-waste distributors. If you organize the catering yourself, please take note of the following:

*it's aperol  
o'clock*

1. When booking the room, you must indicate that you plan to host an apéro.
2. You are required to leave the reserved spaces as you found them. As organizers, you must collect, separate and dispose of any waste externally.

If you order catering from ZFV companies, they will handle the preparation, furniture, setup, and cleanup of the apéro. You can request financial support from the President's Services for this or for using the Irchelbar (see 3.a). If you have specific requests regarding apéro areas or food in UZH facilities, please coordinate with Facility Management at [hoersaaldispo@del.uzh.ch](mailto:hoersaaldispo@del.uzh.ch).

## e. Insider Tip from the Impulsfabrik



The Tower Kitchen (KOL-K-2), along with the lounge rooms KOL-K-3 and KOL-K-4, can be booked for club events from Monday to Friday, 5:00 p.m. to 9:45 p.m. You can reserve the Tower Kitchen through the UZH room booking tool, just like other rooms at UZH.

### For talks:

[Y04-G-30](#) (577 people)  
[KOL-F-101](#) (209 people)  
[AFL-F-121](#) (142 people)  
[RAA-G-01](#) (100 people)  
[KOL-F-109](#) (84 people)  
[AFL-E-015](#) (66 people)

### For workshops:

[K02-F-152](#) (90 people)  
[KOL-G-212](#) (46 people)  
[RAA-E-08](#) (40 people)  
[AFL-E-011](#) (36 people)

### For meetings:

[BIN-1-E.01](#) (16 people)





# Guidelines



## f. VSUZH Facilities and Material

The VSUZH has several meeting rooms, a lounge, and a garden seating area at Rämistrasse 62. You can find pictures [here](#). The garden is particularly well-suited for a relaxed barbecue or apéro evening from spring to fall.



At Irchel, the VSUZH offers the [VSUZH Stübli](#) (Y10-F-24), which you can also reserve directly through them. The VSUZH Stübli is especially well-suited for relaxed gatherings or movie nights.



In addition to these spaces, there is also the option to rent various equipment.

To reserve these rooms or the equipment, you can fill out the [online room reservation form](#) on the VSUZH website.



# Guidelines



## 3. Funding

**Important:** Your organization should generally be financially self-sustaining. The funding options mentioned here are intended to provide targeted support, for example, during the startup phase or for specific large projects.

### a. President's Services

Upon request, the President's Services can provide small financial support to patronages and accredited StudOrgs. You must send an email to the President's Services ([rektoratsdienst@del.uzh.ch](mailto:rektoratsdienst@del.uzh.ch)) before your event, detailing the purpose, the total event budget, and the desired support amount. The purpose should clearly explain why the event adds value to student life on the UZH campus.



### b. VSUZH

Patronages and official accredited StudOrgs have the opportunity to receive financial support from VSUZH for projects and events. To do so, you can submit a [support application](#) on the VSUZH website. Please note the following points:

- Before submitting, ensure that the application complies with the [guidelines for support applications](#).
- The VSUZH board can approve applications that do not cumulatively exceed the amount specified in the guidelines per fiscal year.
- Applications exceeding the specified amount must be presented to the VSUZH Council and approved by them. The Council meets once per month. Applications to the VSUZH Council must be received by the VSUZH board at least 10 days before the next council meeting. The dates of the upcoming meetings and application templates can be found [here](#).
- If you receive support, the VSUZH logo must be visible on all published promotional materials.
- **Note for patronages:** Mention in the support application that you are a patronage of the VSUZH Impulsfabrik.

### Important:

- Applications for VSUZH funding cannot be submitted retroactively. The application must be approved before expenses are incurred.
- Even when all guidelines are followed, there is no guarantee of financial support. StudOrgs and patronages only have the right to submit an application. Whether VSUZH can co-finance a project depends on various factors, such as the number of contributions VSUZH has already awarded during the year.

### c. Membership Fees

If you want to quickly establish a basic budget, you can introduce membership fees in your student organization. These fees should be proportional to the benefits accessible to members. Club members who pay a membership fee can be rewarded with access to exclusive offerings, such as a Christmas dinner or a free T-shirt with the club logo.

# Guidelines



## d. Funding Programs and Foundations

In addition to funding opportunities from VSUZH and the university, there are numerous foundations and funding programs that support student organizations and patronages. You can get an overview of various Swiss foundations on [fundraiso.ch](https://fundraiso.ch). Important programs include:

- [Stiftung Mercator Schweiz](#): Supports youth projects, especially in the areas of education, understanding, participation, and environment.
- [U Change](#): Promotes student initiatives in sustainable development.
- [Migros Kulturprozent](#): Supports cultural projects.

## e. Commercial Sponsors

The UZH also allows commercial sponsors to a certain extent. However, it must be clear that this is direct support for the organization and not an attempt to gain visibility or advertise at university through a student organization.

*More questions?   
Write us an e-mail!*

**VSUZH Impulsfabrik**  
Rämistrasse 62  
8001 Zürich

044 634 21 69  
[impulsfabrik@vsuzh.ch](mailto:impulsfabrik@vsuzh.ch)  
[www.impulsfabrik.vsuzh.ch](http://www.impulsfabrik.vsuzh.ch)





# Event Checklist

## 1. Sustainability

The university serves as a role model for society. Therefore, it is extremely important that you organize your event in a socially, environmentally, and economically sustainable manner. After all, a sustainable future requires the participation of all of us. We are happy to provide you with tips on sustainability considerations when planning events in the form of a checklist. Additionally, we have listed other key aspects that are important for successful event planning and organization at UZH.

### a. Waste Management

- *Are you reducing and recycling waste?* The most effective form of waste reduction is buying less. For many consumer goods, packaging can be minimized or recycled.
- *Are you providing food?* Reusable dishes are more sustainable than disposable products. You can borrow glasses, plates, and cutlery from [ZfV](#).
- *Are you offering refreshments?* Serving tap water in carafes is more sustainable and cheaper than bottled water. Carafes can be rented from [ZfV](#).
- *Are you offering packaged food?* Packaged items, especially single-use portions like sugar, generate avoidable waste. Adjust the quantity of individual packaging to the number of event attendees to reduce waste.
- *Are you offering beer?* Various Zurich breweries now offer reusable bottles.
- *Do you need to keep a written record?* Several online collaboration tools allow this virtually. When [reserving a room](#), you can also book devices like projectors, screens, visualizers and more.
- *Are you providing event materials?* Send these to participants in advance electronically or create QR codes. If printing is unavoidable, print double-sided on recycled paper and avoid color.
- *Are you using paper or cardboard?* Collection points for these are available in the teaching rooms.
- *Are you using containers made of glass, PET, metal, or aluminum?* Collect these during the event and dispose of them at local recycling stations, listed on the [Recycling Map](#).

### b. Giveaways

- *Will the giveaway be used or likely discarded immediately?* Only items that recipients will regularly use will remind them of your association.
- *Is the giveaway non-material?* This is the most sustainable option and allows for creativity. For example, you could donate a set amount to an organization relevant to your StudOrg for each attendee.
- *Is the giveaway material?* Then ensure it's eco-friendly, fairly sourced, and preferably produced locally. Local culinary treats or flower and seed mixes featuring native plants delight attendees and support biodiversity.
- *Could decorations double as giveaways?* Herbs in pots, for example, serve as eye-catching decorations for an aperitif and become wonderful gifts afterward.





# Event Checklist

## c. Mobility

- *Will speakers travel by public transport?* The [UZH](#) recommends train travel within Europe. If public transportation is impractical due to distance, consider inviting a local, similarly qualified speaker, or offering your preferred speaker a virtual participation option. *Have you informed attendees that most UZH locations are well-connected to public transport with plenty of bike parking spots?* Include this in your event details.
- *Are you planning an outing by public transport, bicycle, or on foot?* If reaching the venue individually by public transport would be challenging, you can organize a joint shuttle for round-trip travel.

## d. Catering

- *Is your catering sustainable?* We recommend a local, seasonal, organic, vegetarian-vegan offering. Several caterers, including ZFV, provide this. If budget-conscious, consider self-purchasing.
- *Avoiding food waste?* Open beverages and packaging only as needed. Provide containers so that you and/or participants can take leftovers home. Record your estimates for future events to improve portioning accuracy over time.

## 2. Safety

- *Is the safety of all participants guaranteed at all times?* If you expect a large number of attendees, are discussing sensitive topics, or have participants requiring extra security, contact the [Safety and Environment Department](#) at UZH. Together, you can develop or review a suitable safety plan.
- *Do you know the emergency exits at your venue?* This ensures quick and effective responses in case of emergencies.
- *Is your event fire-safe?* UZH has [fire safety regulations](#) that restrict the use of certain electronic devices (like tea kettles and coffee machines) and non-fireproof materials. Check what's permitted in advance for your event space.

## 3. Social Responsibility

- *Are you considering diversity and inclusion?* Ensure everyone feels comfortable and that no one experiences discrimination. It's helpful to communicate this explicitly. If needed, develop an awareness concept.
- *Is your event accessible for everyone?* Make sure people with limited mobility can attend.
- *Are you considering financially disadvantaged attendees?* If your refreshments cost, allow financially stable guests the option to "pay it forward" (two for one). The second drink or meal can go to those needing to manage their finances more carefully. You can monitor this at the checkout by placing tokens in a designated jar, removing them as each "two for one" is redeemed.