Guidelines for sustainable professional travel

To reduce CO₂ emissions related to professional travel and improve access to alternative methods of scientific communication while maintaining social interactions.

Best practice 1: Think sustainably

Consider the objective of the travel:

- Is my presence required?
- Will the benefits of my travel outweigh
  - The environmental impact
  - The length of time away from work
  - The quality of life
  - The fatigue and stress generated from the trip

Best practice 2: Act sustainably

- Favor videoconferencing
- Plan trip using routeRANK
- Use EPFL CWT travel agency for air travel
- Use Ticketshop CFF for train travel

Best practice 3: Travel sustainably

- Favor train travel for trips less than 6 hours
- Limit the impact of air travel
  - Direct flights over indirect
  - Train to Zürich
  - Economy class for trips in Europe
  - Favor economy class for long distance trips
Tools available for sustainable professional travel

**Videoconference**

Remote conference/meeting services are available. These services are upgraded according to the feedback from the users:
- Fully equipped rooms with easy-to-use ultra-modern devices
- Portable videoconference equipment available upon request
- Technical support available before and throughout the conference/meeting

**Travel planning tool routeRANK**

RouteRANK helps users to quickly identify travel eco-friendly itineraries:
- Tool configured to recommendations
- Searches all means of travel (train, flights, public transports)
- Linked with EPFL travel tools (CWT, Ticketshop, Demande de déplacement)

**Informations**

Interested people may request training on the following subjects:
- Rationale for recommendations
- Services provided by EPFL
- RouteRANK
- Videoconferencing
- Studies conducted within the framework of the project
- Offsetting CO$_2$ emissions

**Institutional framework**

In line with eco-friendly travel principles from:
- Swiss Confederation
- EPFL travel policy
- EPFL Professor/MER promotion considerations
  - The number of conferences limited to 3 for each promotion package
- Students travel principles
  - New policy for study exchanges
  - Schools grant for students choosing to travel by train
  - 3rd year study trip in Europe

Note: The CO$_2$ footprint linked with travel will be evaluated on an annual basis, in comparison with the preceding year.

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