

# Guidelines for sustainable professional travel

To reduce CO<sub>2</sub> 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 [conferencing/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 ecofriendly 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<sub>2</sub> 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
  - 3<sup>rd</sup> year study trip in Europe

Note: The CO<sub>2</sub> footprint linked with travel will be evaluated on an annual basis, in comparison with the preceeding year.