

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
 - Choose the appropriate airline company

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 CO₂ 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 CO₂ footprint linked with travel will be evaluated on an annual basis, in comparison with the preceding year.