



Stnet Datanetwork Manual

Event Planner / WeddingFinder

Switzerland Convention & Incentive Bureau
[MySwitzerland.com/meetings](https://myswitzerland.com/meetings)

Created by: Switzerland Convention & Incentive Bureau (further mentioned as SCIB)
Updated: 01.2024

For any question about StDatanetwork please contact the SCIB team:

E scib@switzerland.com
T +41 44 288 13 70



LOGIN

Login on the website: <http://st.stnet.ch>

Anmeldung

Benutzername

Passwort

Anmelden

Passwort vergessen?

FAQ

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If something should not work with the login, please send an email to scib@switzerland.com

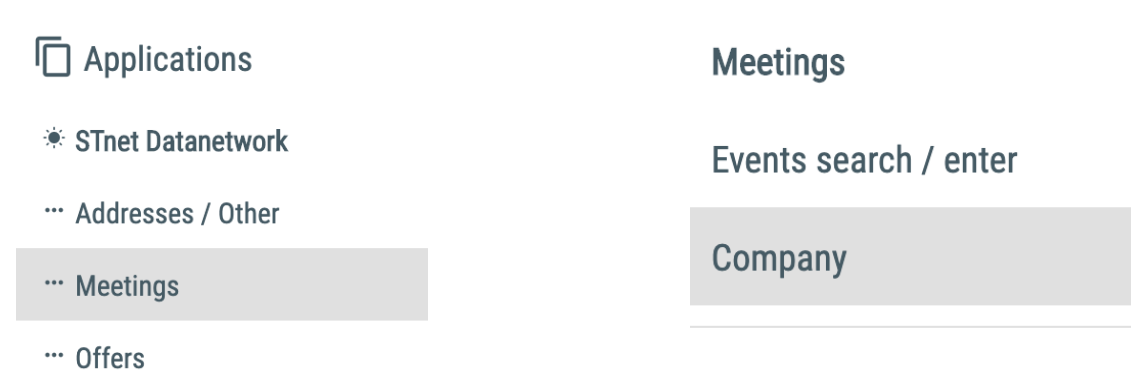


EVENT PLANNER / WEDDINGFINDER

You can find your actual entry under the menu point:

Meetings

and “Betrieb” / “Etablissement” / “Company”



Change/adapt content (in general)

To change information about your Venue/Hotel please click on the edit sign:





Address / Contact

Please note: The address in the system can be changed only by SCIB (scib@switzerland.com).

Facility info / Betrieb Info / Info établissement

Please fill in as many information as possible about your venue.


Seminar packages: enter an indication price (contains: room rental, 2 coffee breaks, 1 business-lunch, beamer, screen, flipchart)

Prices: Prices are an indication only, choose the lowest

Youtube-Video: please enter only the code (at the end of your youtube-link)

Pictures

Upload new picture: click on  and 

Change picture: click on  within the picture you want to change or delete it

Order of the pictures on the Event Planner:

Main Picture 1
Meetingrooms
Varia
Main Picture 2
Wedding

Order of the pictures on the WeddingFinder:

Wedding
Main Picture 1
Meetingrooms
Varia
Main Picture 2

Important: Pictures that are already uploaded to swisshoteldata do not need to be uploaded here

Attention: Picture must be landscape format and high resolution (best 1MB; minimum Width 650 px or minimum Height 365 px)



Beschriebe / Description

To change the name and description of your venue please click on



Facility name / Betrieb Name / Nom de l'établissement

Important: please fill in all languages

Example:

Betrieb Name

deutsch	Gstaad Palace	italienisch	Gstaad Palace
französisch	Gstaad Palace	Englisch	Gstaad Palace

Description Meeting and Wedding / Beschrieb Meeting und Hochzeit / Description Meeting et Wedding

Important: must be inserted in German, French, English and Italian (maximum 1'000 characters)

NOTE:

- The text should be a specific MICE resp. WEDDING related text
- Please keep a correct spelling and do not use "we" phrases
- The texts must be descriptive, neutral and timeless



Meetingrooms_Meetingräume / Salles de reunion

To upload a new meetingroom please click on



Area in m ²	<input type="text"/>
Room height in meter i	<input type="text"/> Important information for clients – please fill in area in m2 and
Simultaneous interpretation system	available on request <input type="button" value="v"/>
Projection system	available on request <input type="button" value="v"/>
Microphone	available on request <input type="button" value="v"/>
Concert	<input type="text"/>
Seminar	<input type="text"/> Max. number of pax per seating has to be filled in (must entry)
Banquet	<input type="text"/>

Change a facility

Please click on the facility you want to change.

Picture

If you want to **add a picture**, please wait until we confirmed the meeting room in our system

Create a MICE offer

Example MiceOffer / Special Offer

Day package 08.00 - 17.00

- Conference room with day light (larger size of room respecting security measures)
- Presentation technology (1 projector with screen, 1 flipchart and 1 pin board)
- Slides or film reel, flipchart pads
- Moderator kit
- Light lunch (2 courses) - Meat, fish or vegetarian
- Soft drinks with meal (mineral water & coffee or tea)
- Two varied coffee breaks
- Mineral water in conference room (still or sparkling)
- Writing material
- Free parking
- Service and VAT

CHF 85.00 per person

Conference package with overnight stay

- Conference room with day light (larger size of room respecting security measures)
- Presentation technology (1 projector with screen, 1 flipchart and 1 pin board)
- Slides or film reel, flipchart pads
- Moderator kit
- 1 night's stay in single or double room with breakfast included
- Light lunch (2 courses) - Meat, fish or vegetarian
- Dinner (4 courses) - Meat or vegetarian
- Soft drinks with meals (mineral water & coffee or tea)
- Two varied coffee breaks • Mineral water in conference room (still or sparkling)
- Writing material 9
- Free parking
- Service, taxes and VAT

CHF 230 per person for a double room Surcharge for a single room: CHF 20



After login, click on Offers. If you do not have category called Offer, please write a request to scib^aswitzerland.com. The SCIB team is happy to open 1-3 slots for you

Applications

- STnet Datanetwork
- Meetings
- Offers

My offers

Status/campaign	Number/title	ID	Address	Translations
> Ready to be entered	(1)			
Ready to be checked	(0)			
Being edited	(0)			
Released	(0)			
> Archived	(28)			

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Click on “My Offers” and then click on the arrow (see marked in blue below)



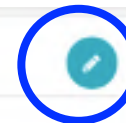
My offers

Status/campaign	Number/title	ID	Address	Translations
▼ Ready to be entered	(1)			
MiceOffer		49259	Gstaad Palace	de fr it en
Ready to be checked	(0)			
Being edited	(0)			
Released	(0)			
► Archived	(28)			

Click on the blue MiceOffer

Offer

ID / Webcode	49259 / x49259	Number of nights	
Address	Gstaad Palace Palacestrasse 28 3780 Gstaad +41 (0)33 748 50 00 info@palace.ch http://www.palace.ch	Room category	
Valid from		Rates from CHF	
Valid until		Normal rate in CHF	<input type="checkbox"/>
Comment			
Comment is not displayed on MySwitzerland.com			



Click on the edit sign and fill in all the information needed.

Do not forget to save all your changes by clicking on "save".





Bilder

Bild 1



Click on the cross sign and upload your picture. Please remember to click on “save”.

 Text

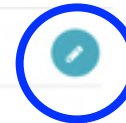
 deutsch

Titel

Beschreibung

Buchungslink

Eintrag komplett



Click on the edit sign to fill in the text. When finish mark a tick in the box “Entry completed”

Note: you need to fill in at least one language. The translation will be done by SCIB. Do not forget to save all your changes.

Search / Create > Search / Create (ID 49259)

Offer Pictures Text

PLEASE CLICK ON THE GREEN BUTTON TOP RIGHT TO FORWARD YOUR OFFER.