

Factsheet Speaker's Dinner

This factsheet informs you about the organization of a speakers' dinner as part of your event at the Collegium Helveticum. If you wish to have a speakers' dinner, please also add the expected costs to your **budget template**.

We suggest the restaurant Al Forno in close proximity to the Collegium. Al Forno offers traditional Italian food in a welcoming atmosphere.

- The advantage of having a dinner at the Al Forno for you is that the speaker's dinner will be invoiced directly to the Collegium and their price-performance ratio within the limit of CHF 70 per person is well balanced.
- In accordance with ETH regulations concerning entertainment expenses, we **set a cost ceiling of CHF 60-70 per person**. Tips are usually included in Swiss restaurants. However, it is customary to round up, which can be done using your ETH budget. If the consumption total is under CHF 100.00 a gratuity of 7% is appropriate; in case the consumption total exceeds CHF 100.00 a gratuity of up to 5% is suitable. Any additional amounts are to be paid privately.

The Events Office offers to make a reservation for you under Collegium Helveticum and ask you to instruct the server to invoice directly to eventoffice@collegium.ethz.ch.

Therefore, we kindly ask you to let the Events Office know **how many people** will join you for dinner and which **date and time** you want to be at the restaurant.

After the dinner, please send the Event's Office **a list with the names of the people who attended** since this is required to process the payment.