
DÄTTWIL / THE ABB JÜRGEN DORMANN FOUNDATION, AUGUST 2024

2024 JDF Event: Student guide

Dear JDF scholar,

We are delighted to welcome you to the 2024 ABB Jürgen Dormann Foundation for Engineering Education Event. This event provides a unique opportunity for you to connect with fellow scholars from around the world and gain valuable insights into ABB and the innovative work we do.

Event details:

- Location: Dättwil, Switzerland
- Dates: August 13th to August 19th, 2024

This guide has been carefully prepared to assist you in preparing for your trip.

Additionally, you should already have received from your local JDF contact:

- copies of your confirmed flight booking and accommodation
- details of your presentation teams and topic,
- and copies of your health insurance.

We look forward to welcoming you to Switzerland!

Should you have any questions about the event please contact your local JDF contact or the event organizer:

Bindu Kolath

E-mail: bindu.kolath.abb.com

Phone: +41 43 317 63 20

Mobile: +41 79 723 42 14

Before your departure

Travel related information.

Passport

- **IMPORTANT:** Ensure you have a valid passport for your journey.
- Check that your passport is up to date, with at least 6 months remaining before its expiry date
- Make a photocopy of your passport to carry with you during travel

Visa

- If you require a visa to travel to Switzerland, ensure you have applied for it
- Your local JDF contact can aid you with this, so please contact them for any assistance.
- Make a photocopy of your visa to take with you when you travel.

Health Insurance

International health insurance in Switzerland has been arranged and sent to you. Ensure you have the health insurance documents, and bring them with you when you travel.

Presentation Topic

You have already received details on your allocated presentation topic and team. Connect with your team members and prepare your presentation topic in advance. There will also be preparation time with your team once you are in Switzerland, but avoid leaving everything until the last minute as there will be limited time for this during the event.

Preparation for Cultural Evening

We will have a Cultural Evening session on Friday August 16th. The aim of this session is to have fun sharing and understanding each other's cultures. We ask you to bring a small item from your country, that represents its culture (e.g. a postcard of your city, a coin, a small souvenir or ornament, some handicraft). These items will then be exchanged within the group. You can also wear a traditional costume from your country for this session.

The session will start with preparation of a poster; this can be done individually or in a group with others from your country. During the session, share insights about your country's currency, cuisine, greetings, famous sayings, music, traditions, notable figures and anything else about your country which you feel proud about and would like the opportunity to share with the group. Let's celebrate diversity and make it a fun and interesting experience!

Prepare for your travel to Switzerland

Packing your bags

- You're allowed two bags: one item of hand baggage which can be carried onto the plane, and one larger item for the hold.. See below for more details.
- Label both bags inside and out with your name, destination address, email address and mobile number.
- Remove any bag tags from previous flights from your checked baggage..
- Do not take sharp objects or cigarette lighters in your hand baggage as these will be confiscated at security. (See section on Banned and Restricted Items). Local airport regulations must be followed.
- Keep valuables and power banks in your hand baggage.
- Carry essential medication (for personal use only), money and important documents in your hand baggage.

Remember to pack:

- Towels and wash bag with toothbrush, toothpaste, shampoo, soap and other cosmetic items (e.g. lip balm)
- Travel insurance (this will not be provided by the Foundation, but do contact your local JDF coordinator for any advice)
- Passport, visa and photocopies of both
- Clothes:
 - The dress code for the week is smart-casual, ties/suits are not necessary. Ensure you pack closed toe shoes and not sandals.
 - The weekend and evening events will be less formal, so bring suitable clothes such as jeans, T-shirts, sweaters etc. Whilst it will be summer, there is always a chance of rain, so bring along a light-weight rain coat / jacket. Comfortable walking shoes or trainers/sneakers are essential.
 - Slippers/flip flops for bathroom use (the floor might be wet when you enter it before showering)
- Plan for the entire week, there will be no facilities for washing clothes..
- Bring your laptop and travel adapter if you have one.
- Camera if you have one.

Foreign currency

While all costs (transport, accommodation, food, etc.) during the event will be paid by the Foundation, it is advisable to carry some Swiss francs for emergencies or personal expenses. We recommend having approximately 50 Swiss francs on hand.

- You can buy currency at the airport, although this may not be possible at smaller airports. Large airports usually have multiple currency exchange locations, offering commonly used currencies.
- Consider ordering Swiss Francs from your local bank or post office before you travel.
- Be aware that most currency exchange vendors charge commission, and exchange rates may vary, so shop around for the best rate.
- In case you possess one of the major credit/debit cards (VISA, Master Card, American Express, etc.) you can also withdraw Swiss francs from an automatic teller machine (ATM). However, your bank will likely charge fees when withdrawing money in Switzerland. So make sure to check this with your bank upon arrival. Also make sure that your credit card works, remember your PIN code and that your account has sufficient funds.
- Keep in mind that items in Switzerland can be much more expensive than in your home country.

Print and take the following documents with you

You should always have a copy of your travel itinerary with you to show at Immigration as proof of your booking. This information includes the:

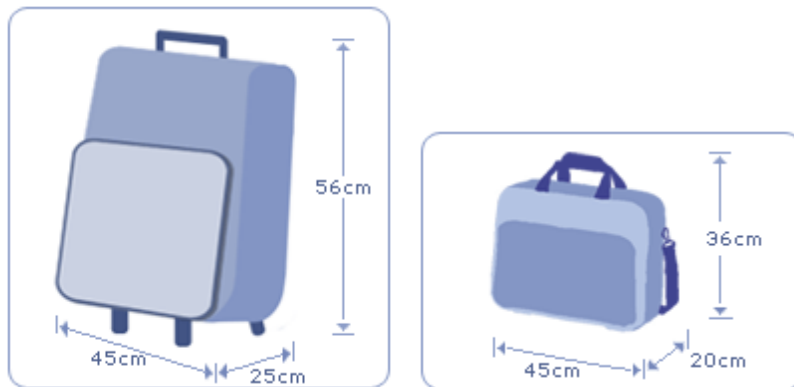
- Flight number
- Operating airline
- Scheduled departure time
- Departure terminal
- (If you are transferring between flights, you will need the important information contained in your itinerary)
- Additionally, take copies of passport and visa.

Baggage allowance

Baggage allowances vary by airline and by route, so check that you understand what your free baggage allowance is before you travel. Usually there will be the allowance for one item of hand baggage (i.e. one small item you can take onto the airplane with you), and one item of checked baggage (e.g. a bag/case that will be put into the hold of the airplane). Some general guidance is written below, but it is important that you check the specific baggage allowance for your flight. If unsure, contact your local JDF contact.

Hand baggage allowance

- Your main piece of hand baggage will usually be up to the dimensions 56cm x 45cm x 25cm (22in x 18in x 10in), including the handle, pockets and wheels.
- Your bag must fit into the bag gauge, provided at the check-in area.
- Weight - you must be able to lift the bag into the overhead locker unassisted.



Checked baggage allowance

- The dimensions of the bag should be: 90cm x 75cm x 43cm (35.5ins x 29.5ins x 16ins), including the handle, pockets and wheels. Weight – this will depend on your airline and route, but will usually be between 20 and 23kg. *Check with your airline



Banned and Restricted Items: specific restrictions on liquids

There are restrictions on the volume of liquids that can be carried in hand baggage. Restrictions on the quantities of liquids, gels or pastes are:

- They must be held in individual containers not exceeding 100ml.
- The containers must be carried in a separate, clear-plastic, zip-top or re-sealable bag.
- The bag must not exceed 20cm x 20cm (8ins x 8ins) in dimensions.
- The bag must not exceed one liter (1.75 pints) in capacity.
- The bag must be completely closed.
- The items must fit comfortably in the bag.
- The bag must be x-ray screened separately from other hand baggage at airport security points.

Banned and restricted items

The following list covers all those items that are usually **forbidden** to be carried anywhere on flights (this list is based on the info given by British Airways but should apply for all other airlines).

- Disabling devices - mace, pepper spray, etc.
- Security-type attaché cases containing dangerous goods - pyrotechnic devices, firecrackers etc.
- Strike anywhere matches
- Flammable gas cylinders
- Flammable liquids - paint, petrol, lighter refills, solvents, varnish, etc.
- Flammable solids - firelighters, etc.
- Substances liable to spontaneous combustion
- Substances that emit flammable gases in contact with water
- Oxidizing materials - paint stripper, etc.
- Organic peroxides - bleach, etc.
- Toxic substances – drain cleaner, weed-killer, insecticides, anthrax, etc.
- Radioactive materials – materials from atomic power plants or your research lab, etc.
- Weapons – hand fire weapons, etc. incl. ammunition (also empty cartridges!)
- Living creatures – e.g. cats, dogs, rats, bird-eating spiders, centipedes, cockroaches, dinosaurs
- Fake Items – e.g. fake Rayban sunglasses, fake Rolex, etc. will be confiscated at the customs in Switzerland

No sharp items may be carried in the Hand Luggage. The items in the picture below are only allowed in Checked-Baggage.



Travel guide, from A-Z

If you need transport to the airport to be organized, please check in advance with your local JDF contact.

Check-in

IMPORTANT: It is important that you check-in for your flight and arrive at the gate on time. When you check-in, you will receive a boarding pass that will allow you to pass through security and to board the plane.

- You must be in possession of a boarding pass by the time check-in closes, or you will not be accepted for the flight
- Make sure that you allow enough time to complete the necessary security checks at the airport, and get to your gate on time
- Check-in desks usually close approximately **60 minutes** before the flight departs. We suggest you check-in at least **3 hours** before your flight departs. Your transport to the airport will be timed accordingly.

Airport-Check-in: When you arrive at the airport, follows these steps to check in:

1. **Find the check-in desks:** . Head to the 'Departures' area. Look for screens that display information about check-in desks. The specific desk depends on your airline and flight.
2. **Required documents: make sure you have the following:**
 - a. Passport
 - b. Visa (if needed)
 - c. Flight number
3. **Checked Baggage:** Check in your checked bag at the designated desk. If you have a connecting flight to Zurich (ZRH), inform the staff to check your baggage through to the final destination (Switzerland). Your bags will be transferred automatically.

Airport security: after check-in, proceed through airport security:

- Arrive at the departure gate at least 45 minutes before your scheduled departure time.
- **Remember:**
 - Only ticketed passengers can go beyond security checkpoints.
 - Keep your boarding pass and ID accessible for security checks.
 - Wear easily removable shoes (you might need to take them off for screening).
 - Remove metal objects before passing through metal detectors.
 - Take your laptop/tablet out of its case for separate X-ray screening.

Boarding: Once you clear security, head to your departure gate. The gate information is either on your boarding pass or displayed on screens in the departure lounge. Safe travels!

On the plane

- Once you are seated on the plane, a safety demonstration will be given, make sure you listen and watch the demonstration carefully.
- Meals and drinks on the flight will be provided. Be careful with any alcohol consumption.
- There is usually a choice of movies to watch on the plane, or bring along a book.
- For long flights make sure you wear comfortable clothes. You may need to sleep, in which case blankets and pillows will be provided. The chairs recline a little for your comfort.
- Particularly on long flights, make sure you exercise a little. There are often suggestions on exercises in the in-flight magazine.
- Under no circumstances will you be allowed to use your phone for calling/texting/surfing on the flight. Some airlines allow you, though, to use your phone in flight mode, which means that the signal must be completely switched off.

Transfers

If you have a connecting flight, ensure you get in time to the next boarding gate. At your departure airport you should have checked-in your bag to your final destination, i.e. Switzerland .

Arrival: Immigration Control

After landing, follow the signs to Immigration Control. Here you will need to have your documents, i.e. passport and visa, at hand. In case of any difficulties, please contact the event organizer (contact details on the first page of this guide).

Baggage claims

Once through immigration, pick up your checked baggage at Baggage Claims. Follow the signs to Baggage Claims and Look up your flight number on the monitors to find the right conveyor belt. Once, it has arrived, make 100% sure that it actually is yours. Then head towards customs.

Customs

At customs, you will have the option to pass through 'Nothing to Declare', the green sign, or 'Something to Declare', the red sign. You should use the green channel, as long as you are bringing no more than the customs allowances (see below) and no banned or restricted goods.

Swiss Import Regulations

The following limits apply per person for goods brought into the country for personal use or gifts:

- Alcoholic beverages
 - Up to 18% volume: 5 liters
 - Above 18% volume: 1 liter
- Cigarettes and tobacco goods – 250 cigarettes or cigars
- No cash restrictions
- The import of all foodstuffs from non-EU and non-EFTA countries by travelers is prohibited. It is strictly enforced if you are caught trying to smuggle illegal or restricted foods into Switzerland. Besides the inconvenience of being severely delayed going through customs, your food products will be seized and destroyed and you risk facing prosecution. If you declare illegal items to Customs in the red channel the goods will be seized and destroyed, but you will not face a penalty.

For further details please visit the homepage of the Swiss Customs Administration:

<https://www.ezv.admin.ch/ezv/en/home/information-individuals/travel-and-purchases--allowances-and-duty-free-limit/importation-into-switzerland.html>

Home Country Import Regulations

It is your own responsibility to check the specific import regulations before departing on the return flight to your home country.

Transportation to the accommodation

As you exit customs at the airport in Switzerland, you will be met by one of us holding an ABB sign. We will then bring you to the accommodation.

Switzerland guide

General information

- Typical food: <https://www.myswitzerland.com/en-us/typical-food.html>
- Drinking water: <https://www.myswitzerland.com/en-us/water-land-switzerland.html>
- Smoking policy: <https://www.myswitzerland.com/en-us/smoking-policy.html>
- Electricity: <https://www.myswitzerland.com/en-us/electricity.html>
- Climate: <https://www.myswitzerland.com/en-us/climate.html>
- Shopping: <https://www.myswitzerland.com/en-us/shopping-list.html>
- Business hours: <https://www.myswitzerland.com/en-us/business-hours.html>

If you have any questions regarding information in this guide, please do not hesitate to contact us. Ensure you are well organized and manage your time carefully. If you get lost at any point, don't panic, just ask airport staff for help. All the best, and we look forward to welcoming you in Switzerland!