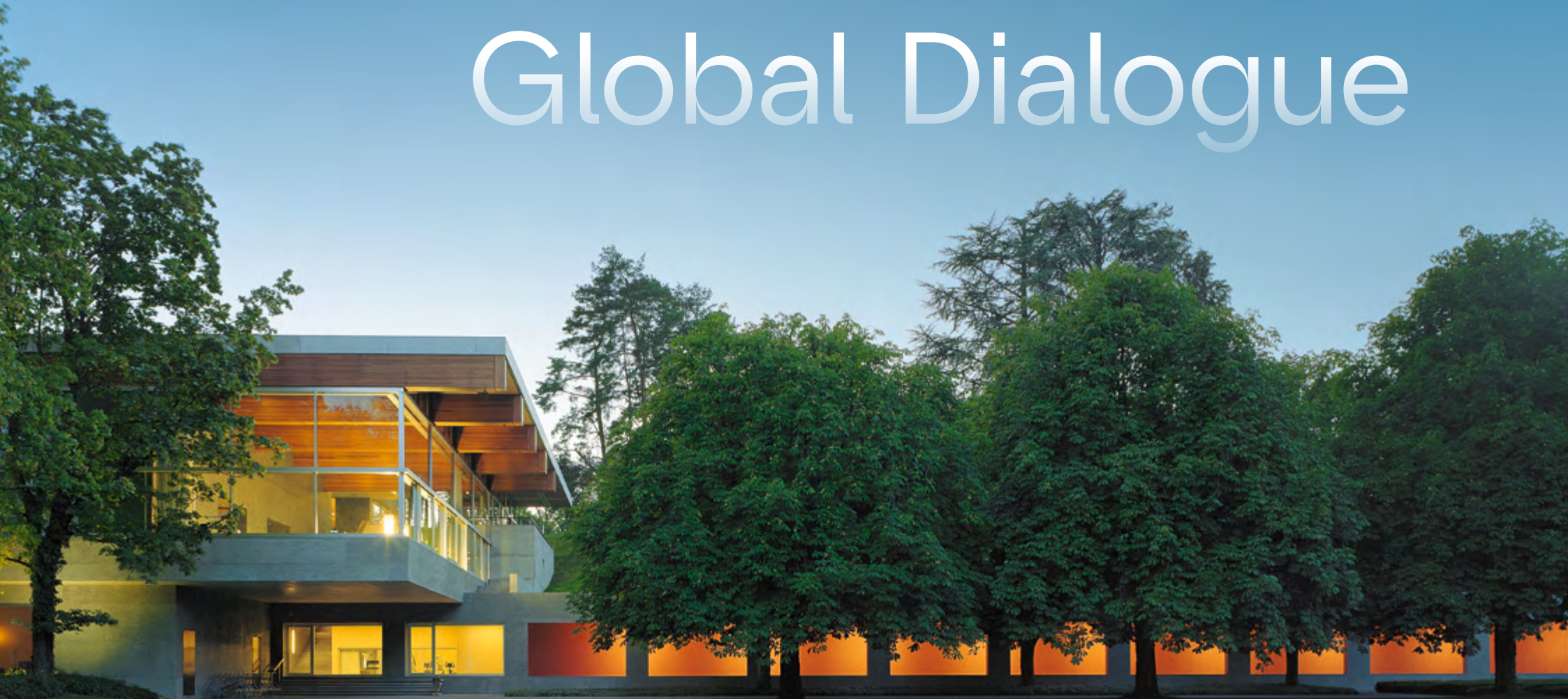




The Centre for Global Dialogue





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Your way to Swiss Re Centre for Global Dialogue

Swiss Re Centre for Global Dialogue
Gheistrasse 37
8803 Rüschlikon
Switzerland

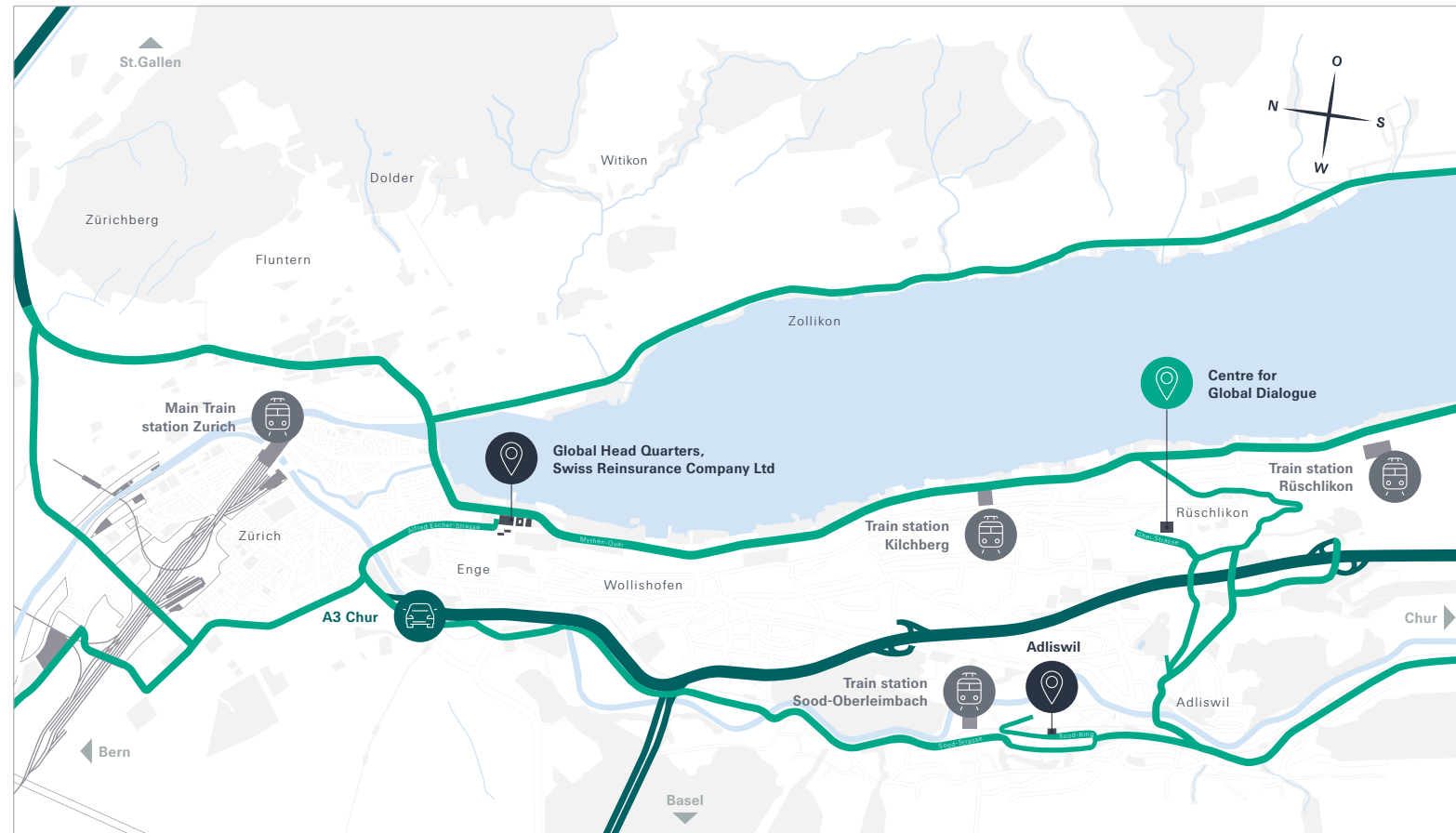
Telefon +41 43 285 8100
zurich_receptionCGD@swissre.com
event_management@swissre.com
www.swissre.com/cgd

Public transport

Take S-Bahn 8, 24 from Zurich Central Station to Kilchberg or Rüschlikon station. Take bus 161 (Kilchberg) to "Auf Brunnen" or bus 165 (Rüschlikon) to "Säumerstrasse". Please check www.zvv.ch for timetables.

By car

Take highway 3 exit 34 Thalwil, follow signs to Adliswil, take Feldimoosstrasse, Säumerstrasse to Gheistrasse. Limited parking available for visitors arriving by car. A taxi ride from the airport to Swiss Re takes about 30 minutes.



Centre Guide

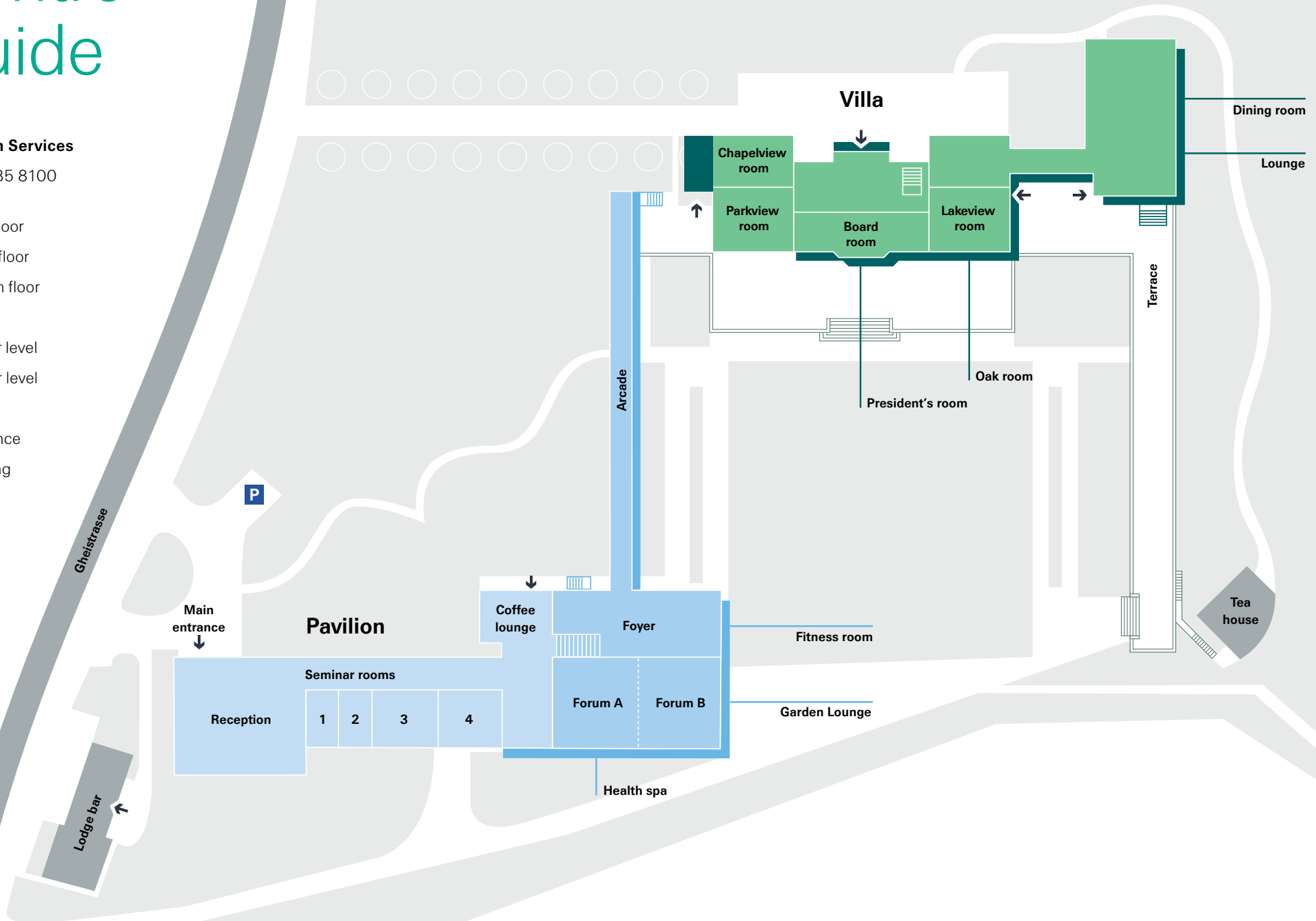
Reception Services

+41 43 285 8100

- First floor
- Third floor
- Fourth floor

- Lower level
- Upper level

- Entrance
- Parking

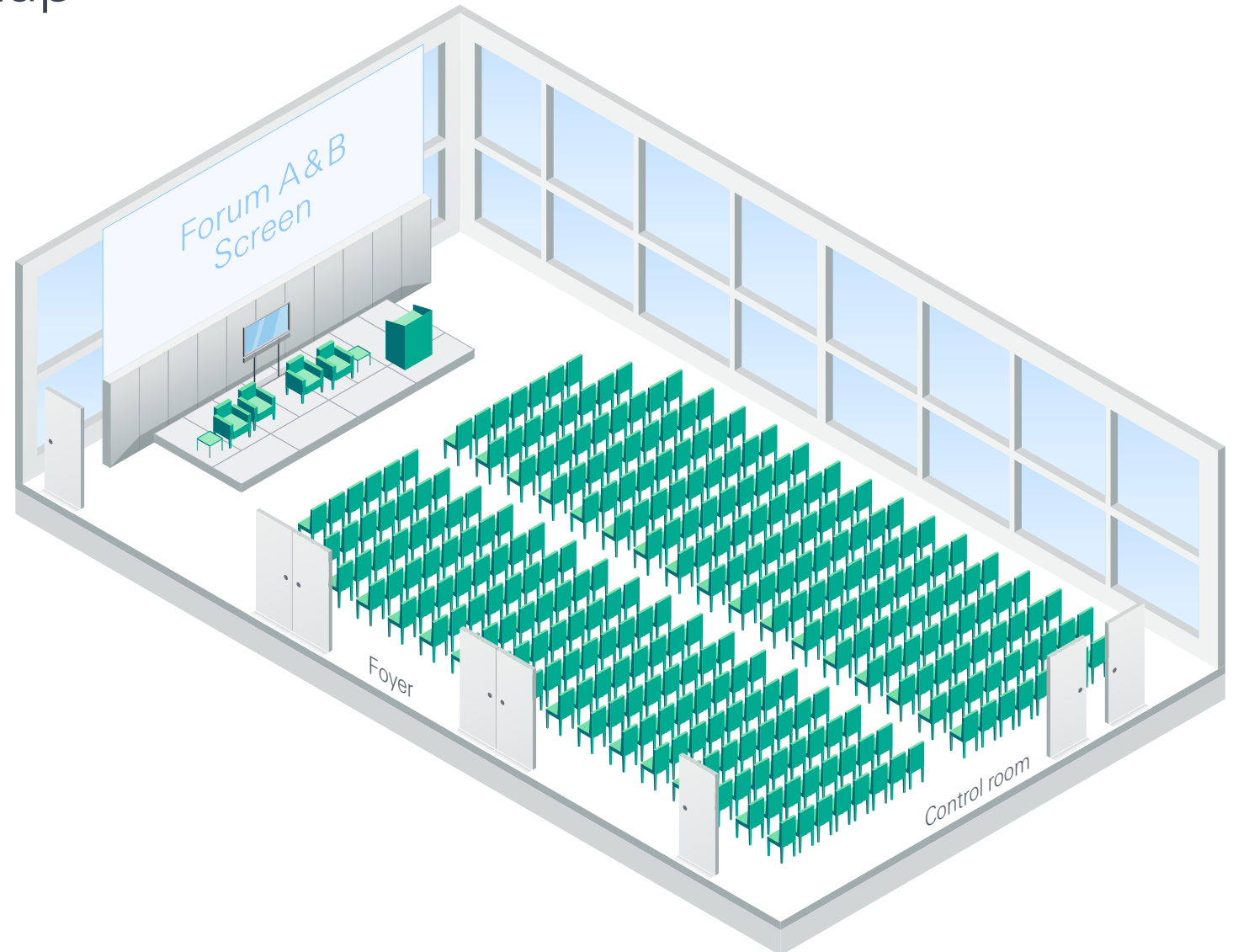


Virtual Tour

For any further questions contact your Event Manager at Swiss Re via Event_Management@swissre.com.

Forum A & B

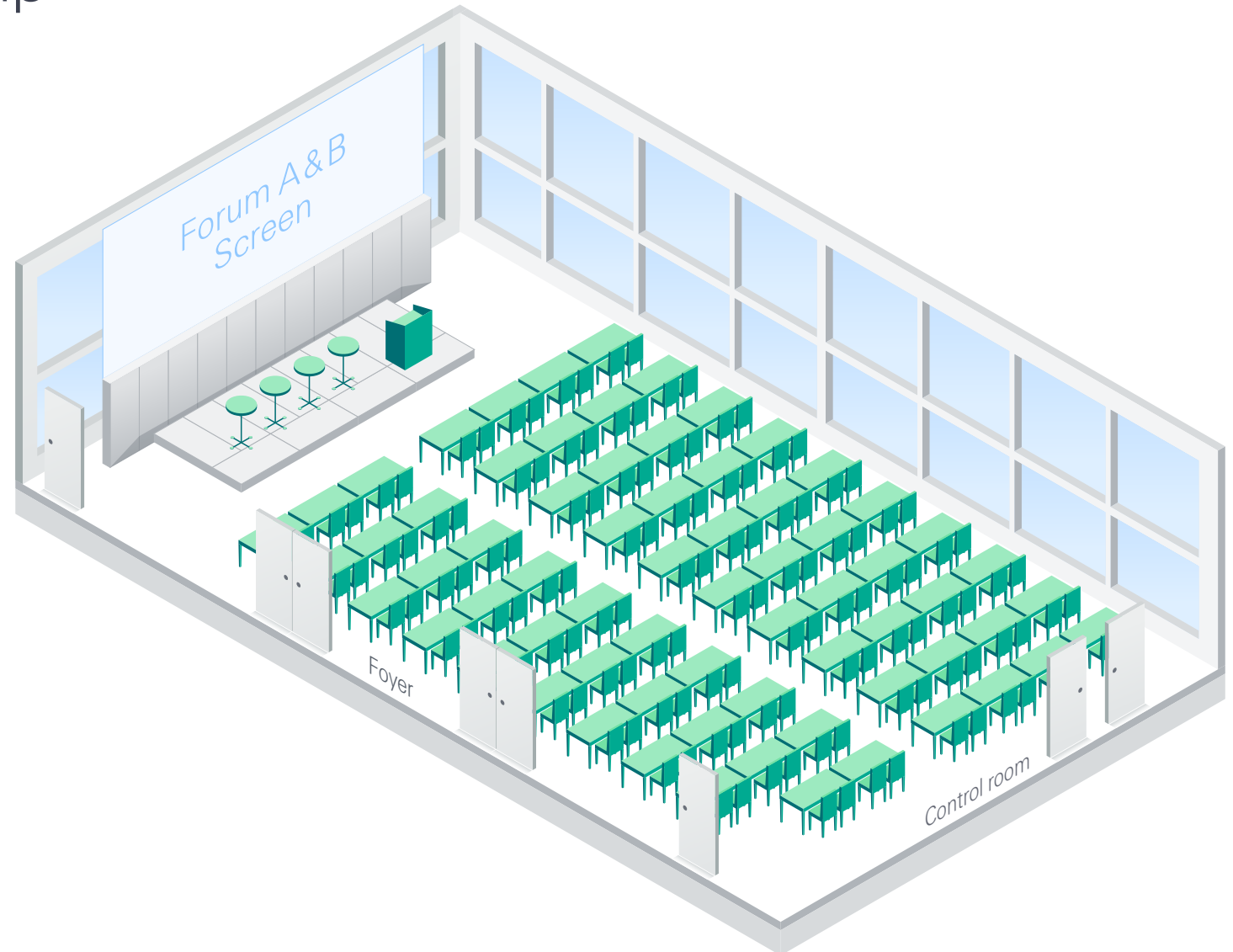
Conference setup



Size	380m ²
Capacity	220 seminar chairs 200 lounge chairs
Standard stage size	3 × 8 m or 4 × 8 m

Forum A & B

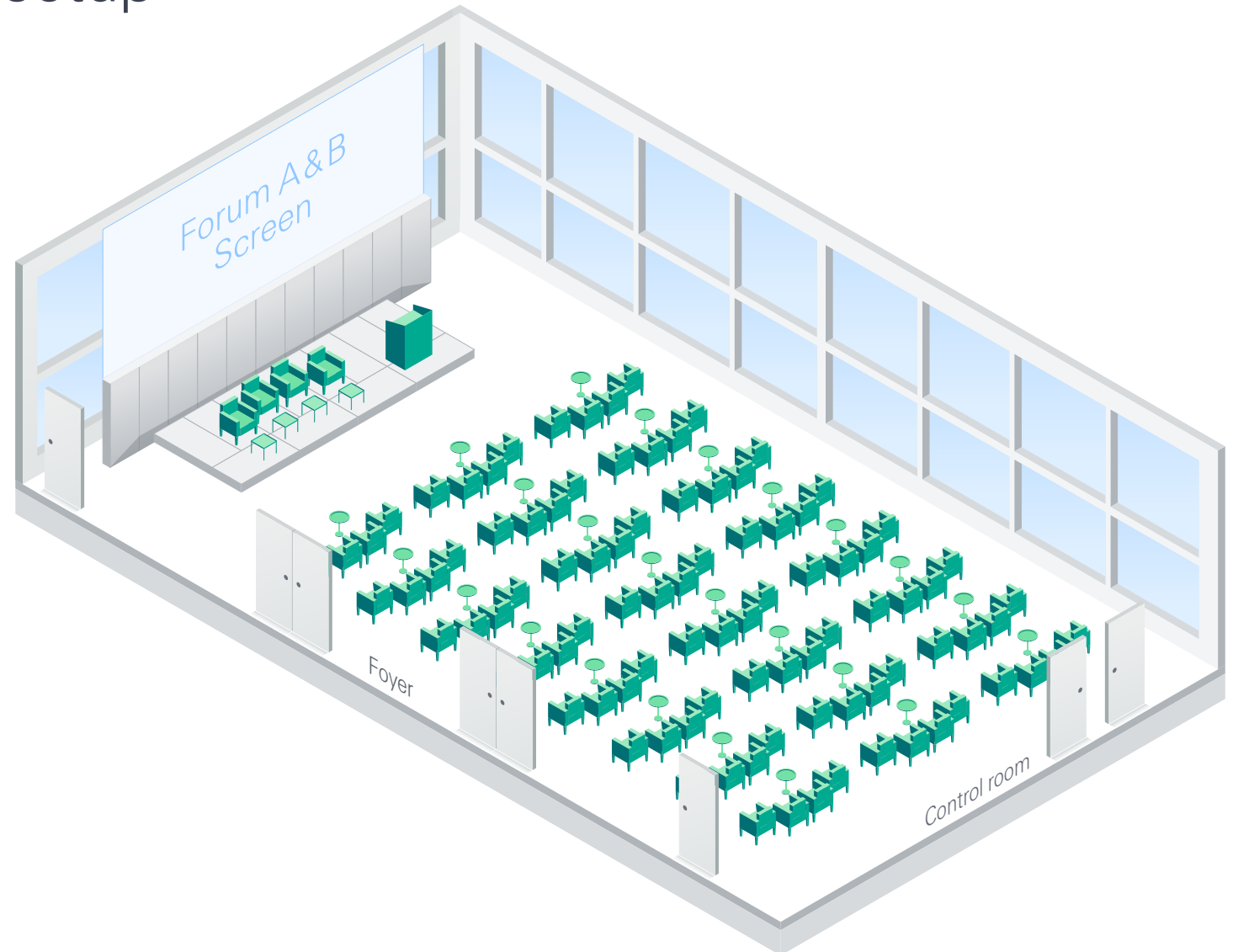
Classroom setup



Size 380m²
Capacity 130
Standard stage size 3 × 8m or 4 × 8m

Forum A & B

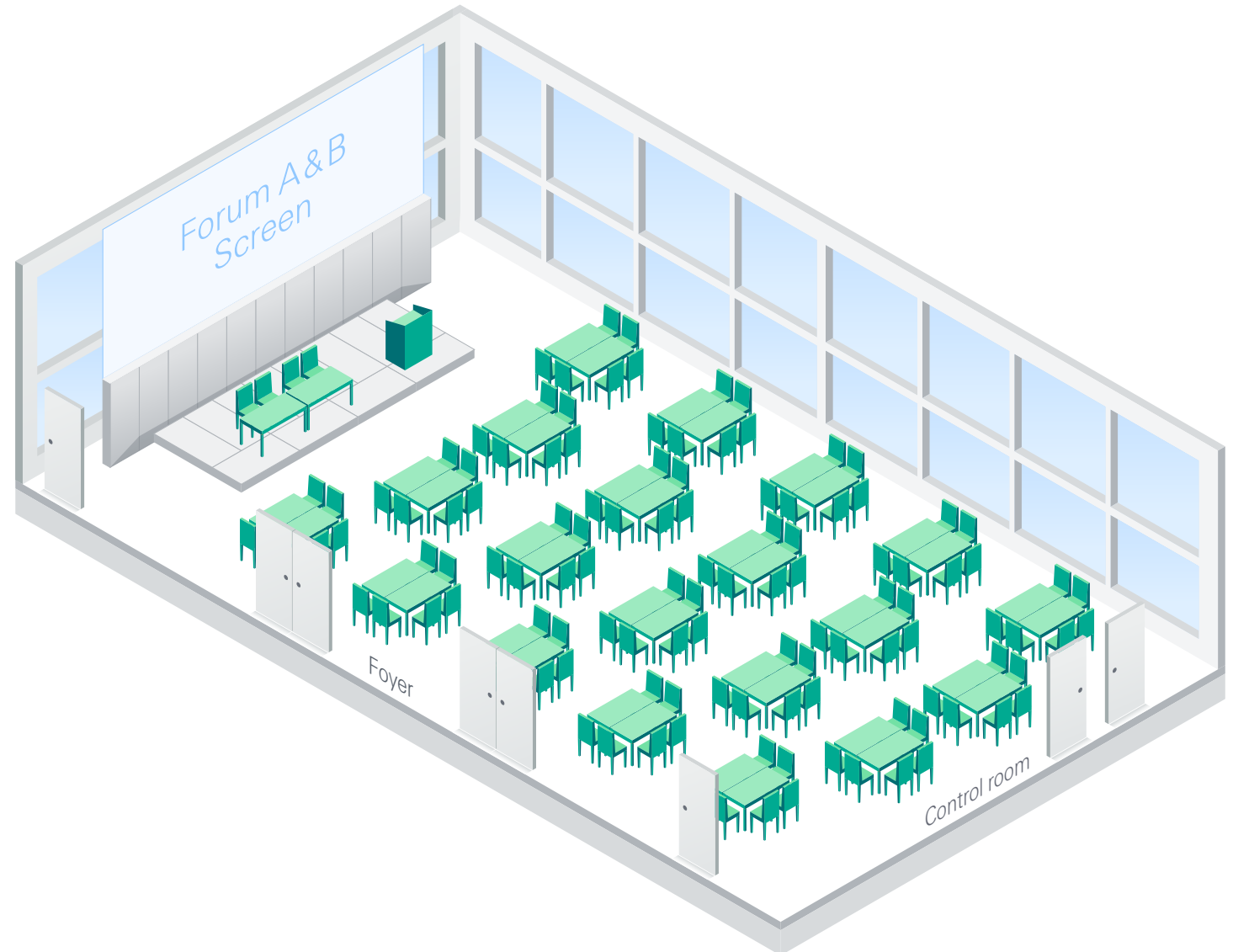
Concert island setup



Size 380m²
Capacity 130
Standard stage size 3 × 8 m or 4 × 8 m

Forum A & B

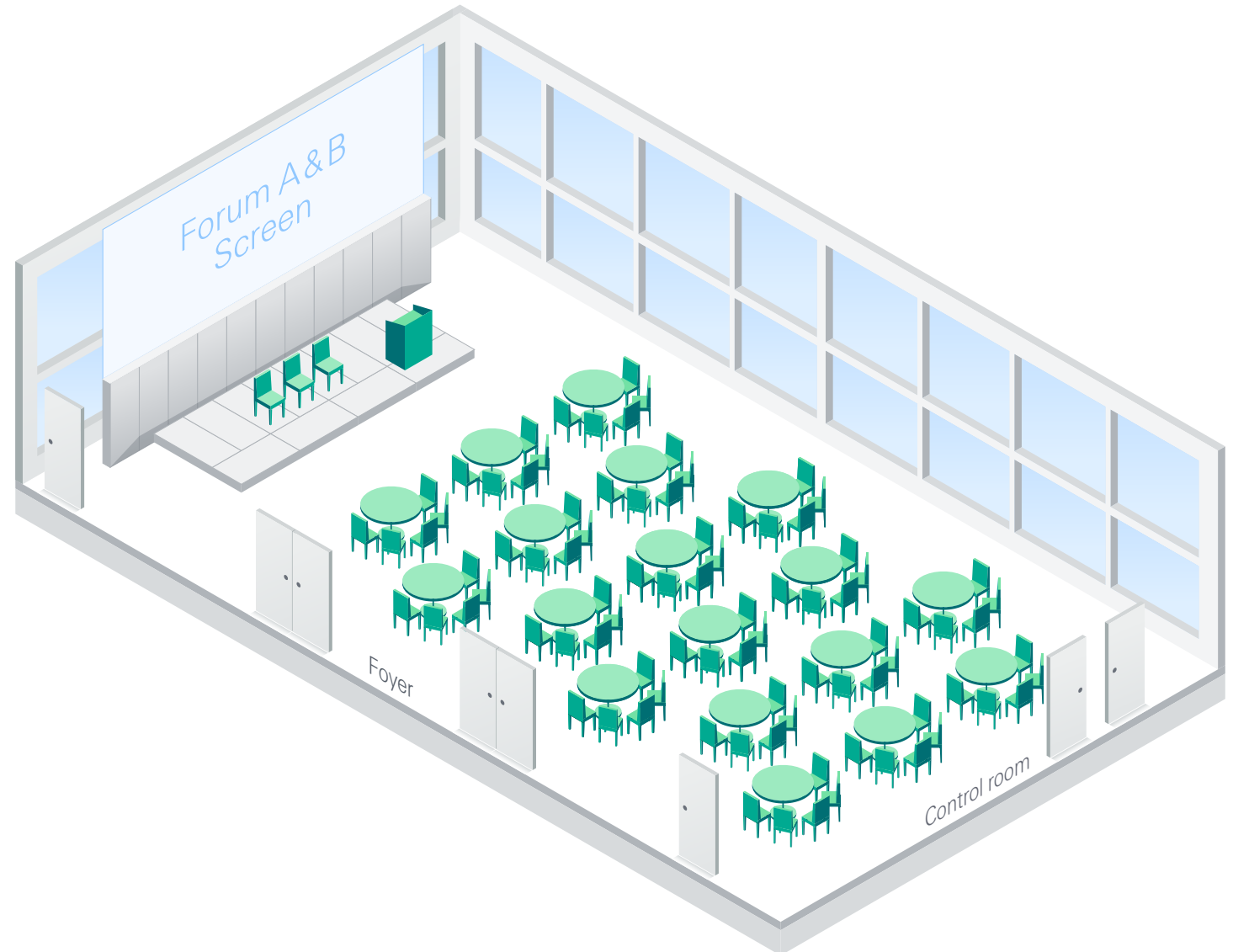
Island setup



Size 380m²
Capacity 120
Standard stage size 3 × 8m or 4 × 8m

Forum A & B

Cabaret setup



Size 380m²
Capacity 90
Standard stage size 3 × 8 m or 4 × 8 m

Forum A & B

Impressions



Forum A & B

Backdrops



Forum A & B

Backdrops

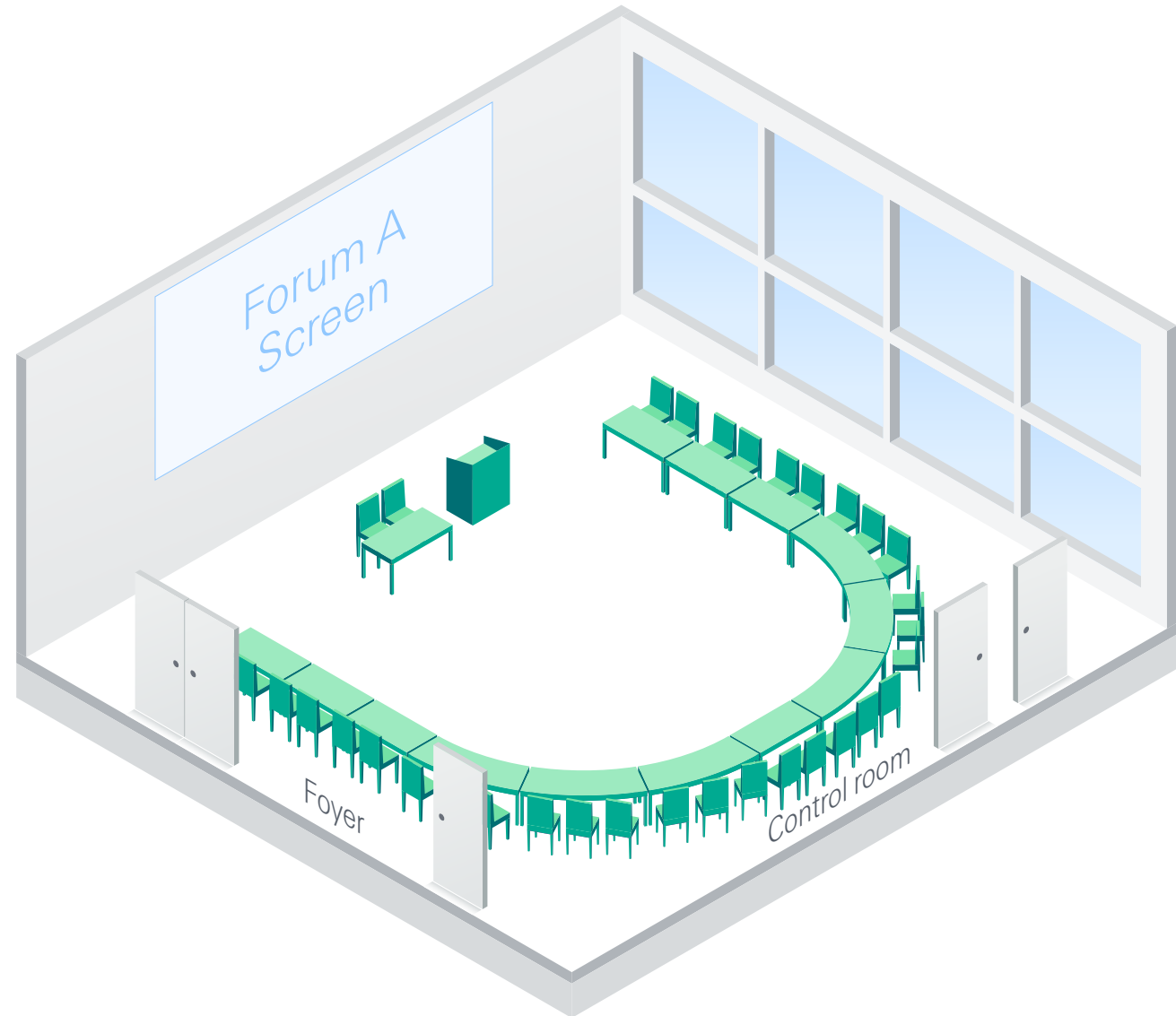


Forum A & B

Backdrops

Forum A

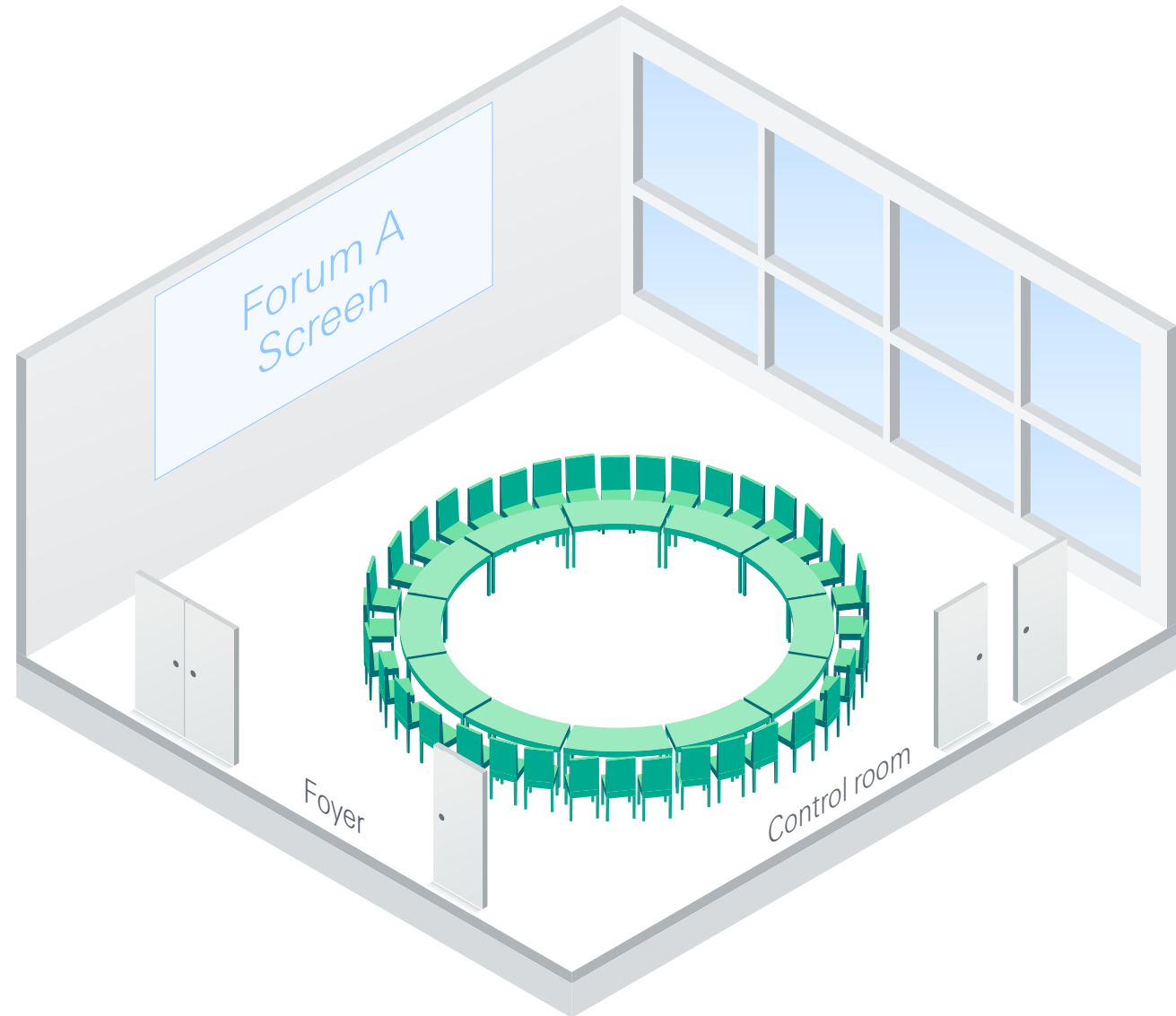
U-Shape setup



Size 200m²
Capacity 30

Forum A

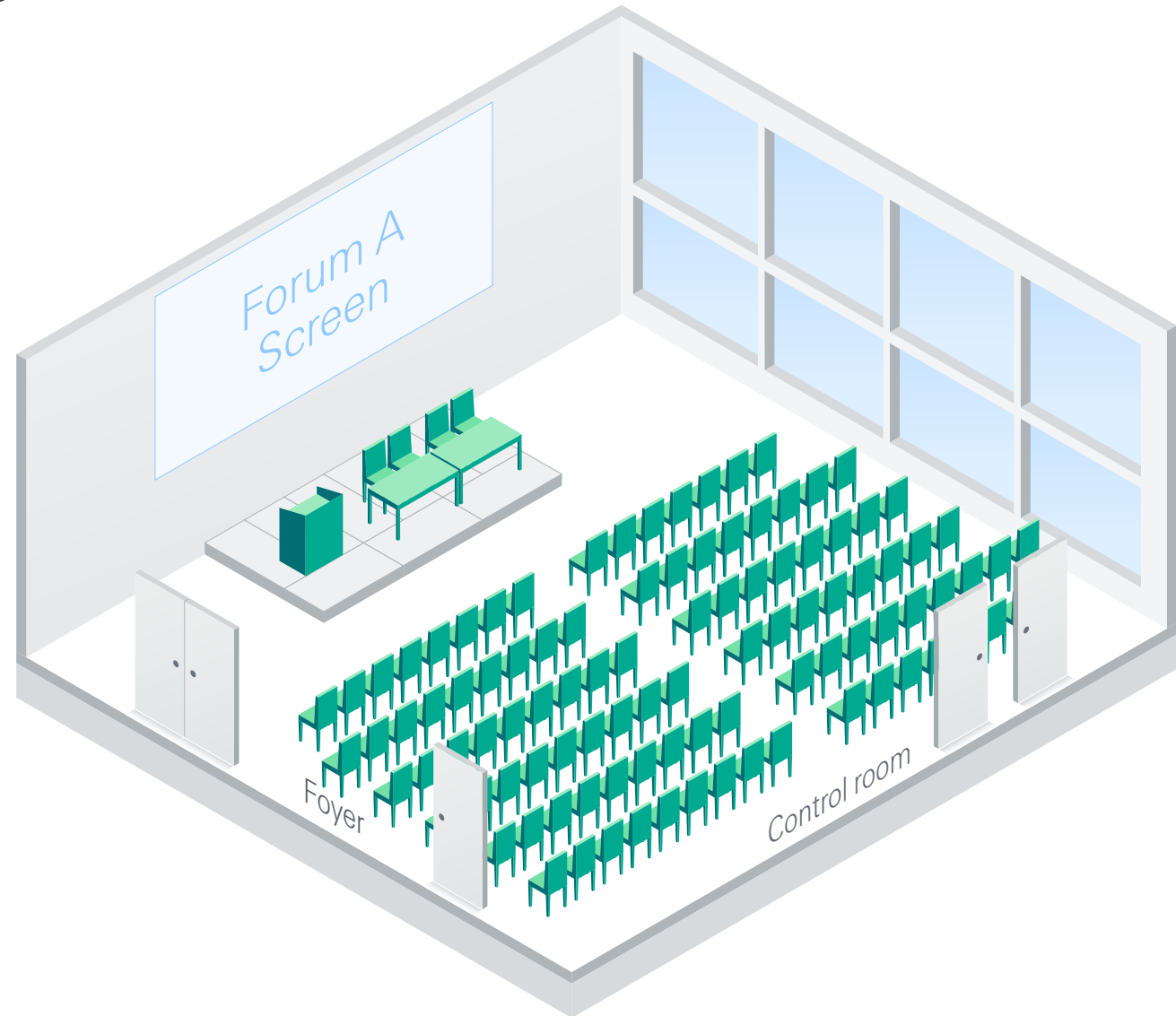
Circle setup



Size 200m²
Capacity 36

Forum A

Conference setup

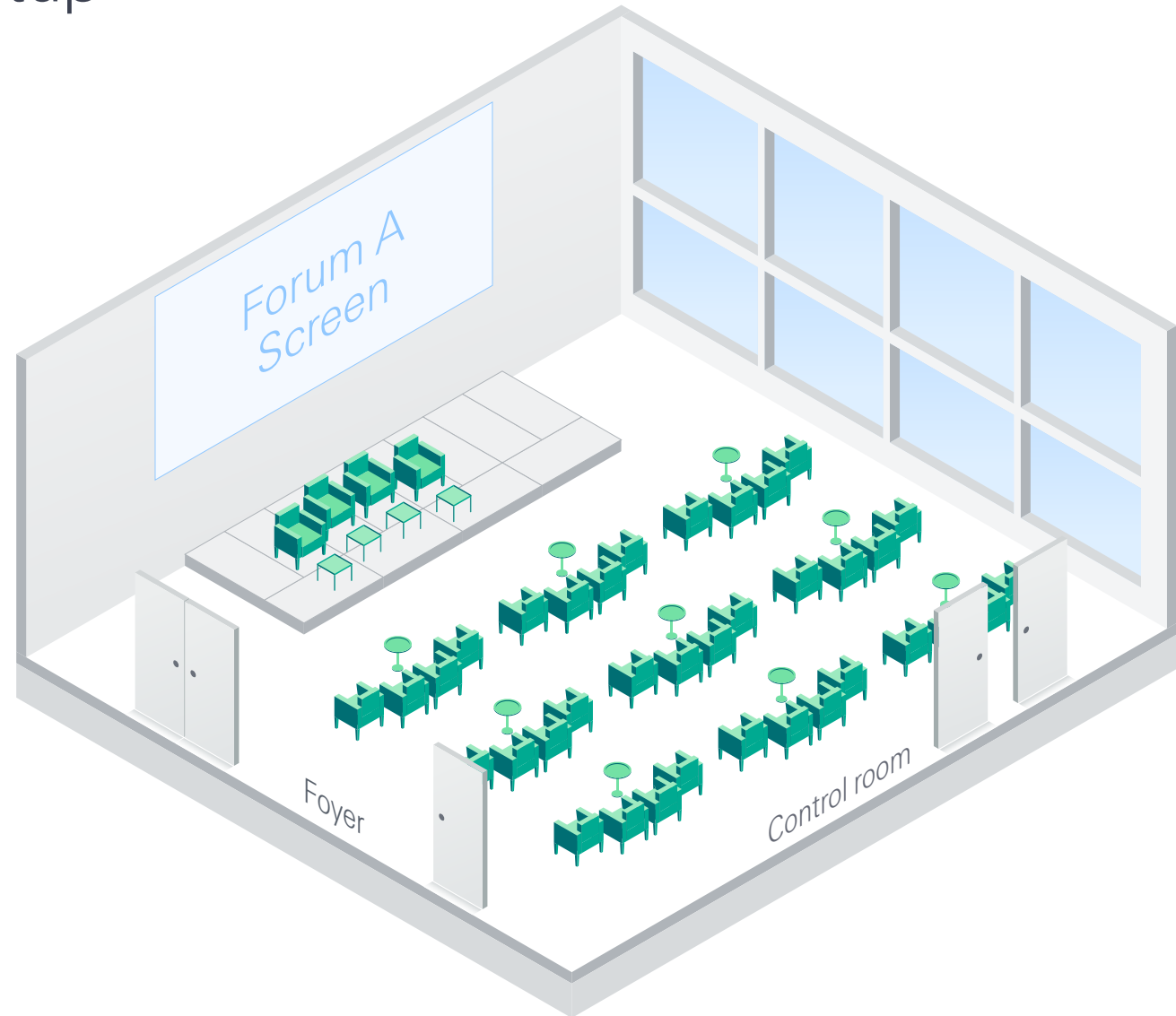


Size 200m²

Capacity 120 seminar chairs
100 lounge chairs

Forum A

Concert island setup



Size 200m²
Capacity 55

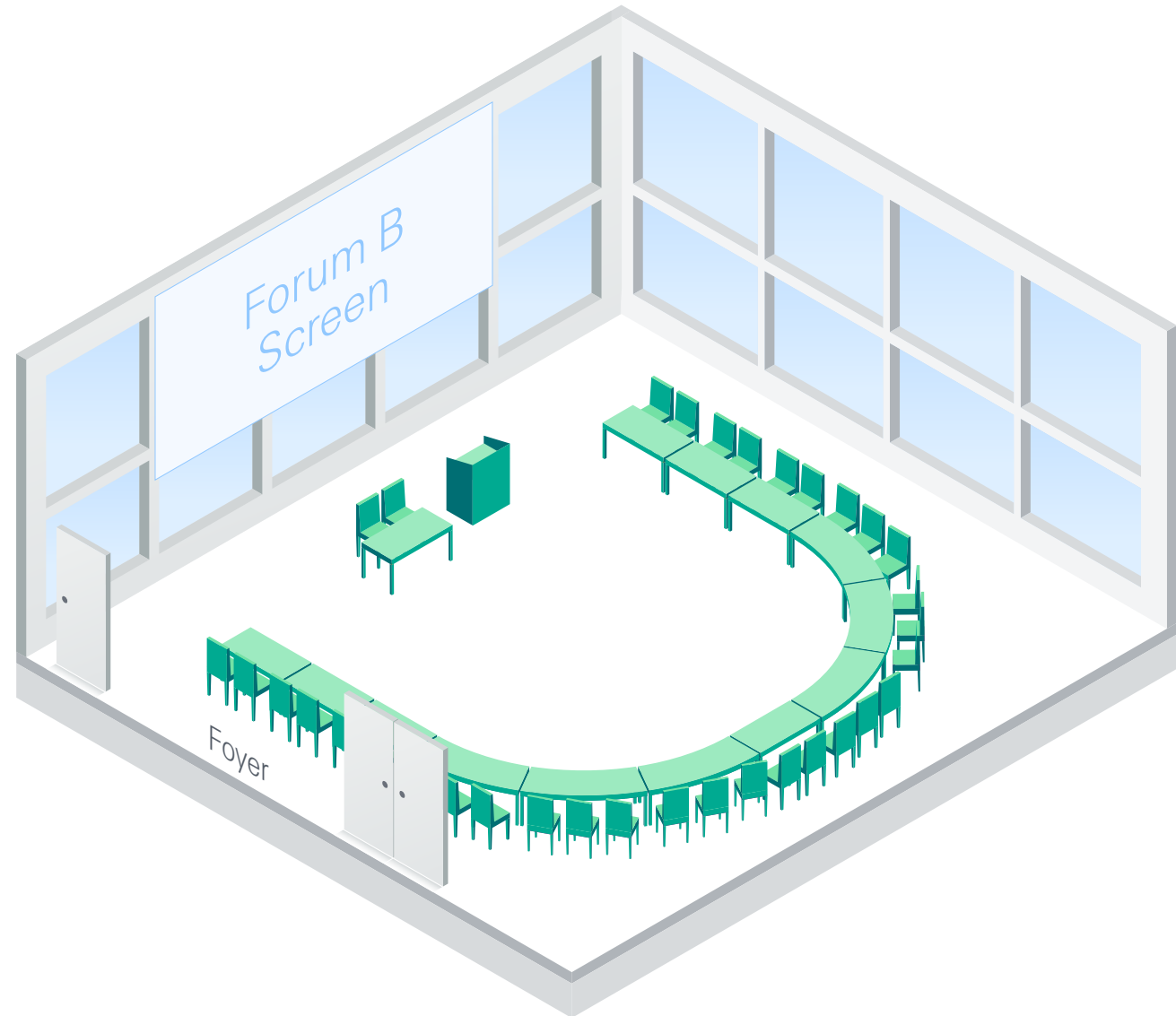
Forum A

Impressions



Forum B

U-Shape setup

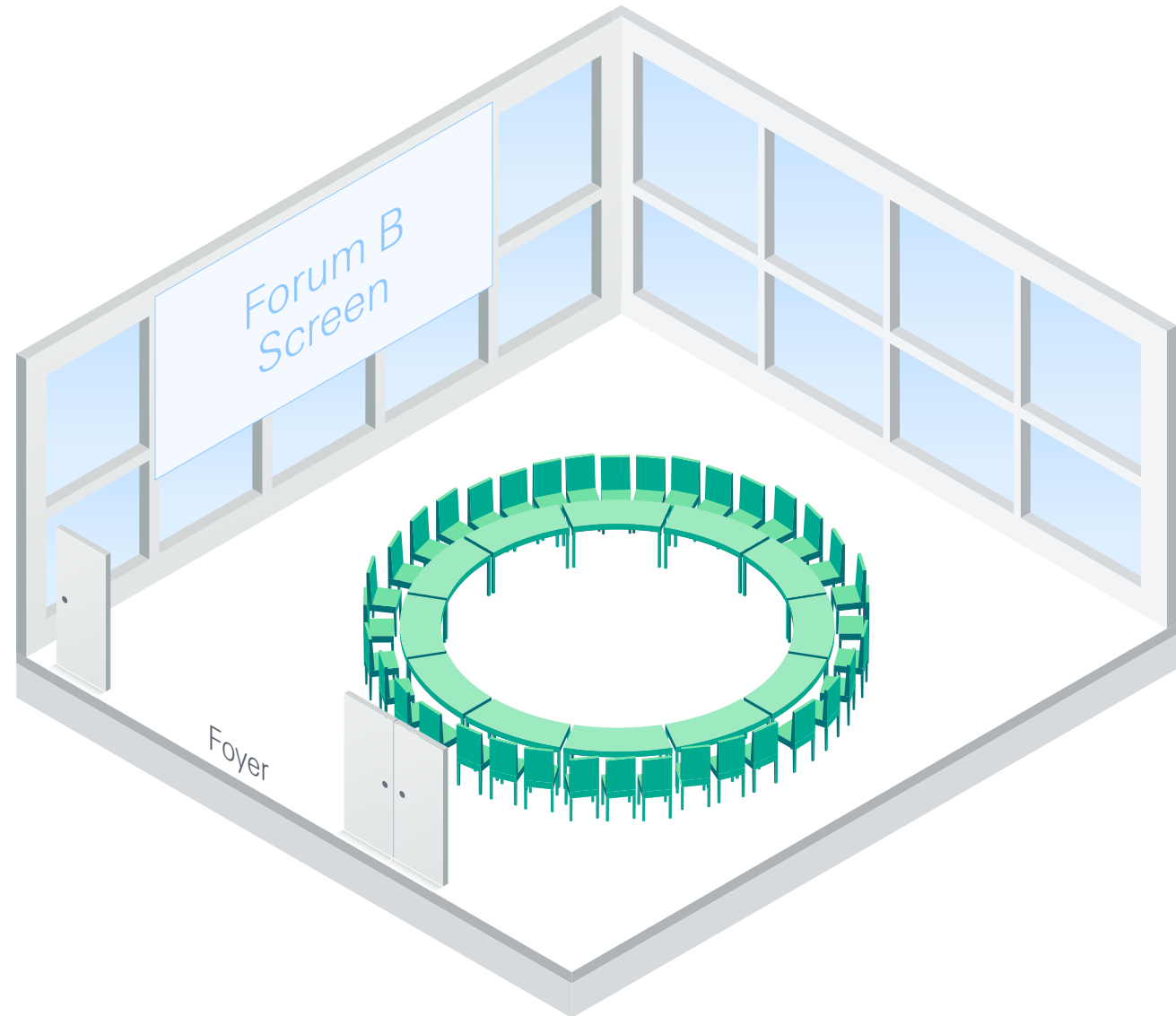


Size 180m²
Capacity 26

This room does not include a hybrid setup and should be considered for physical events only. Please discuss your options with your Event Manager.

Forum B

Circle setup

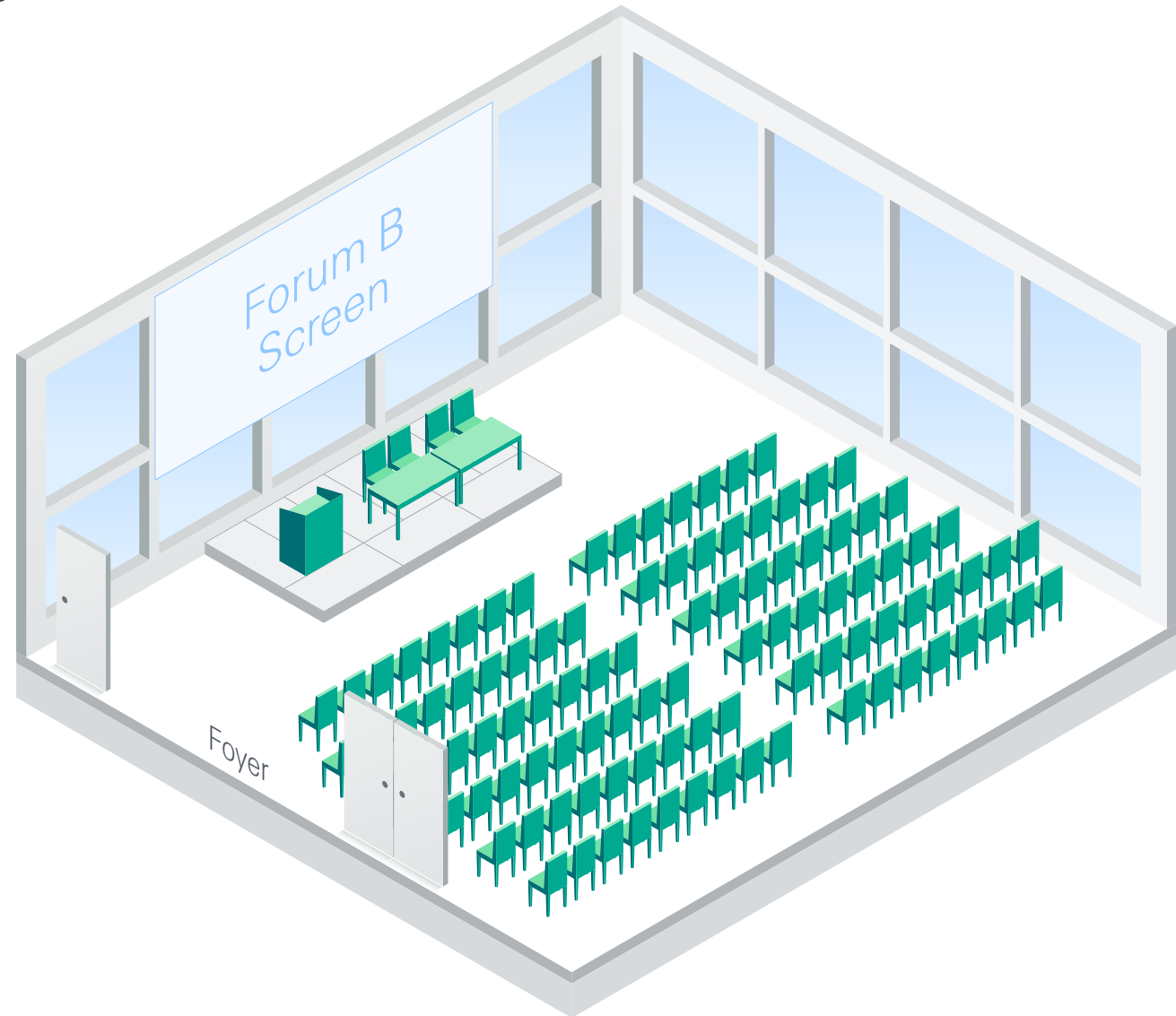


Size	180m ²
Capacity	24

This room does not include a hybrid setup and should be considered for physical events only. Please discuss your options with your Event Manager.

Forum B

Conference setup

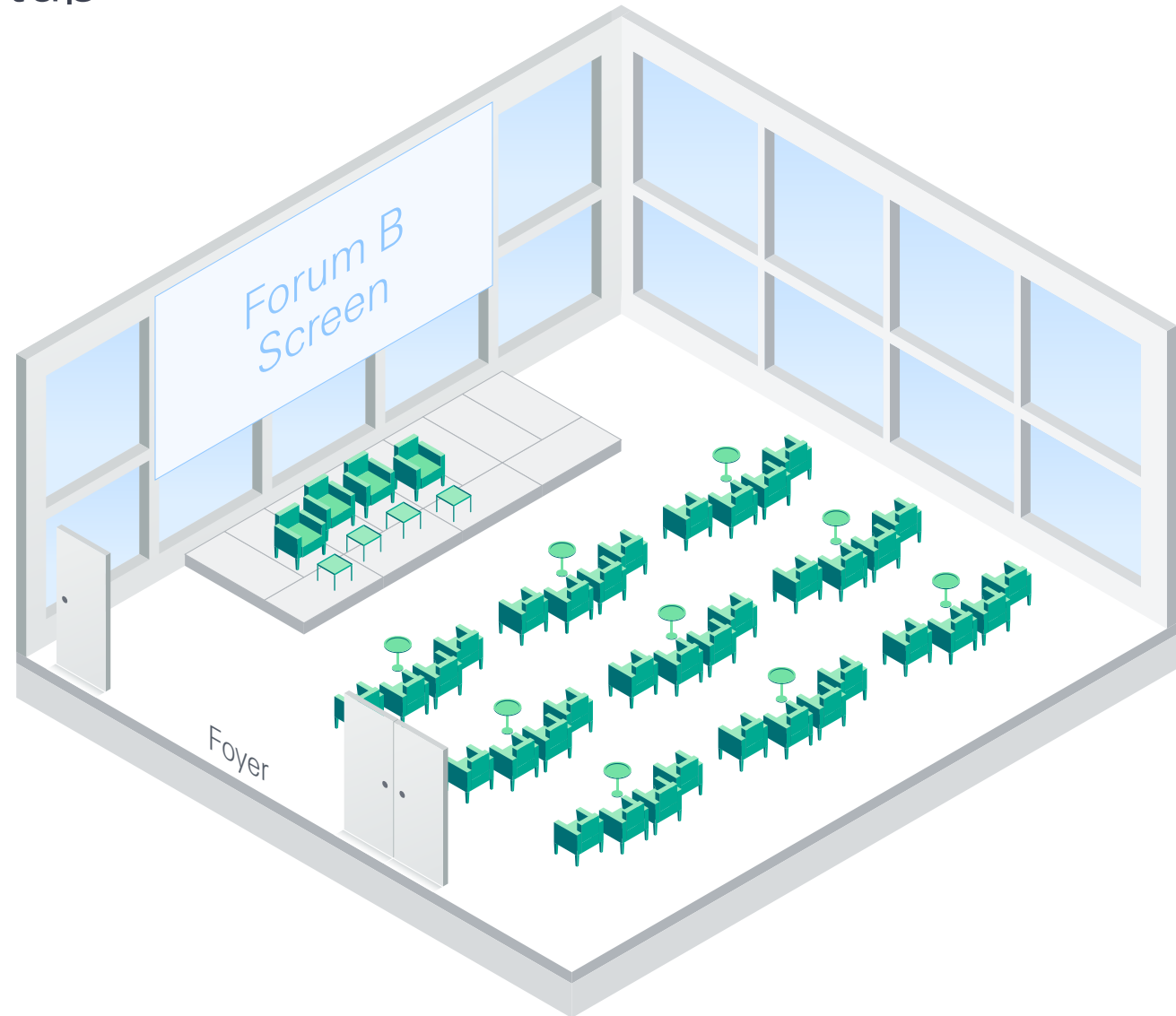


Size	180m ²
Capacity	100 seminar chairs 70 lounge chairs

This room does not include a hybrid setup and should be considered for physical events only. Please discuss your options with your Event Manager.

Forum B

Concert island setup



Size 180m²
Capacity 45

This room does not include a hybrid setup and should be considered for physical events only. Please discuss your options with your Event Manager.

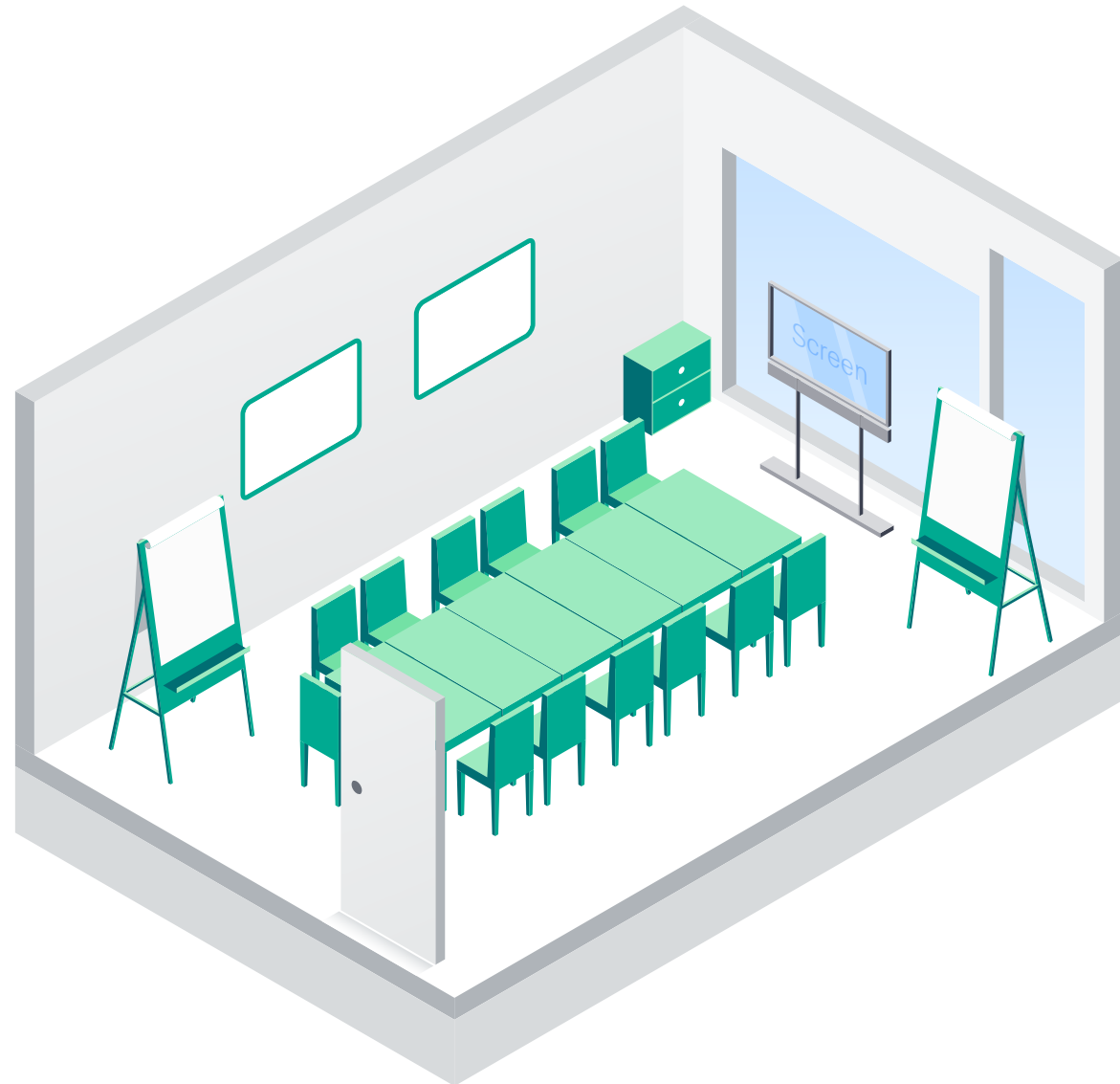
Forum B

Impressions



Seminar Room 1/2

Standard setup



Size 44 m²
Capacity 14

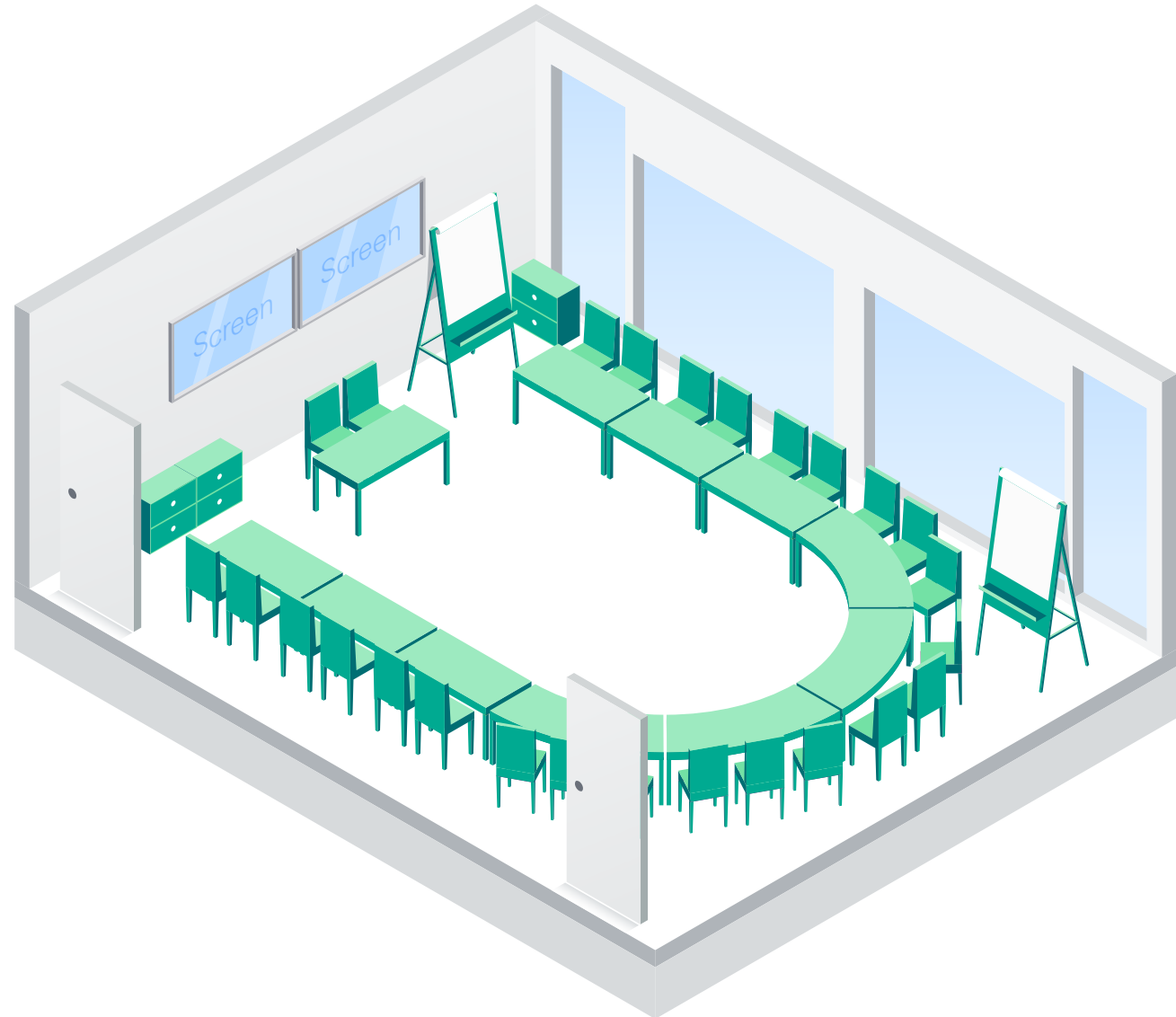
Seminar Room 1/2

Impressions



Seminar Room 3/4

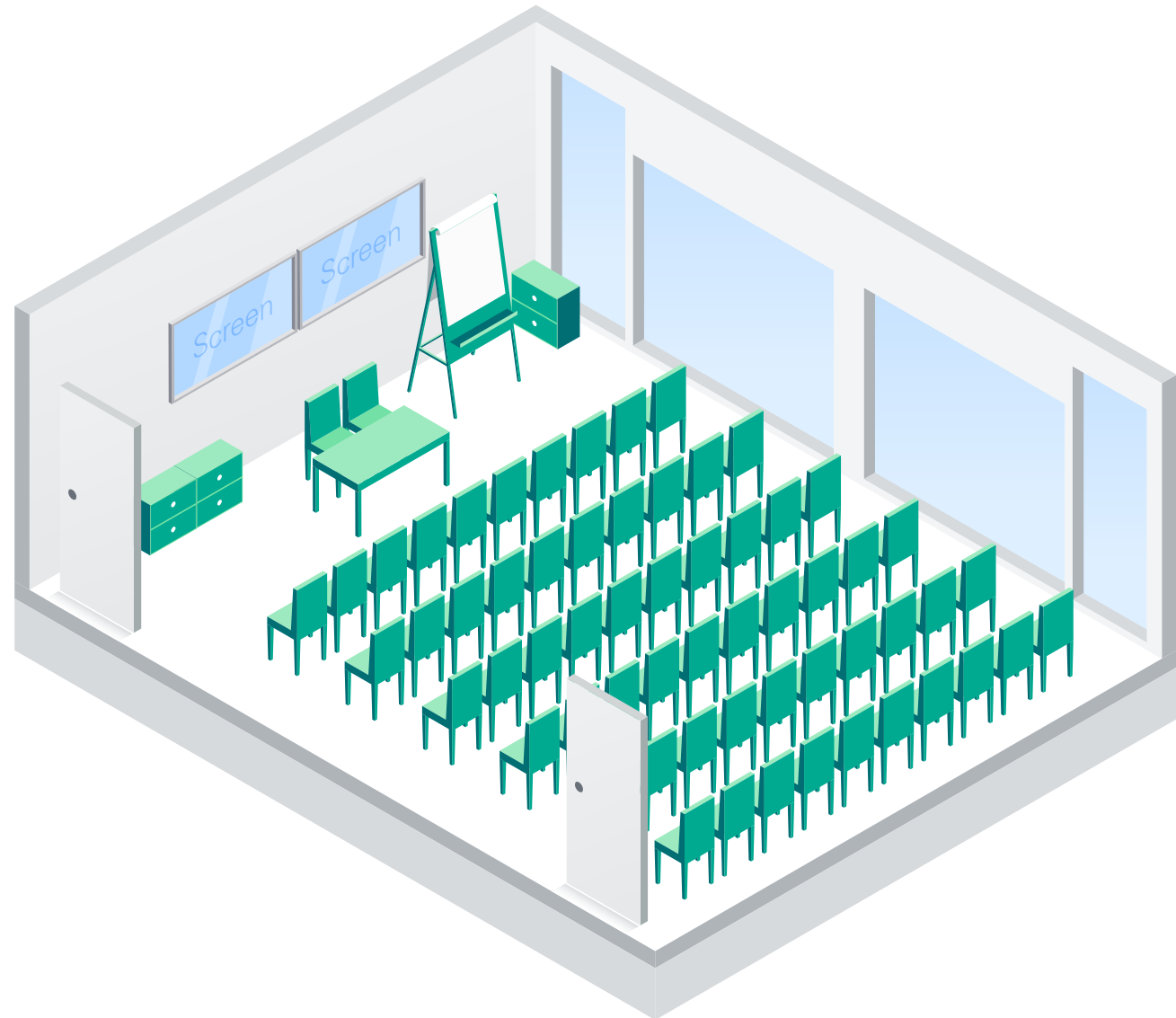
Standard setup



Size 90m²
Capacity 24

Seminar Room 3/4

Theatre setup



Size 90m²
Capacity 55

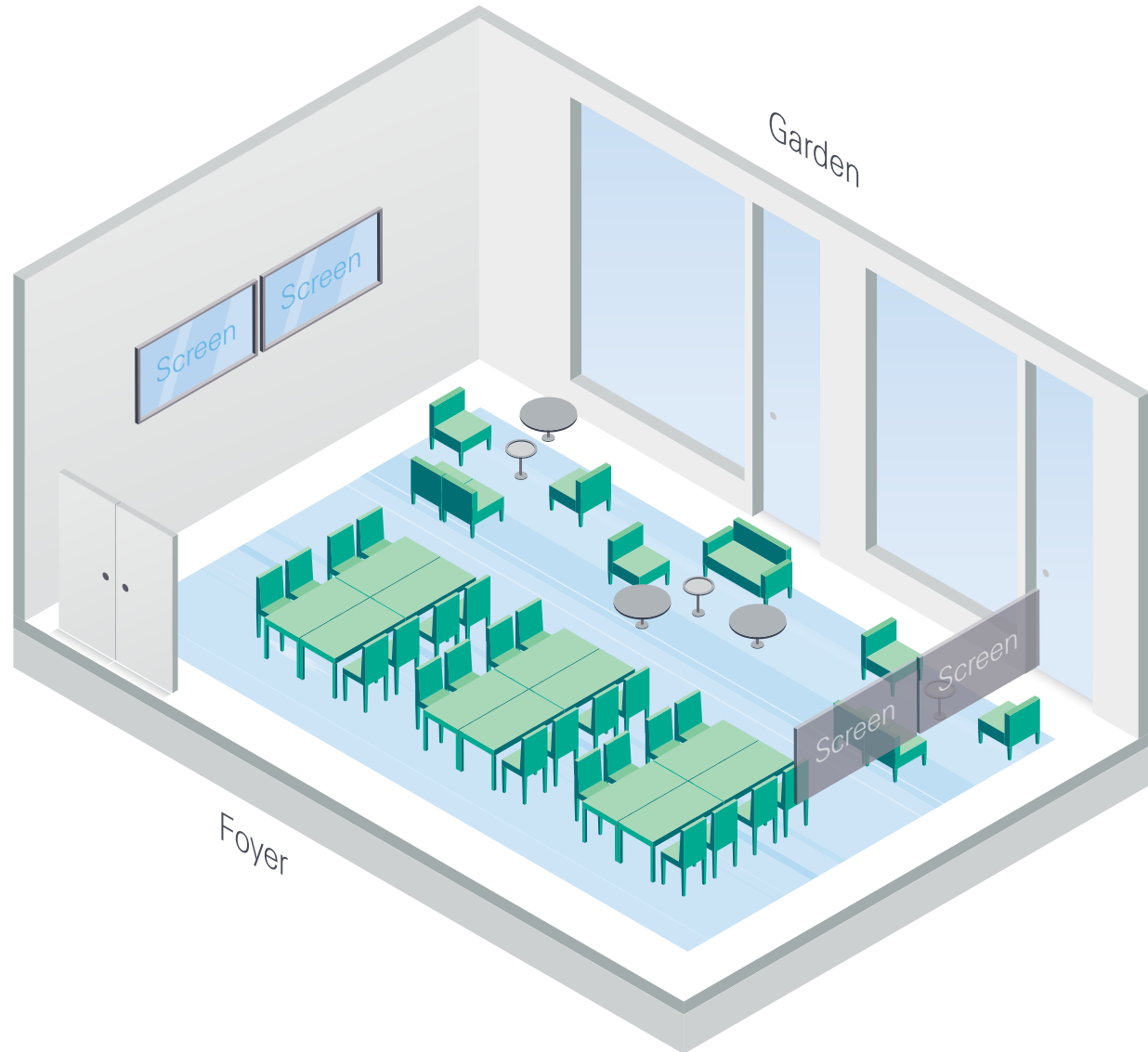
Seminar Room 3/4

Impressions



Garden Lounge

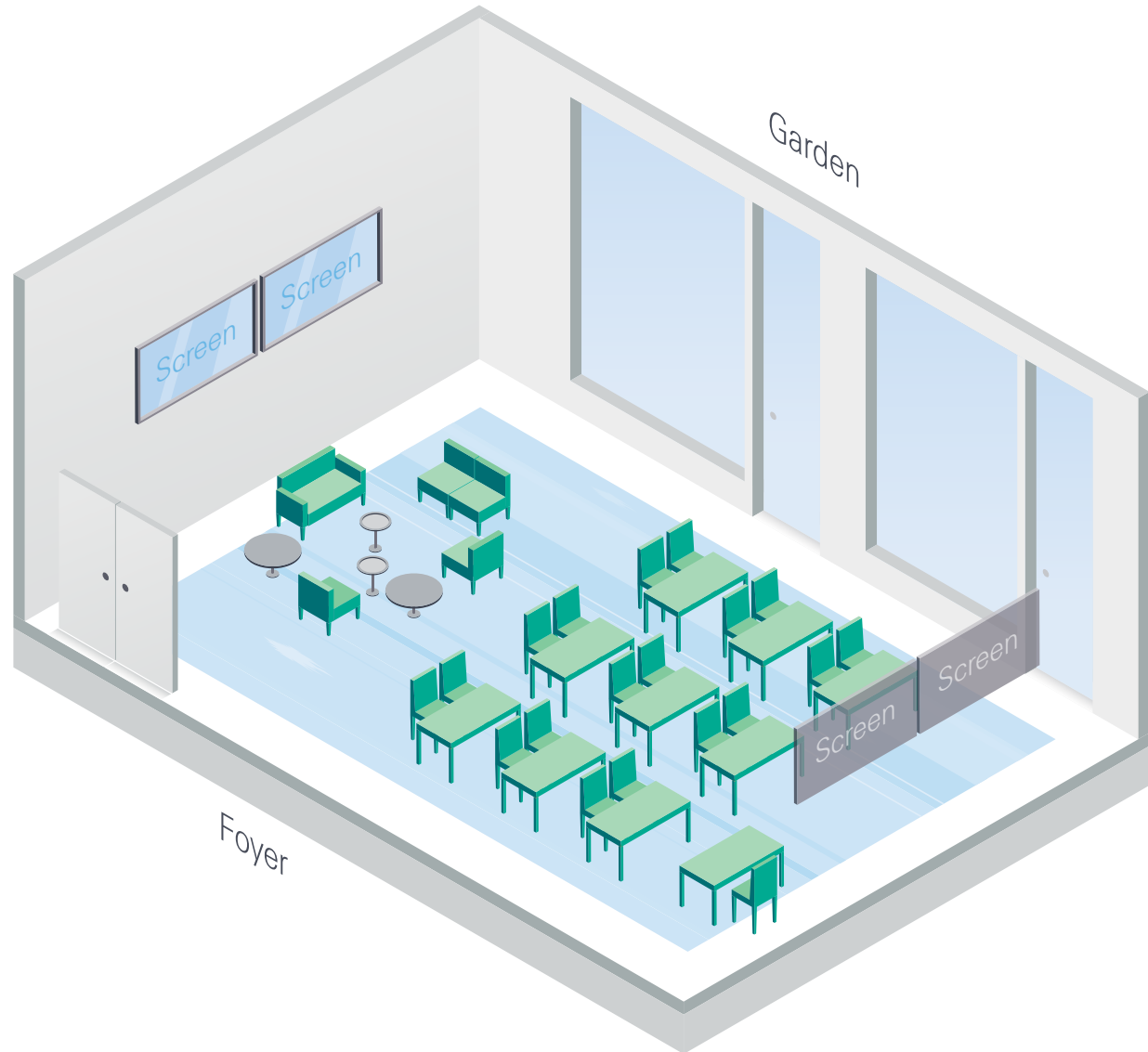
Standard setup



Size 150m²
Capacity 24

Garden Lounge

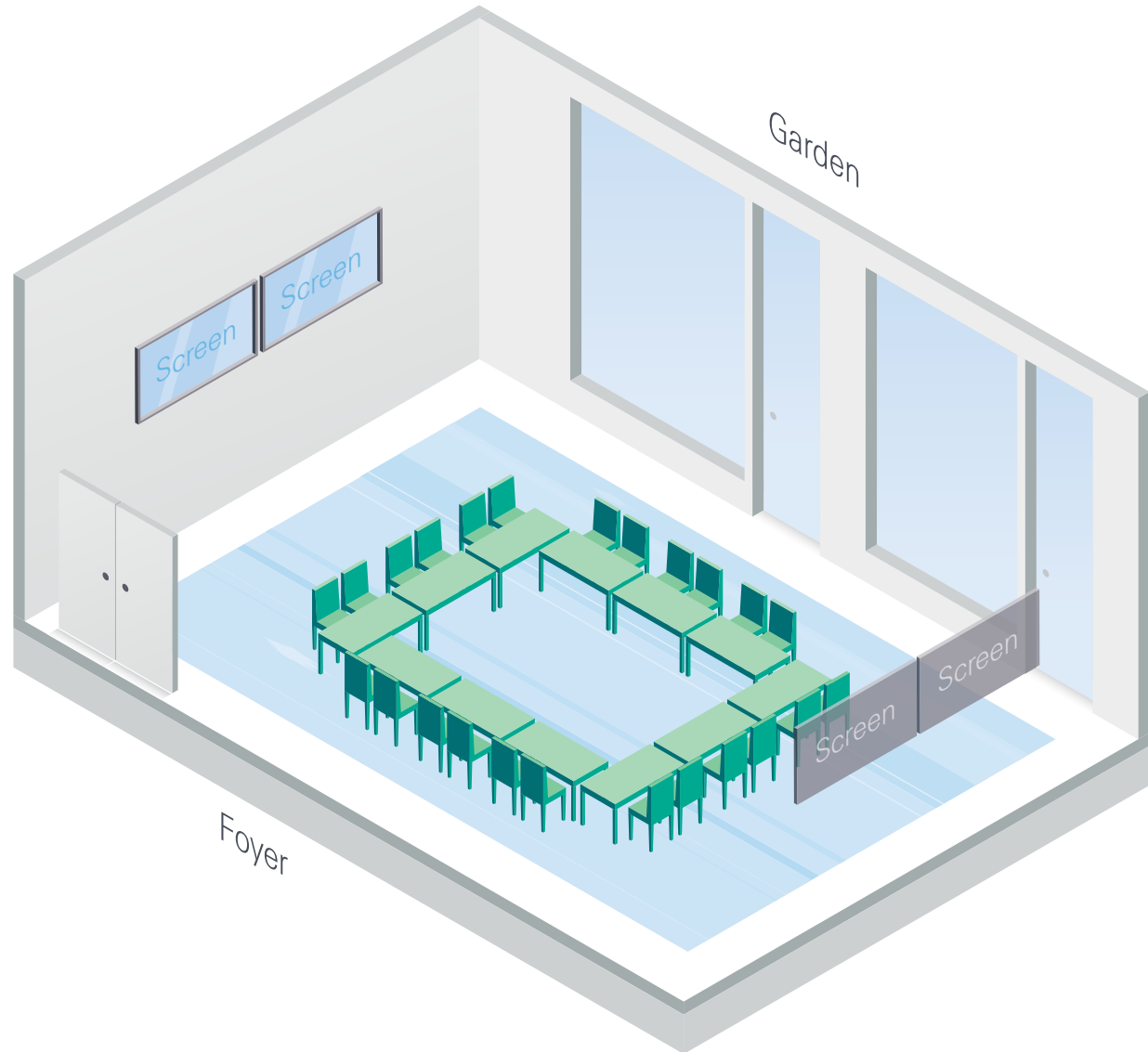
Classroom setup



Size 150m²
Capacity 48

Garden Lounge

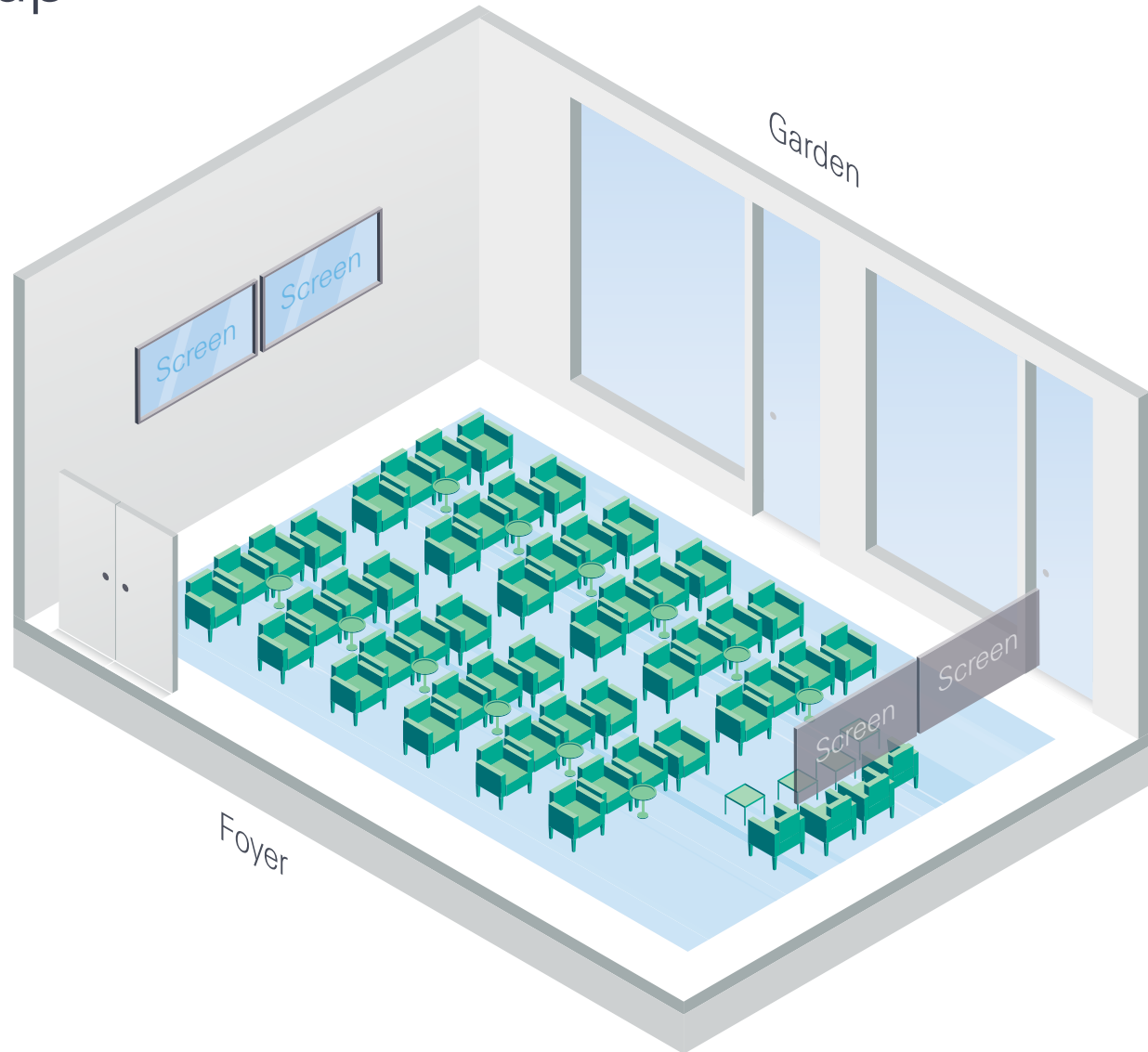
O-shape setup



Size 150m²
Capacity 24

Garden Lounge

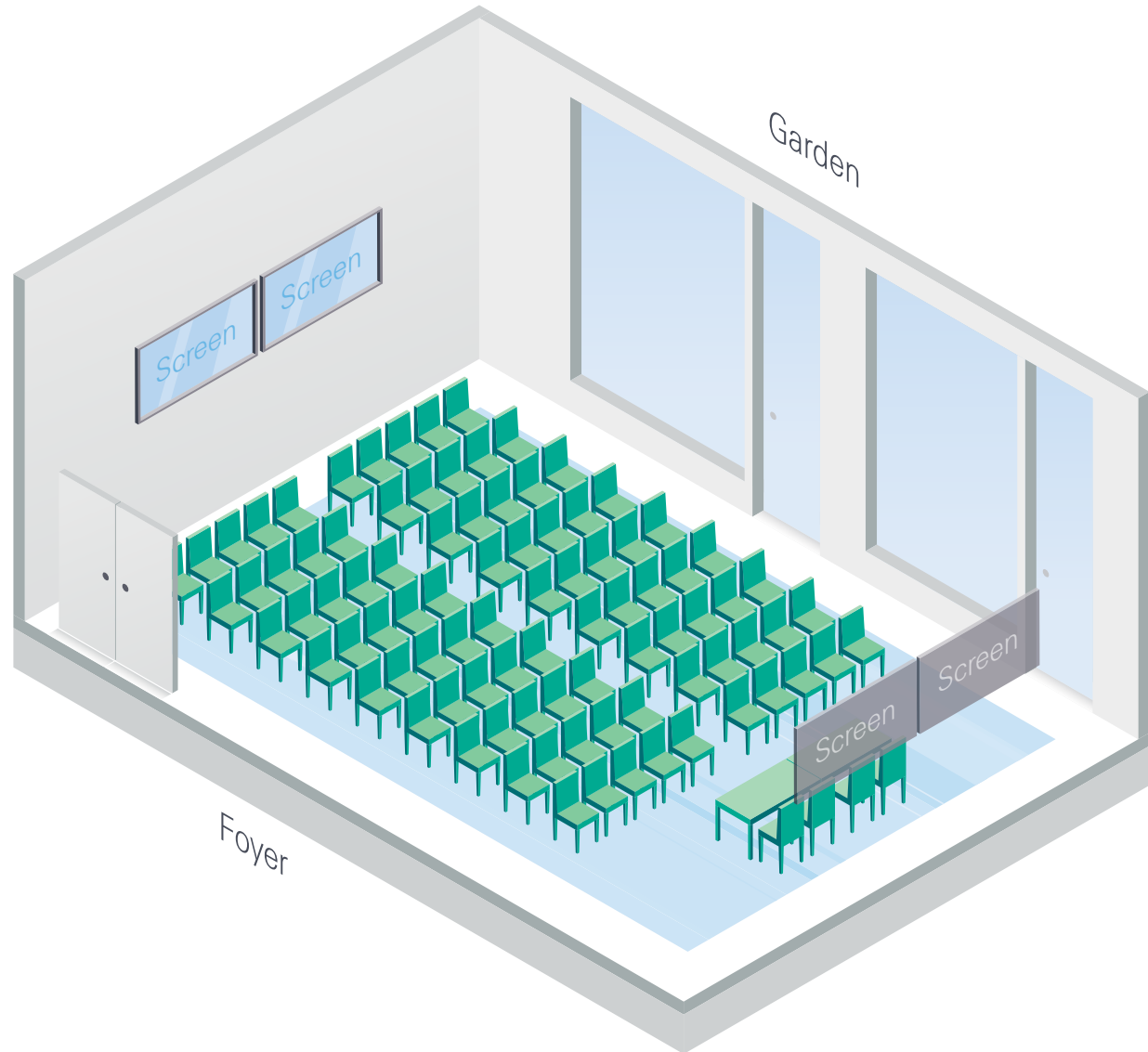
Concert island setup



Size 150m²
Capacity 48

Garden Lounge

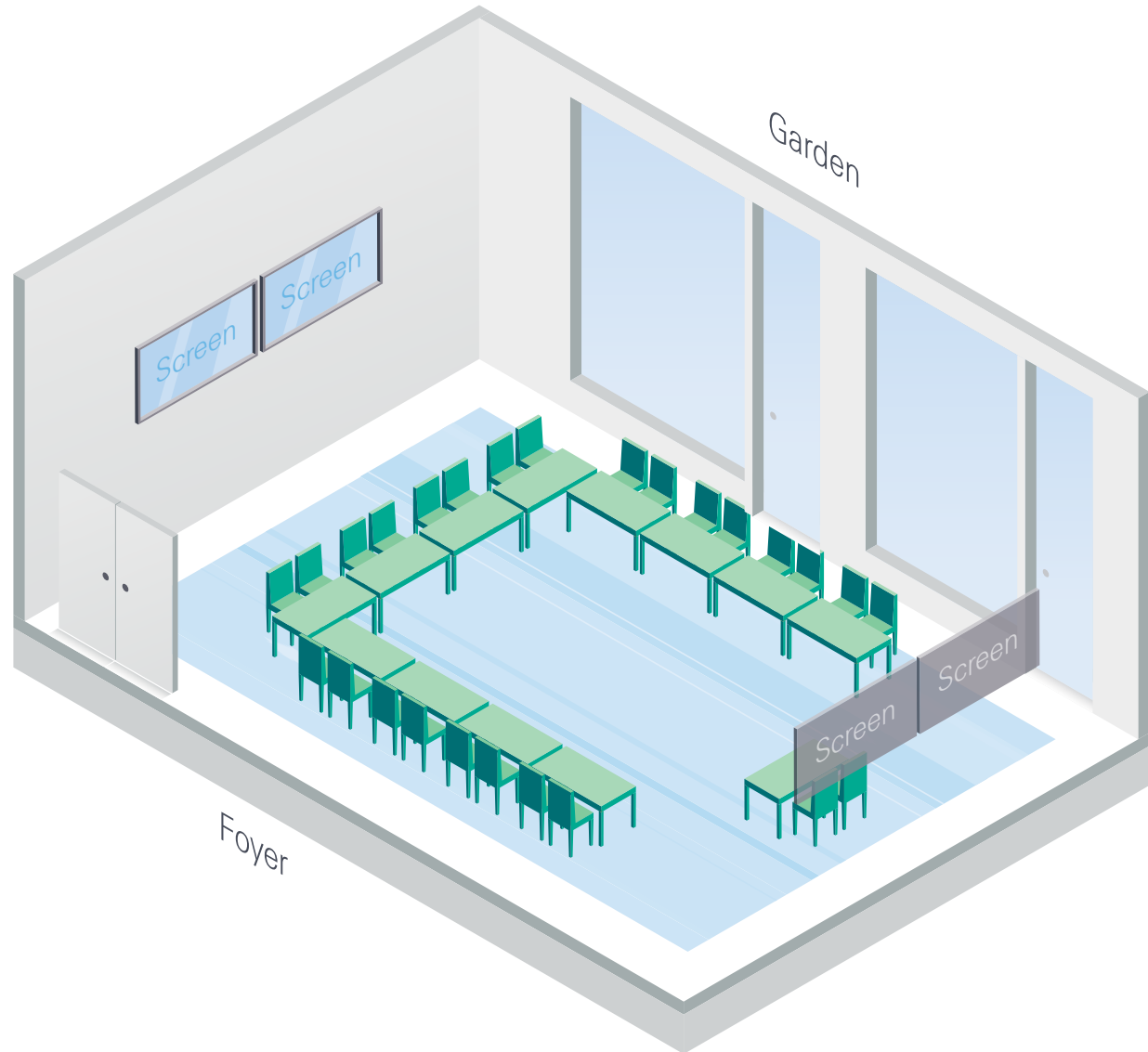
Theatre setup



Size 150m²
Capacity 90

Garden Lounge

U-shape setup



Size 150m²
Capacity 24

Garden Lounge

Impressions



Pavilion

Overview

	Size m ²	Classroom	Block	U-shape	Circle	Presentation (Chair)	Concert (Armchair)	Concert island	Banquet
Forum (A&B)	380	130			36	220	200	130	176
Forum A	200	56		30	36	120	100	55	80
Forum B	180	56		26	24	100	70	50	80
Seminar Room 1/2	44		14			25			
Seminar Room 3/4	90	30	18	24	24	55			
Garden Lounge	150	48	14	24	24	90	70	48	

Villa

Overview

	Size m ²	Capacity	Setup
Board Room	67	18	Block table
President's Room	61	18	Block table
Oak Room	43	8	Block table
Parkview Room	43	10	Block table
Lakeview Room	43	10	Block table
Chapelview Room	23	8	Block table

Villa

Impressions



Facts and figures

(in CHF, VAT included)

Daily Delegate Rates

- Daily Delegate Rate (half day incl. lunch) 160
- Daily Delegate Rate (full day) 175

Daily Delegate includes room rental for main event room, standard room equipment, coffee breaks and lunch.

Room rentals Pavilion

1/2 day

- Forum A or B (without VR infrastructure and services) 1 800
- Forum A&B (without VR infrastructure and services) 3 500
- Seminar Room 1/2 400
- Seminar Room 3/4 550
- Garden Lounge 800

1 day

- Forum A or B (without VR infrastructure and services) 2 000
- Forum A&B (without VR infrastructure and services) 4 000
- Seminar Room 1/2 450
- Seminar Room 3/4 650
- Garden Lounge 950

The combination of Forum A&B can be booked for a minimum of 56 people.
For less participants, half a Forum or a corresponding seminar room will be allocated.

Room rentals Villa

1/2 day = up to 4hrs (morning or afternoon)

- President's Room 450
- Oak Room 200
- Board Room 450
- Parkview Room 250
- Lakeview Room 250
- Chapelview Room 200

1 day

- President's Room 550
- Oak Room 250
- Board Room 550
- Parkview Room 300
- Lakeview Room 300
- Chapelview Room 250

Minimum consumption

For the following event spaces, a minimum consumption is required. The minimum consumption includes F&B charges, Daily Delegate Rates, AV equipment and support (in-house). If the minimum consumption is not reached, the difference will be charged as a room rental.

- Forum A&B 25 000
- Forum A or B 10 000
- Seminar Room 3/4 2 000
- Garden Lounge 3 000
- Dining Room (exclusive usage) 7 000

Facts and figures

(in CHF, VAT included)

All prices include standard room equipment (see below).

Standard room equipment

- 2 flipcharts
- 2 pinboards
- Technical start-up support
- 1 LCD screen or video projector
- Handheld and clip-on microphones (Forum)
- Wi-Fi
- Moderation kit
- Digital signage (standard)
- Standard size stage (Forum)
- Backdrop incl. LED (Forum)
- Water

Inhouse AV equipment and support

- | | |
|--|-----|
| • AV support (per hour, per technician) | 130 |
| • IT support (per hour, per technician) | 130 |
| • Change of set-up during an event – entire Forum (A&B) | 400 |
| • Change of set-up during an event – Forum A or Forum B | 200 |
| • Change of set-up during an event – Seminar Room 1–4 or Garden Lounge | 100 |

- | | |
|---|-----------------|
| • Video Production | |
| – 1/2 day | 850 |
| – 1 day | 1 350 |
| • Customized digital signage | 130 |
| • Floor monitor | (per piece) 150 |
| • Flatscreen | (per piece) 150 |
| • Timer | (per piece) 50 |
| • Laptop | (per piece) 150 |
| • 360 degree camera system | 900 |
| • Customized beamer background | 200 |
| • Floor spots (max. 24 pieces) | 300 |
| • Additional flipcharts or pinboards | (per piece) 30 |
| • Conference table microphones | (per piece) 65 |
| – max. 40 pieces | max. 900 |
| • Throwable microphone | 95 |
| • Soundsystem for background music with 1 handheld microphone | 250 |
| • Audio and video recording (full room) | 350 |
| • Installation costs for customized backdrop | 650 |
| • Installation costs for customized photo wall | 650 |
| • Installation costs for customized lectern | 150 |
| • Additional external AV equipment (on request) | |

For reservations in Forum A, B or Forum A&B, technical set-up and assistance are required during the whole event.

General terms and conditions

Reservations

The Swiss Re Centre for Global Dialogue (henceforth the “Centre”) is a part of Swiss Re Management Ltd (henceforth “Swiss Re”) and acts on its behalf and in its name in all matters.

The reservation confirmation from Swiss Re shall make the booking binding. The event organiser is asked to report any changes in writing immediately. The event organiser acknowledges these General Business Conditions as part of the reservation.

In exceptional circumstances beyond the Centre’s control, such as force majeure events and any restrictions with respect to events, the Centre may cancel or reasonably resize an event or some of the services without incurring any liability for compensation or alternative arrangements. The Centre shall reimburse fees already paid while the event organiser shall compensate the Centre for costs already incurred.

Opening hours

The Centre is open from Monday to Friday.

The Centre can be partially or fully opened at the weekend as needed. The Centre closes for holidays from mid-July to mid-August and during Christmas/New Year’s.

Preparation

The event organiser agrees to provide a list of participants expected and to specify requirements in terms of the timetable, seating and other arrangements no later than 14 days before the arrival of the group.

Number of participants

The definitive number of participants must be communicated to the Centre in writing at least seven working days before the event.

If the actual number of people is higher than contractually agreed, we do not guarantee that all guests can be accommodated. Cancellations of up to 5% of the reserved number of participants will be free of charge up to 24 hours prior to the day of the event.

General terms and conditions

Cancellation of events

The calculations are based on the services or minimum consumption indicated in the confirmation and/or the contract. Cancelling the event, in full or in part, must be done in writing. If the event organiser does not use the services reserved, total or partial cancellations will be charged to the following extent as determined by the following deadlines:

Accommodation Groups

45 – 30 days:	50% of the booked services
29 – 15 days:	75% of the booked services
14 – 0 days:	100% of the booked services

Accommodation Individual Guests

3 – 0 days:	100% of the booked services
-------------	-----------------------------

Food & Beverage, Room rental, Daily Delegation Rates, Further Services

90 – 31 days:	50% of the booked services or minimum consumption (if applicable)
30 – 15 days:	75% of the booked services or minimum consumption (if applicable)
14 – 0 days:	100% of the booked services or minimum consumption (if applicable)

Other provisions

Smoking is prohibited in all buildings of the Centre.

Use of decorative or similar materials shall not be permitted without the agreement of the Centre.

If the Centre is mentioned, in particular in printed material, media or electronic invitations, the official name "Swiss Re Centre for Global Dialogue" must be used.

Swiss Re's approval must be obtained in writing before any material is printed and/or published.

We must be informed in writing before the start of the event if the media, including photographers, are to be on site.

Food

It is prohibited to bring any kind of food to the Centre, except commercially packaged products. In addition, please inform us in advance if commercially packaged food will be brought or delivered.

Pets

Pets are not allowed in the Centre and its property. Exceptions can be made upon request, if the pet is indispensable to the guest (e.g. guide dogs).

Children (0–16 years)

Because of unsuitable structural factors, children are not permitted in the Centre.

Third party services

If the Centre is commissioned by the event organiser to acquire or arrange for technical or other facilities and/or services provided by third parties, it will act on behalf of the event organiser, to whom any invoices arising in this connection shall be addressed.

General terms and conditions

Liability

The event organiser shall be liable for losses and damages that are caused by the event's participants or employees. The Centre shall only accept liability for losses that it causes intentionally or that are caused by its gross negligence.

Event documents

We reserve the right to dispose all event documents after the event.

Confidentiality and privacy

The parties agree that any disclosed information, whether labelled as confidential or otherwise identifiable as such, shall be treated as confidential, except to the extent that:

(i) disclosure is required by relevant laws, regulatory provisions or court or other governmental orders; (ii) the information is in the public domain (other than by reason of a breach of this provision); (iii) disclosure is made to affiliates of a party (ie to entities controlled by the party or any of the party's parent companies) who have a legitimate need to know; or (iv) disclosure is made to third parties providing services to the party, who have a legitimate need to know such contents or information and are bound by a comparable obligation of confidentiality.

The protection of your privacy is very important to us.
The following link will inform you in detail about how we handle your data:

[Privacy Notice for Swiss Re Events \(Switzerland\)](#)

Applicable law

Swiss law shall apply.

Place of jurisdiction

The sole place of jurisdiction shall be Zurich.

Swiss Reinsurance Company Ltd
Mythenquai 50/60
P.O. Box
8022 Zurich
Switzerland

Telephone +41 43 285 2121
www.swissre.com

Photography and 360 Degree Virtual Tour

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