



BFH International Staff Week 2026

27 - 29 October 2026

Practical information for your stay



Bern University
of Applied Sciences

Global Engagement Office GEO
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1 General information

Please see the event website <http://www.bfh.ch/international-week> for the programme and the registration form.

1.1 Costs

There is no participation fee for the general programme of BFH International Staff Week, and **complementary lunch and coffee will be served on all three event days**. The cultural programme (yodelling, flag throwing and a guided city tour) is also included in the general programme.

You will have an excellent chance to exchange and network with other Staff Week participants and BFH colleagues at the **Swiss Raclette Dinner** on Tuesday evening. For participation in the dinner, we charge a flat fee of 50 Swiss francs, which includes food and drinks (BFH will cover expenses exceeding CHF 50). You will receive a payment link by email after signing up for the Swiss Raclette on the registration form.

Dietary preferences (vegetarian/vegan) **and restrictions** (including allergies) will be taken into account at all meals organised by BFH. Please fill in this information carefully into the online registration form.

Participants are themselves responsible for the **travel costs to and from Bern and accommodation expenses**.

Participants from EU countries: please enquire at the International Office of your home institution about the possibility of an **Erasmus+ grant** for your participation at BFH International Staff Week 2026. Should you need signatures or any other assistance in the matter from the BFH, please contact pioneer@bfh.ch.

1.2 Accessibility

We would like to make sure you have the best possible experience at BFH and that the things you would like to do during our Staff Week are of easy access. BFH endeavours to make access as barrier-free as possible, but the needs of people with a disability can differ widely.

We kindly ask you to contact us in advance, should you need assistance for e.g. moving about in a wheelchair, so that we can make an individual plan for you.

Barrier-free activities in the city of Bern are listed on a [dedicated webpage](#).

1.3 Presentations and materials

A password-protected area will be added to the event website <http://www.bfh.ch/international-week>, in which workshop presentations will be made available. The password will be shared with registered event participants.

2 Travel to Bern

Bern has excellent transport links and connections both nationally and internationally. A good overview can be found here: [Travelling to Bern - Bern Welcome](#).

2.1 Arriving by train

There are regular and direct train connections to all major European cities. For connections, please see the timetable link provided above.

The following applies to all train travel:

- Tickets can be purchased on the [SBB Mobile App](#), at SBB (Swiss national train company) counters, which you find inside the airports and railway stations, from the SBB ticket machines on all stops, or online in advance. You cannot buy tickets from the controller on the train.
- For timetables, types of tickets and more information, please see here: [SBB online portal](#).

2.2 Arriving by plane

There are three major international airports in Switzerland: Geneva, Zurich and Basel. We recommend you continue your journey to Bern by train.

- Arriving at [Zurich Airport](#)?

There is a railway station directly at the airport. The direct journey from the airport to Bern takes about 1 hour 15 minutes.

- Arriving at [Geneva Airport](#)?

There is a railway station directly at the airport. The journey from the airport to Bern takes about 2 hours.

- Arriving at [Basel EuroAirport](#)?

The [airport bus nr. 50](#) takes you to the train station downtown Basel (Bahnhof SBB), where you can change to a connecting train to Bern. From downtown Basel, the journey to Bern takes about 1 hour 5 minutes.

2.3 Arriving by car or by bus

To get to Bern by car, take the A1 (from Zurich/Basel), A12 (from Geneva/Valais) or A6 (from the Bernese Oberland) motorways. Please note that car traffic is restricted in the city centre.

3 Travel within the city of Bern

3.1 Public transportation

Important: as a guest of any hotel in the city of Bern, you do NOT need to purchase a ticket for the local transport service. Please keep your Bern Ticket with you during the Staff Week Programme for transfers between programme parts.

You will receive a [Bern Ticket](#) for your entire hotel stay, which lets you travel for free on public transport in Bern and the surrounding area. All tram and bus journeys in zones 100/101 are included. To have the ticket on your mobile phone, please see the [Bern Ticket app instructions](#) (if you cannot use the app, you can ask the hotel if they can exceptionally issue a paper ticket).

On the day of your arrival, you won't have to worry about a transfer ticket. If you haven't already activated the ticket in advance via the app, the hotel's reservation confirmation is sufficient to travel from the Bern train station to your accommodation.

Route map for zones 100/101: [Zonenplan Bern | BERNMOBIL](#) (in German).

3.2 Bicycles

If, outside the Staff Week programme, you wish to explore Bern on the back of a bicycle, you can rent one through the bike-sharing network [PubliBike Velospot](#).

4 Accommodation

There is a vast choice of hotels in the city of Bern. We recommend the following ones for their practical location, but really, you cannot go wrong with any hotel you may find in the center or in its vicinity.

[Hotel National **](#),

– Hirschengraben 24, CH-3011 Bern, phone +41 31 552 15 15, info@nationalbern.ch

[Hotel Kreuz ***](#)

– Zeughausgasse 41, CH-3011 Bern, phone +41 31 329 95 95, info@kreuzbern.ch

[Hotel Bären ****](#)

– Schauplatzgasse 4, 3011 Bern, Phone +41 31 311 33 67, reception@baerenbern.ch

Other ideas for finding accommodation:

- [booking.com](#)
- [hotels.com](#)
- [Bern Youth Hostel](#)

5 Restaurants

Please remember that complimentary lunch will be served every day during the Staff Week (Tuesday to Thursday). On Tuesday evening, it will be the turn of the Swiss Raclette Dinner. For more details, please see '1.1 Conference fee and other expenses' above.

Should you look for a restaurant for other times in the week, here are some ideas. A table reservation is recommended especially in the evenings.

- Swiss: [Restaurant Lötschberg](#), Zeughausgasse 16, CH-3011 Bern, +41 31 311 34 55
- Swiss: [Restaurant Beaulieu](#), Erlachstrasse 3, 3012 Bern, +41 31 331 25 25 (closed on Sundays)
- Mediterranean: [Restaurant Ringgenberg](#), Kornhausplatz 19, 3011 Bern, +41 31 311 25 40
- Italian: [Pizzeria Ristorante Molino](#), Waisenhausplatz 13, 3011 Bern, +41 31 311 21 71
- French: [Brasserie Bärengraben](#), Grosser Muristalden 1, 3006 Bern, +41 31 331 42 18
- Vegetarian and vegan: [Tibits](#), at the Railway station or Gurtengasse 3, 3011 Bern

6 Other useful information

6.1 Weather

For accurate weather information, please refer to the [MeteoSwiss](#) website or the [MeteoSwiss App](#).

6.2 Time zone

During the winter, Central European Time (CET) applies in Switzerland. From the end of March to the end of October, Summer Time applies (CET + 1 hour).

6.3 Currency

The national currency is the Swiss franc (CHF). In many places, however, prices are displayed in euros and Swiss francs. Often it is also possible to pay in euros (change in CHF). Swiss National Bank: [Current interest rates and exchange rates](#).

6.4 Electricity

The voltage in Switzerland, as in most of Europe, is 230V/50 Hz.

Switzerland uses type C (2-pin) and Type J (3-pin) plugs. The standard flat continental type C plug with two pins can be used without problems. The round type F plug with two pins cannot be used without an adapter. Adaptors are available in most hotels, and you can also ask us to borrow one.



Type C plug

6.5 Business hours

Shop opening hours in the city of Bern (deviations are possible): Mon-Wed 9:00-19:00, Thu 9:00-21:00, Fri 9:00-19:00, Sat 9:00-18:00, Sun closed. Sunday sales take place during Advent.

There are shops and pharmacies at the Bern railway station, which are open 365 days a year. Most of them are open until 21:00 on weekdays, on weekends and public holidays until 20:00.

6.6 Emergency numbers

117 Police
 118 Fire
 144 Ambulance
 1414 Swiss Air-Rescue Rega
 112 European emergency number

6.7 Health insurance

Persons with statutory health insurance cover from an EU-/EFTA-country or United Kingdom (UK) with the European Health Insurance Card (EHIC) are entitled to receive medical care that is considered essential given the type of treatment and the expected length of their stay in Switzerland. For persons from other countries it is recommended to take out travel insurance covering the costs of essential medical treatment in Switzerland. More information: [Health insurance: Tourists in Switzerland](#).

We look forward to seeing you at BFH International Staff Week 2026!

Global Engagement Office GEO



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