



em
lyon
business
school

Welcome Guide for the new campus

Student and alumni





Hello everyone.

We are delighted to welcome you to our new campus. It perfectly reflects our core purpose to provide a place where anyone seeking to be enlightened and reinvent themselves can exchange ideas, learn and experience to make the world more just, unified and sustainable.



Our campus was designed to further enhance the institution's renowned academic excellence, develop the entrepreneurial spirit, pursue our social and environmental commitments, promote hybrid knowledge, and resonate in society through openness and dialogue.

We welcome you, one and all!

This guide contains all the practical information you need to get a lay of the land, call it your own, and join the emlyon community.

**Isabelle Huault, Executive President and Dean,
emlyon business school**



WELCOME

Contents

01		
Your campus		4
• New address		
• Campus hours		
• Getting to campus		
• Entering the campus		
02		
Thes Spaces		10
• Garden level		
• Ground floor		
• The Maker's lab		
• The library		
• The Health and Wellbeing Center		
• Showers and locker rooms		
03		
Food Services		12
• On campus		
• Off campus		
• Bring your own food		
• Have a coffee in the common areas		
• Get a reusable cup		
04		
Practical Info		16
• For Student		
• For alumni		
05		
Sports		17
• Program for student		
• Exercise		
06		
Guidelines and policies for a better community		19
• Safety guidelines for you and people around you		
• Rules for common areas		
• Waste sorting rules		
07		
Key Contacts		21
• Main entrance		
• Security		
• IT support		
• Student information		
• Meeting spaces		
• The Sports Center		
• Suggestion box		

01 Your campus

- New address



The campus has two entrances:

- The main entrance at **avenue Jean Jaurès**
- **Allée de Fontenay** via a pedestrian street behind avenue Jean Jaurès

All entrances are secure. You will need to scan your badge at access control to enter.

You can use an indoor walkway below the through street to cross from one end of the campus to the other:



- Campus hours

The campus is open Monday-Saturday 7am to 10pm.

The public through street is also accessible Monday-Saturday 7am to 10pm.

• Getting to campus



Access to the reduced mobility parking lot: The campus has four parking spaces for people with reduced mobility (PRM) off of rue Simone Iff (subject to prior authorization).

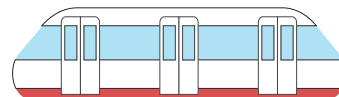
Elevator access:

Badge-access elevators are indicated on signs for all staff and continuing education teachers and participants.

Students in the core programs will require prior authorization to use the elevators.

To submit a request to access the PRM parking lot, please contact Maxence Rogue at rogue@em-lyon.com.

Public transportation



Bus

- C4
- C7
- C12
- C14
- C22
- Z16
- PL4
- 64
- 392 (ligne Junior)

Metro/ tram

- Metro B (stops: Jean Jaurès ou Jean Macé)
- Tram
 - >T2 (stop: Jean Macé)
 - >T6 (stop: ENS)

TER/ TGV

- Perrache Station
- Jean Macé Station
- Part-Dieu Station (under 15 minutes on public transportation)



Plan your route on the [TCL](#) or [SNCF](#) app.

We also recommend parking your car and using the [park-and-ride](#) service.



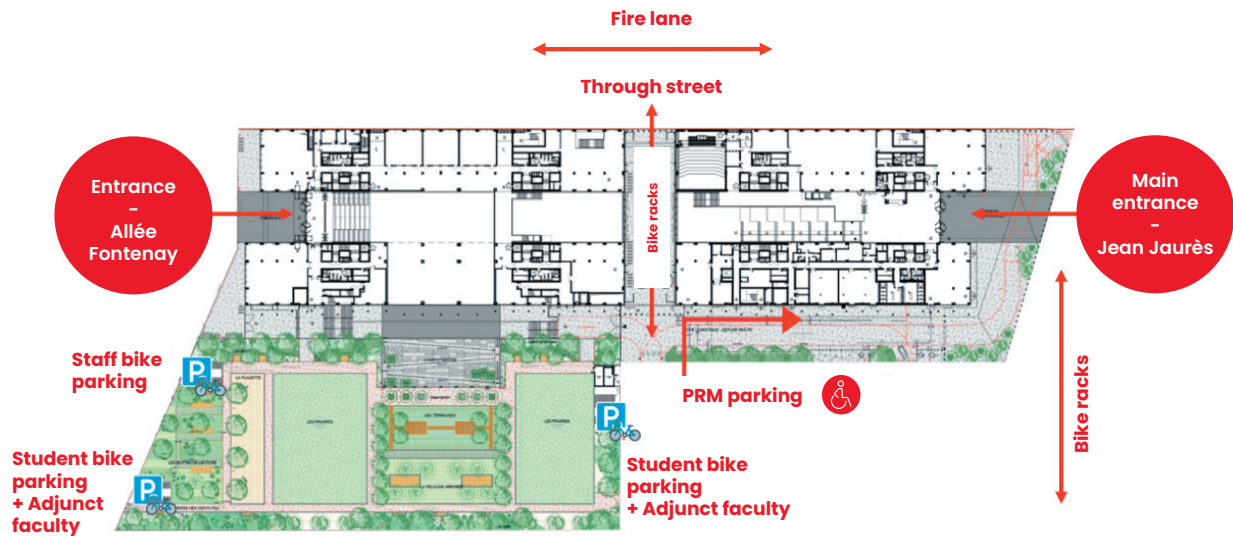
If I come by bicycle or Vélov'

The campus is surrounded by bicycle paths.
Plan your route on the [Geovelo](#) or [Les voies lyonnaises](#) app.
Use the area [Vélov'](#) docking stations or park at the campus bike racks:

- 380 spaces at three secure badge-access bike shelters are available for **emlyon** students and staff:
 - One at rue Simone Iff for students
 - Two at Allée Fontenay: one for students and one for emlyon staff and Adjunct Faculty
They can accommodate both push bikes and electric bikes.
- There are many bike racks located in front of the campus entrance and on the street for visitors.

If I have a cargo or longtail, scooter or motorized two-wheeler

Special cargo and longtail bicycles and scooters must be parked on the through street at the designated racks.
Motorized two-wheelers must be parked in front of the campus in dedicated public spaces.





- You must dismount from all vehicles (bicycles, scooters, etc.) as soon as you enter the school premises, including the front courtyard and the through street.
- Electric bikes and scooters can be recharged at the garden-level charging station in Building C. Enter through the main atrium behind the dining hall. For fire safety reasons, this is the only charging station.
- A complete bike repair kit (pump, toolbox, tire patches) is available at the Security Desk.

• Entering the campus










The type of badge you are given depends on your profile:

A badge is required to enter the campus and other areas.

There are three types of badges:

- A **physical name badge** like the one used at Ecully, Paris and Saint-Etienne
- A **digital name badge** on your cell phone
- A **QR Code** issued emlyon staff

Badges depend on your profile:

	Physical personal badge 	Digital personal badge 	QR code badge 
Service provider hosted off-site 			X
Long-term Cont. Ed. participant 	X	X	
Short-term Cont. Ed. participant 		X	
Student (core programs) 	X	X	
Incubator participant 		X	X
Alumni 			X

Please find below the procedures for dematerialized badges and QR codes*:



I am a long-term Continuing Education participant, a student or an on-site provider:

- I generate my own dematerialized badge via [this procedure](#).



I am a short-term Continuing Education participant or an incubator participant:

- I receive my dematerialized badge in my inbox, generated by my emlyon advisor and sent by ARDACCESS.



I am a visitor, a service provider hosted off-site, an incubator participant, un jury member or an applicant:

- I receive my QR Code* in my inbox, in an e-mail sent by nodocontact@ard.fr.



I am an alumni :

- I request a QR code* via my alumni platform.
- I receive my QR code* in my emlyon mailbox, in an email sent by nocontact@ard.fr.

**Each QR code generated is valid for 1 day.*



What should I do if my physical badge is lost or stolen?

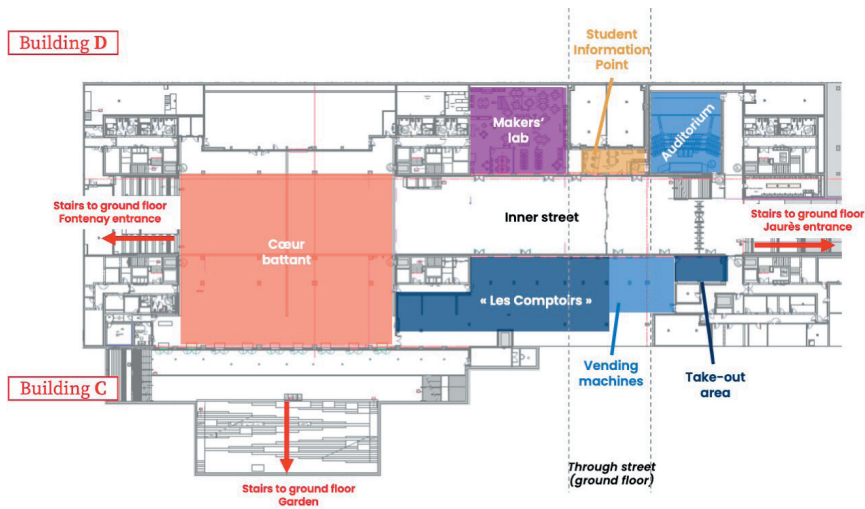
- If I am a student in an initial training program, I contact the Student Services Center.
- If I am an Continuing Education participant, I contact my program coordinator.



02 The spaces

The campus has four separate three-story buildings (A, B, C, D) with similar layouts and functions.

Garden level:



Ground floor:



The upper floors house classrooms, and teaching and academic resources.



The new [MapsPeople](#) app is available to help you find your way around campus.

Welcome guide

The Maker's lab

- 📍 *The maker's lab is located on the garden level and the ground floor across from the dining hall at the main atrium*
- 🕒 It opens on August 26th and can be accessed Monday and Wednesday 1pm-8pm, and Tuesday, Thursday, and Friday 9am-6pm
 - a workshop space for workshops, bootcamps, trainings, classes, etc.
 - a space for devices and software
 - online learning resources

The Library

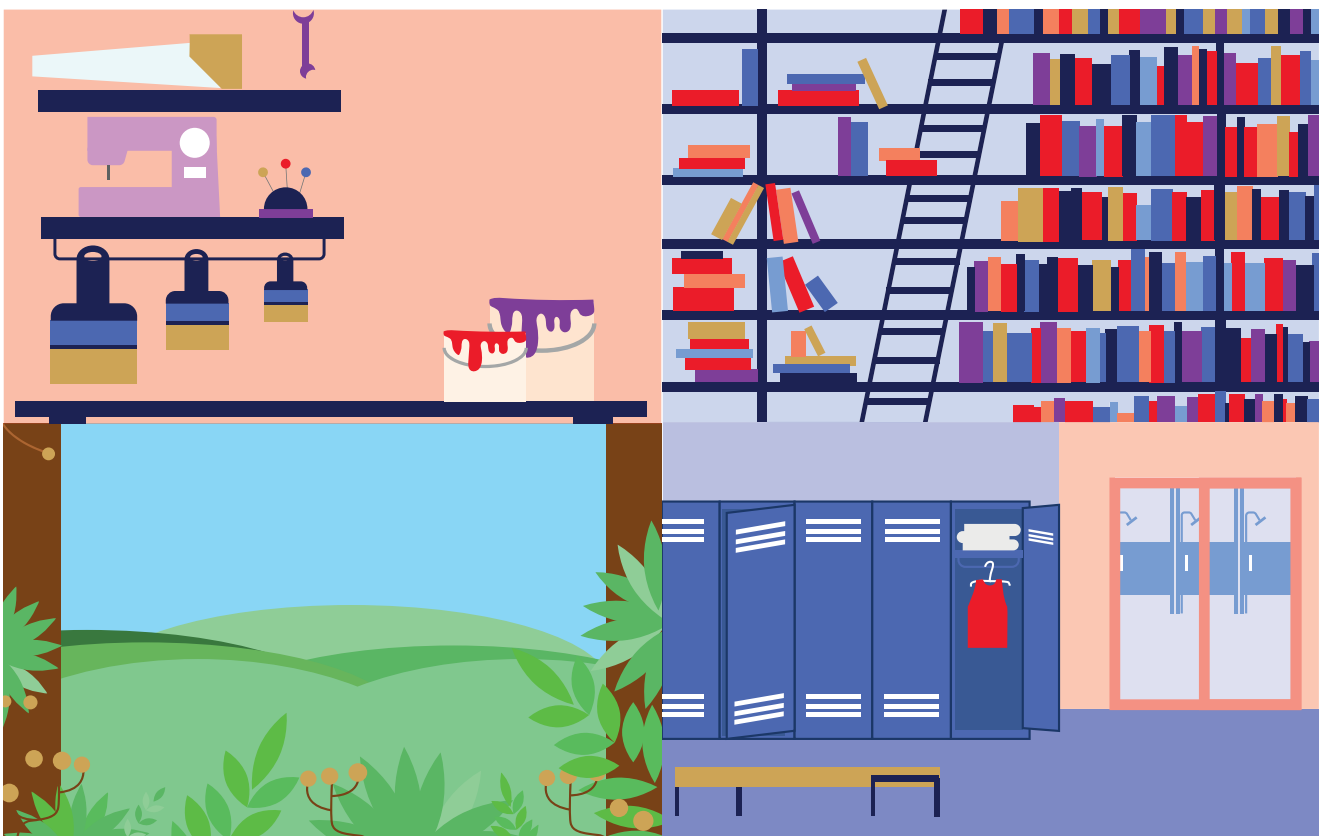
- 📍 *Ground floor of Building B.*
- 🕒 Open to the public starting on June 12th (reduced hours). After June 17th: Monday-Friday, 8:30am-8pm and Saturday 10am-4pm.
 - group and individual workspaces (bookable on Affluences)
 - a training space
 - a self-service checkout machine for borrowing and returning books
 - a lock box in Building D for borrowing and returning documents without having to go to the library

The Health and Wellbeing Center

- 📍 *Ground floor of Building D*
- 🕒 Opens on July 15th
Monday-Friday 9am-5pm in person and remote
 - nurse: with or without an appointment
 - psychologist, disability advisor, preventive medicine physician and social worker: by appointment only

Showers and changing rooms

- 📍 *Ground floor of Building A: on the left as you enter the main doors on the Jean Jaurès side*
- 🕒 This space opens in January 2025



03 Food Services

On campus

“Les Comptoirs”

Opens on August 19*

📍 Garden level of Building C

🕒 Open to students and emlyon staff. This space is open all day during campus hours. Food is served 11:15am-2:30pm

It has four stations offering different types of food. Dishes are prepared and served on-site. Eating areas include a space with tables inside the cafeteria, the main atrium, along the indoor walkway, and outdoor spaces.

Take-out

Opens on August 19th*

📍 At the Jean Jaurès entrance before the security gates

🕒 Open to the public a bakery-type eatery and small grocery store
Pick up location for the Too Good to Go app

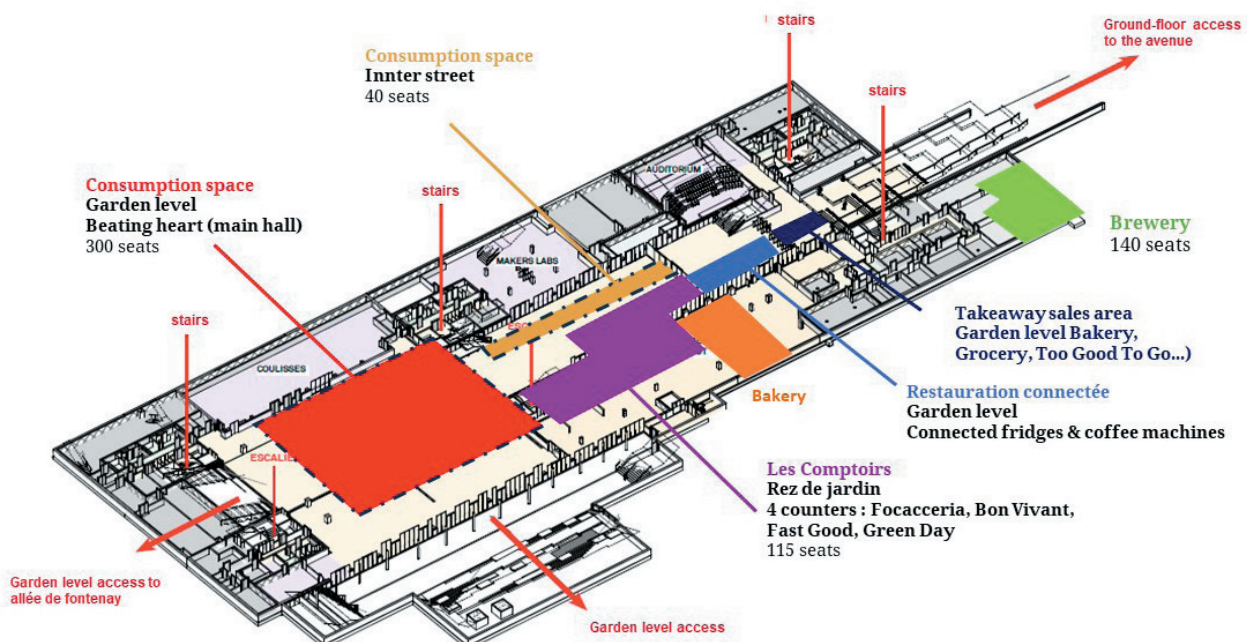
Point of sale for reusable cups if you forget yours

Vending Machine Area

Opens in September

📍 On the garden level, next to the “Les Comptoirs”

🕒 Open throughout lunch to students and emlyon staff
Two automated refrigerators and three hot beverage machines



*Dates subject to change

Executive Café

Opens on June 10th

📍 *On the 4th floor of Building C*

🕒 Open all day during campus hours to emlyon staff, temporary faculty, and continuing education participants, service 8am-4pm

Snacking-style food service for breakfast, lunch and the afternoon break, eat-in option.

Snacks

Opens on June 10th

Seven vending machines on the upper floors

A Graille vending machine on the ground floor of Building C near the club center.

In partnership with the Lyfe Institute (formerly the Paul Bocuse Institute), the following will open in early 2025:

The Bakery

📍 *Ground floor of Building B across from the auditorium*

🕒 Open to the public

The brewery

📍 *Ground floor of Building A on the avenue Jean Jaurès side*

🕒 Open to the public



- The campus food options cater to every type of diet.
- They use local, seasonal ingredients bought directly from producers.
- You can use the [Too Good To Go](#) app on campus to save low-cost meals from going to waste. Pick up bags at the takeout space.
- Lunch should be eaten in the dining areas provided: food service facilities, break rooms on the staff floors, the main atrium and the outdoors spaces.
- Please note that eating is not permitted in classrooms, open spaces and the auditorium.

Off campus

The new campus is located in the heart of the city, so don't forget about all the restaurants and cafés in the surrounding area.

Below is a list of some of the tried-and-true restaurants recommended by the Le Petit Paumé student club and the project team!

TRATTINO

58 rue Clément Marot
 750m away: metro stop
 Jean Jaurès
 Italian restaurant

AU COIN DE TABLE

129 avenue Jean Jaurès
 32m away: across of the
 campus
 Pizzeria

L'ECUME

119 avenue Jean Jaurès
 50m away: metro stop
 Jean Macé
 Traditional fare

LE SEAZEN

175 avenue Jean Jaurès
 450m away: metro stop
 Jean Jaurès
 All-you-can-eat buffet

Surprise menus
 that change
 every week!

ICEO

147 avenue Jean Jaurès
 50m away: across from
 the campus
 Italian restaurant

MSB

186 avenue Jean Jaurès
 550m away: metro stop
 Jean Jaurès
 Salad bar

LA MISE EN BOUCHE

7 rue de Gerland
 700m away: metro stop
 Jean Jaurès
 Bistro




VAS-Y VAS-Y

10 rue des Verriers
 500m away: metro stop
 Jean Macé
 Traditional restaurant






Welcome guide

AU PIMENT POIVRÉ




 Place du Traité de Rome
 900m away: metro stop
Jean Jaurès
 Thai and Vietnamese food

PICAFLORES

 41 rue Prof. Grignard
 900m away: metro stop
Jean Macé
 Cuisine du Pérou

LE PETIT Paumé




BOUKHARA

 20 rue Renan
 800m away: metro stop
Jean-Macé
 Cuisine d'Ouzbékistan

LE PETIT Paumé

A culinary
hotbed that's
full of
mystery!

LA COMMUNE

 3 rue du Pré-Gaudry
 700m away: behind the
campus
 Food court

LE PETIT Paumé



Do you have your own recommendations?
Send them to agora@em-lyon.com



Bring your own food

You can eat in the main atrium (the campus's large central hall), the emlyon staff lounges, and the common areas. Microwaves will be provided in these spaces.

Except for takeout service, only people who have passed through the security gates can access the dining facilities.



Have a coffee in the staff lounges

The campus follows the school's no-cup policy.

Remember to bring your own mug or reusable cup. Coffee service is available at:

- The takeout counter
- Comptoir Jaurès on the garden level
- There are several coffee machines on campus and in the common areas

Payment is accepted by card, cash, Google Pay and Apple Pay.



Get a reusable cup

If you forget your mug, you can purchase a reusable cup for €2 in the takeout area at the campus entrance, and Comptoir Jaurès during business hours.

There are no return deposits: your reusable cup belongs to you.

All proceeds are donated to the emlyon Foundation to fund its community projects.

04

Practical information

• As a participant / student

As a participant / student, you can find all the useful procedures on makersboard. Click on each button to access it.

Using a locker

Access control with my students card

Connect to Wifi

Reserving a space to study

How to share your screen in a meeting room or classroom

Report a technical problem or malfunction

Printing on campus

Borrow and return a book at the library

Request to post a digital message on campus signs

• As an alumni

As an alumni, you'll find all the useful procedures on your emlyon-alumni.com website. Click on each button to access it.

Get my QR code to access the campus

Use a space to work

How to share your screen in a meeting room or work station

05 Sports

Within my initial training program


The sports activities organized as part of the programs are carried out in partnership with various offcampus sports complexes. Find all the practical information on the location of each activity on the dedicated page:

To know more




Exercise


Want to work out on your lunch break or when leaving the campus? There's no shortage of athletic facilities in the neighborhood! Here are a few of them. Don't see your favorite club? Let us know!



L'APPART FITNESS
38 rue Victor Lagrange
7 min walk from the Fontenay entrance
Gym




IMPULSE
99 rue de Gerland
10 min walk from the Jean Jaurès entrance
Gym




BADS
44 rue Victor Lagrange
8 min walk from the Jean Jaurès entrance
Badminton, Baseball, Squash




CENTRE DE YOGA
13 rue Camille Roy
10 min walk from the Jean Jaurès entrance
Yoga



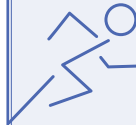
CROSSFIT GERLAND
18 rue Croix-Barret
7 min walk from the Jean Jaurès entrance
CrossFit gym



CLIMB UP
11 rue de Lortet
6 min walk from the Jean Jaurès entrance
Climbing



KICK BOXING GYM
40 rue de Gerland
2 min walk from the Jean Jaurès entrance
Thai boxing



Plutôt adepte du running ?
Quais du Rhône
Parc Sargent Blandan
Gerland park



From January 2025, showers and changing rooms will be available on the ground floor of Building A, on the left as you enter from the main entrance

06 Guidelines and policies for a better community

Safety guidelines for you and people around you

1. When it's rainy and cold, be careful on patios, terraces and walkways that may be slippery
2. Hold the handrail on the stairs
3. Do not sit on or lean over guardrails on walkways and terraces
4. Do not use a step ladder or stool to work at heights; only rolling platform ladders and lightweight rolling platform ladders are permitted
5. Do not enter electrical and technical facilities unless authorized
6. Do not block vents
7. Do not lend anyone your badge or try to enter at the same time
8. Do not leave your personal belongings unattended
9. If you see a suspicious package or bag, quickly inform Security at the two main entrances to the campus

INCENDIE / FIRE	EVACUATION / EVACUATION
GARDEZ VOTRE CALME KEEP CALM	 <p>Dès l'ordre d'évacuation ou à l'audition du signal d'alarme: When the alarm goes off:</p>
 <p>Déclenchez l'alarme Trigger the alarm</p>	 <p>Dirigez-vous vers le point de rassemblement en suivant les blocs de secours à flèches vertes Go straight to the assembly point by following the green-arrowed emergency signs</p>
 <p>Appelez le service de Sécurité Call the Security Department 04. 72. 70. 71. 32</p>	 <p>Pour les PSH, merci de rejoindre les espaces d'attente sécurisés (palliers d'escaliers) et vous signaler avec l'interphone For the people with disabilities, please proceed to the designated safe waiting areas (stair landings) and identify yourself by using the intercom</p>
 <p>Eteignez le feu si vous le pouvez Sans prendre de risque Extinguish the fire if you can without taking any risks</p>	 <p>Ne revenez jamais en arrière. N'utilisez pas les ascenseurs Ne rentrez pas dans l'établissement sans l'autorisation des agents de sécurité Do not use the elevators Do not go back without clear instructions from the security staff</p>
 <p>Dans la chaleur et la fumée, baissez-vous, l'air frais est près du sol In heat and smoke, crouch down, fresh air is near the ground</p>	

ACCIDENT / ACCIDENT	
 <p>Appelez immédiatement le service de Sécurité Call the Security department immediately 04. 72. 70. 71. 32</p>	 <p>Restez auprès de la personne Stay with the person</p>
PREVENTION / PREVENTION	
<p>1) Ne pas fumer dans l'établissement / Do not smoke at the establishment 2) Ne pas encombrer les organes de sécurité (extincteur, désenfumage, issues de secours et portes coupe feu) / Don't obstruct safety equipment (fire extinguisher, smoke extraction system, emergency exits, and fire doors) 3) Tenir la rampe dans les escaliers / Hold on the handrail on the stairs 4) Ne pas s'asseoir sur les gardes-corps des coursives et terrasses / Do not sit on the railings of the walkways and terraces</p>	

Full guidelines are available on Makersboard :

- What to do if a fire alarm goes off
- What to do if a fire breaks out
- What to do if an intruder alert goes off
- What to do when providing help
- What to do if there's theft, vandalism, disrespect
- Useful contacts

Access safety instructions as a participant / student

Access safety instructions as an alumni

Rules for common areas

It is important to implement a code of conduct for common areas to foster a communal atmosphere that is inclusive, respectful, and conducive to learning.

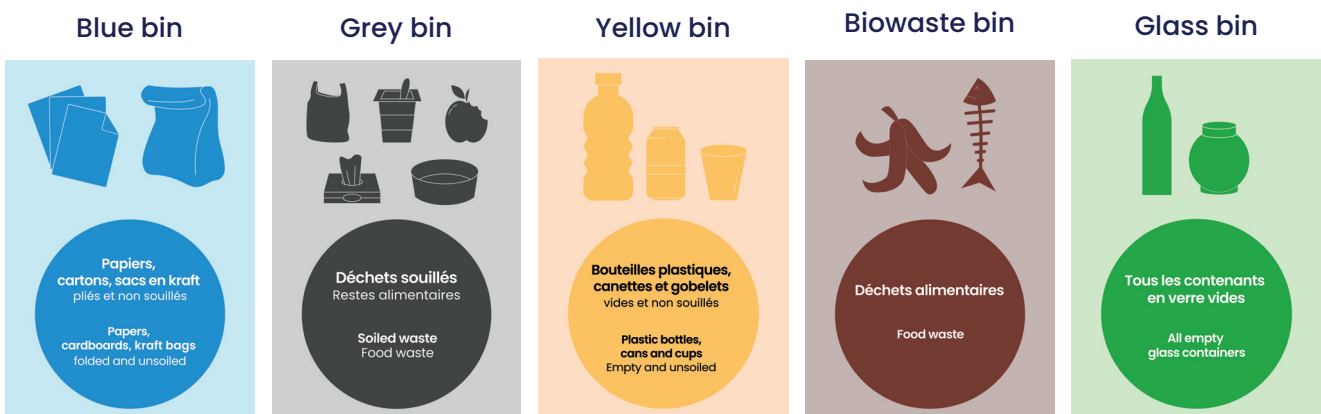
Below are the main established principles, which will be updated as we settle in.

- Do not bring in your personal household appliances (kettle, coffee machine, heater, etc.) or power strips
- Close the windows when you leave your workstation
- Smoke in designated areas
- Do not bring your scooter or bike into the campus
- Do not eat in areas not designed for this purpose (including classrooms and offices)
- Pets are not allowed, except for guide dogs and therapy dogs
- Silence is golden on the upper floors, meeting rooms and workspaces

See the full code of conduct on Makersboard.

Waste sorting rules:

These rules are being established with our new vendor Tribu. Below are the signs explaining how to sort your waste.

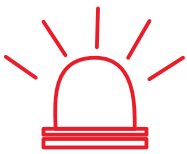


07 My main contacts



Main entrance

Jean Jaurès entrance, garden level Building C.
Monday-Saturday, 7am-8pm



Security

The station is located at the Jean Jaurès entrance on the ground floor of Building A.

Monday-Saturday, 7am-10pm

24/7 surveillance

+33 4 72 70 71 32– security-lyon@em-lyon.com



IT Support

Building B - 3rd floor - Room 120

Monday-Friday 7:30am-8pm and Saturday 8am-4pm



Student Information

Garden level of Building D

Hours will be available on Makersboard after August 24



Meeting Space

Students - emlyon staff

Between August 26 and October 31, 2024, the space will be temporarily located in the library, Room B0 - 114, and accessible by appointment only. Walk-ins will need to be handled online.

After October 31, the meeting space will be at Room C0, open Monday-Saturday, 7:30am-10:00pm.



The Sports Center

For any questions or to make an appointment, please email the team.

Monday-Thursday, 8am-12pm and 1pm-5pm, and Friday 8am-12pm and 1pm-4pm.

sportcenter@em-lyon.com



Suggestion box:

If you have any ideas for improving the campus experience, please put them in the suggestion box!



emlyon Campus - 144 avenue Jean Jaurès 69007 Lyon