



Comprehensive event management is a process that requires detailed planning, execution and evaluation. To ensure the efficiency and effectiveness of an event, it is necessary to take into account many aspects of management, such as setting goals and ways to achieve them, creating a budget and schedule of activities, managing resources, communication, risk management, monitoring progress, participant evaluation, financial analysis, footprint report or final report. Entrust us with your event!

Trust the experts!

We were the first company in Poland to obtain the international 'Green Meetings' certificate. In 2025, we received the Ecovadis Silver Medal.

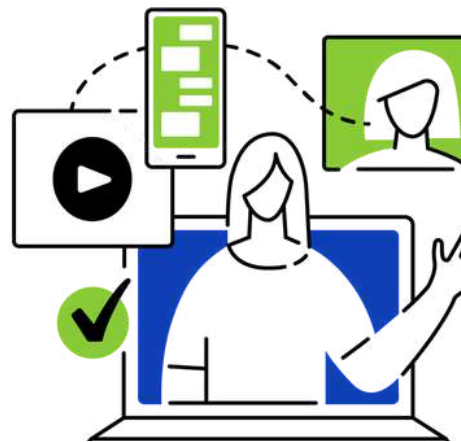
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what we offer organisers

- comprehensive conference planning and organisation
- implementation and coordination of the team and suppliers
- event evaluation and reporting
- new conference technologies, online platforms, streaming, VOD, e-learning.



what we offer participants

- knowledge and networking
- business matching
- online platforms, streaming, VoD, e-learning
- personalisation of experience using instant messaging, quizzes, surveys, contests
- package of materials
- participation in environmental and social projects



what we offer partners

- we apply transparent rules of cooperation
- we follow the rules of fair competition
- we provide high standards of offered services
- we have an anti-corruption policy
- we have a code of conduct for event participants and suppliers
- we prepare a voluntary ESRS report

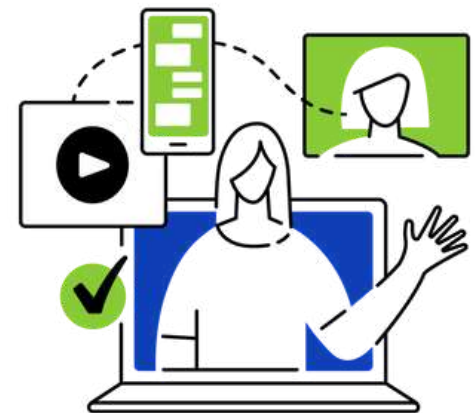


what we offer the community

- we create legacy, CSR projects for the event
- we create a roadmap for a sustainable event
- we create a code of conduct for the event
- we support non-governmental organisations
- we work with local suppliers
- we promote local culture

about us

Symposium Cracoviense began its business activities in 1998, and the company launched its green mission during the Covid-19 pandemic, recognising the urgent need to prioritise well-being, health, and environmental responsibility in event organisation. Inspired by the ICCA Congress 2020 (International Congress and Convention Association) and the "Kaohsiung Protocol," they collaborated with the Krakow Network group to create a roadmap for sustainable development in the local meetings industry. This commitment was first showcased at the ICCA 2022 Congress in Krakow, where the event's carbon footprint was measured, and various environmental and community support projects were implemented.



Core Principles of Sustainable Event Organisation

Symposium Cracoviense adheres to fundamental sustainable development principles, including:

- **Zero Waste:** Eliminating disposable plastics by providing reusable dishes and encouraging attendees to bring their own bottles and cups.
- **Waste Reduction and Recycling:** Minimising waste and diligently sorting and recycling all generated waste.
- **Sustainable Catering:** Prioritising local produce and offering a minimum of 50% vegetarian and vegan options to reduce the carbon footprint associated with meat production.
- **Green Logistics:** Facilitating remote participation and offering free public transportation to on-site attendees to mitigate the impact of travel.
- **Education and Awareness:** Promoting practices that leave a "legacy impact" during events.

This commitment to sustainability is the result of the joint efforts of the entire team and proof that it is possible to organise events with respect for the environment and the local community. Symposium Cracoviense is strengthening its commitment by signing the Net Zero Carbon Events initiative. The company holds a Bronze 'Green Meetings' certificate and was awarded the Ecovadis Silver Medal in 2025.

Mission, Vision, and Values

Mission: To provide exceptional platforms for scientific and business meetings that foster knowledge exchange and goal achievement, integrating ESG strategies to harmonise business objectives with environmental and social well-being. They aim to inspire positive change in the sustainable events sector.

Vision: To be a leading, innovative, and reliable organiser of scientific and business events, making Symposium Cracoviense the first choice for professionals seeking unforgettable events that drive global knowledge and cooperation. They envision a future where events transcend traditional boundaries, becoming catalysts for sustainable development, innovation, and social integration, fostering free-flowing ideas and positive change while promoting environmental awareness and social responsibility.

Values:

- **Excellence:** Ensuring the highest quality in every detail of their services.
- **Innovation:** Constantly seeking new technological and organisational solutions for sustainable, high-standard meetings.
- **Sustainability:** Organising events with minimal environmental impact and maximised societal and economic benefits.
- **Inclusiveness:** Creating accessible events that promote diversity, equality, and engagement with local communities.
- **Responsibility:** Taking full accountability for their impact on society and the environment, continuously improving, and promoting industry best practices.

what we offer

/event management

Goals and how to achieve them, budget, schedule of activities, management of resources

/01

planning
& organization

Team coordination, communication, risk management, progress monitoring

/02

implementation
& coordination

Participant evaluation, financial analysis, carbon footprint report, final report

/03

evaluation
& reporting

/business travel services

Travel policy development, budget optimization, and itinerary creation

/01

consultation
& planning

Flight, accommodation, and ground transportation booking, congress and exhibition registration

/02

booking
& logistics

Expense management, detailed reporting and analytics, carbon footprint tracking

/03

expense
& reporting

goals - solutions - indicators

The aim of organising a conference or other event is to increase the number of participants, including those from under-represented groups, and to promote the exchange of knowledge and ethics in research. It is also important to strengthen partnerships and create networks, build capacity (especially among young professionals), attract sponsors and patrons, and ensure financial stability and the implementation of sustainable development principles. Organisers also want to personalise the experience of participants, including through new technologies.

We help organisers achieve their goals and implement their plans.



To achieve these goals, we plan and implement a variety of activities, including:

- Increasing participation: Marketing campaigns, collaboration with industry organisations, discounts for groups and people from underrepresented regions, and ensuring accessibility for people with disabilities.
- Sharing knowledge: Abstract review, interactive e-learning platform, Q&A sessions and discussion panels.
- Strengthening partnerships: Networking meetings and a partnership programme for companies.
- Building capacity: Development workshops, training sessions and a scholarship programme.
- Attracting sponsors: Attractive sponsorship packages.
- Financial stability: Diversification of income sources (e.g. paid workshops) and cost control.
- Sustainable development: Waste reduction, use of biodegradable materials and promotion of public transport.
- Personalisation of experiences: Mobile applications and gamification elements.

The effectiveness of these activities will be measured by various indicators, including: number and profile of participants, social media statistics, feedback from surveys, number of sponsors acquired and their satisfaction, financial balance, amount of waste recycled and the degree of use of the mobile application.



dedicated team

The scope of the project team coordinator's tasks includes a number of key activities aimed at ensuring the smooth functioning of the team and the effective achievement of the project objectives.

The Project Manager dedicated to the event is responsible for:

- Supervising staff
- Implementing the project and cooperating with the organiser
- Documenting a detailed project plan and quality plan
- Ensuring that all necessary resources are assigned to the project and have clearly defined tasks
- Managing allocated resources within the defined scope of the project
- Implementing project processes, monitoring and reporting project results (regarding schedule, costs, quality and risk)
- Ensuring compliance with the processes and standards defined in the quality plan
- Measuring effectiveness

Logistics Project Manager is responsible for:

- Cooperation with suppliers, making reservations and concluding contracts
- Project implementation and cooperation with the organiser
- Reporting on the progress of tasks
- Keeping records related to the implementation of assigned tasks
- Assessing risks and problems to be solved by the Project Manager

The CRM Manager is responsible for:

- Managing the registration system (structure configuration, content management, platform customisation, functionality testing)
- Technical assistance and user support
- Presenting engaging and user-friendly content
- Developing an interaction plan and implementing engagement techniques
- Generating reports from the system

The ESG Manager is responsible for:

- Defining ESG goals
- Verifying suppliers in terms of their sustainability policies
- Preparing a data collection plan
- Monitoring the set objectives
- Collecting and analysing data
- Preparing reports and formulating recommendations



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PROJECT MANAGER, ESG



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IT & DATA ANALYTICS
MANAGER



Agnieszka Boroń
PROJECT MANAGER



Aneta Liber
ACCOUNTANT



Dante
HAPPINESS MANAGER

esg

our sustainability policy



Trees planted by Symposium Cracoviense

with **posadzimy.pl**



1 500
Planted trees



1 005
Oxygen for people *



87 000 kg
Amount of returned paper *



1 665 m²
Forest area *



9 000 kg
CO₂ absorption/year *

* Estimated data, not supported by scientific research.

Our office: Disclosure B3
(Environment – energy
and greenhouse gas emissions)

2024: 12.04 tCO₂e
2023: 17.15 tCO₂e

our ecovadis score



environment

- We are committed to minimising the negative impact of our activities on the environment through the rational management of resources and the reduction of greenhouse gas emissions. We measure the carbon footprint of the events we organise and strive to reduce it with the goal of “Net Zero Carbon Events” by 2050.
- We will apply sustainable development practices such as reducing energy and water consumption, sorting and recycling waste, and minimising CO₂ emissions related to business trips.
- We work with suppliers and partners who also strive to achieve sustainable development goals.

community

- We attach great importance to the sustainable development of the community in which we operate and will take initiatives that contribute to its development.
- We will promote diversity, including gender equality, cultural diversity and social integration. We have included a code of conduct in our events, which clearly defines the rules of conduct for event participants.
- We will respect human rights and ensure safe and fair working conditions for our employees and associates.
- We will support local social initiatives to engage in our community actively.

governance

- We will manage our company by the highest ethical standards and integrity, using transparent procedures and accounting.
- We will ensure adequate risk management and monitoring of activities by applicable laws and regulations.
- We will maintain good relationships and transparent terms of cooperation with our customers, business partners and suppliers, based on mutual trust and integrity. We have prepared a Supplier Code of Conduct that we will follow when selecting our business partners.
- We will initiate and support industry partnerships for sustainable development.



our portfolio

European Hair Research Society Meeting

Novotel Centrum Warsaw, 29-31.05.2025, 600 delegates

International Congress on Natural Products Research

Congress Centre ICE Kraków, 13-17.07.2024, 1130 delegates

36. Global Conference of Alzheimer's Disease International

Metropolo Kraków by Golden Tulip, 24-26.04.2024. 1000 delegates

41. Annual Meeting of the European Paediatric Orthopaedic Society

Congress Centre ICE Kraków, 2.03.-1.04.2023, 850 delegates

26th European Conference on Artificial Intelligence ECAI 2023

Congress Centre ICE Kraków, 30.09.-4.10.2023. 1050 delegates

41st Annual Meeting of the European Paediatric Orthopaedic Society

Congress Centre ICE Kraków, 29.03.-1.04.2023. 850 delegates

13th Autism Europe International Congress

Congress Centre ICE Kraków, 6-9.10.2022 1350 delegates

XXVII FIG Congress

Double Tree by Hilton Warsaw, 11-15.09.2022 950 delegates

EAACI Hybrid Congress 2021

Congress Centre ICE Kraków, 10-12.07.2021 1000 delegates

22nd European Symposium on Poultry Nutrition

AmberEXPO, Gdańsk 10-13.06.2019. 1800 delegates

42 Congress of the Polish Medical Society of Radiology

AmberEXPO, Gdańsk 6-8.06.2019 2500 delegates

III Congress of International Researchers of Polish History

Auditorium Maximum UJ, Kraków 11-14.10.2017. 1200 delegates

66th Annual Meeting of the European Federation of Animal Science (EAAP)

SGGW Warszawa 31.08.-4.09.2015. 1200 delegates

World Seed Congress

Congress Centre ICE, Kraków 27-29.05.2015. 1600 delegates

41 Congress of the Polish Medical Society of Radiology

Congress Centre ICE Kraków, 2-4.06.2016 1900 delegates

31 Congress of the Polish Dermatological Society

Wrocław Congress Center, Wrocław 11-14.05.2016. 1500 delegates

