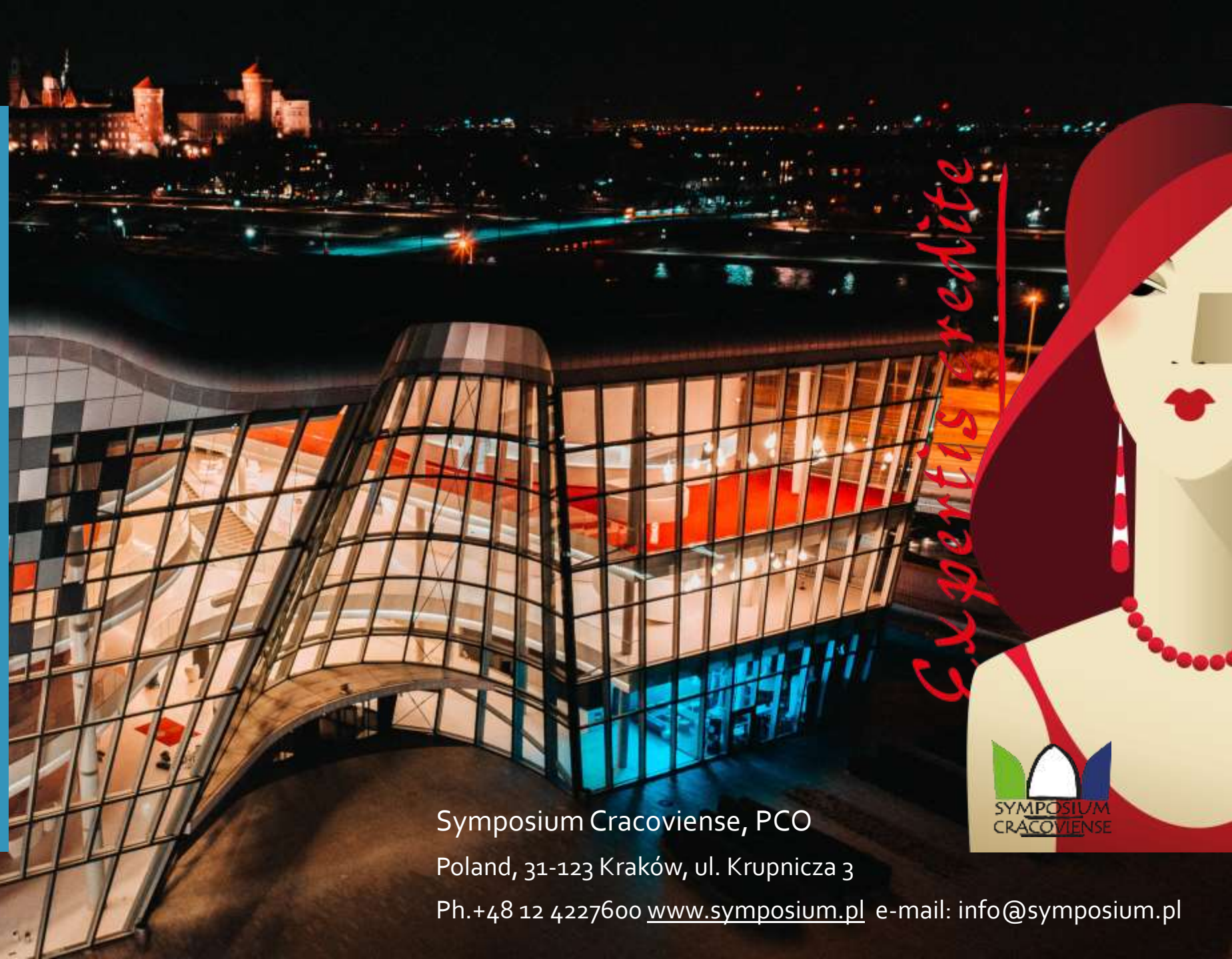


OUR OFFER
FOR
CONGRESS
ORGANISERS
IN KRAKÓW



Expertis credit



Symposium Cracoviense, PCO
Poland, 31-123 Kraków, ul. Krupnicza 3
Ph.+48 12 4227600 www.symposium.pl e-mail: info@symposium.pl

What makes us exceptional ?

Quality in every aspect of our service. This invaluable knowledge is a result of many years of our experience, analysis, control and therefore we are a reliable business partner.

Love to details. In a harmonious way we realize our ideas, and every detail leads to absolute perfection.

Enthusiasm, fast and efficient communication with a customer.

Professionalism and high quality of service appreciated by membership in prestigious national and regional associations as well as recommendations of Poland Convention Bureau and Krakow Convention Bureau.



Why Symposium Cracoviense ?

Individual approach to customer and delegates. Our guests see more and that is why they expect the highest quality, and we know how to make our program not to be a mass entertainment only but interesting attraction.

Personal engagement. Dedicated support at every stage of the operation, from concept creation to final realization.

Modern tools tailored to your project.

CSR - our activities are energy-efficient and environmentally friendly.

Safety & security protocol



Portfolio

Our VIP guests:

Hillary Clinton

Madeleine Albright

Lech Wałęsa (President of Poland)

Tadeusz Mazowiecki (Prime

Minister)

Radosław Sikorski (Minister of

Foreign Affairs)

Krzysztof Penderecki (composer)

Robert Korzeniowski (Olympic

medalist)

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 Center ICE, Kraków 27-29.05.2015. 1600 delegates

41 Congress of the Polish Medical Society of Radiology – Congress Center 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

Forum Acusticum – AGH University of Science and Technology, Kraków 7-12.09.2014. 750 delegates

10th EADV Spring Symposium - Kraków, Poland - Auditorium Maximum Kraków, 23-27.05.2013. 1800 delegates

Congress logistics

General support of local PCO includes the following services

- Congress management
- Development and monitoring of the action plan
- Regular updates of the budget
- Regular conference calls with PSE
- Cooperation with the venue and partners
- Registration and abstracts managements
- Coordination of all areas and suppliers, providing support to PSE when needed
- Logistics of the meeting rooms, posters & exhibition areas
- Catering services
- Providing hostesses & security staff, including supervision and briefing
- Interior decoration, labelling and signposting of the congress venue
- Accommodation, transfers and social programme for congress participants
- Invoicing and VAT reverse chargé



1. Project Manager
General logistics coordinator
Sponsorship management
Staff supervision & briefing .



2. Project Manager
Exhibition & posters
management
Catering coordination



Meeting Organizer
Registration & abstracts
management

Participants registration

Defining and accepting registration online based on:

- Different types of participation (regular participant, association member, student, speaker, etc.)
- Acceptance of payments according to type of participation and registration date (early, regular, late registration)

For every type of participation one can define:

- Availability requirements (unconditional – available for everyone, via common, reusable password, via individual, one-time codes, via company password – reusable, resulting in assignment to given company - payor)
- Payments concealment – payments can be seen or hidden to registering participant
- Mass registration option:
 - group registration – simultaneous registration of two or more persons with identical registration parameters
 - serial registration – simultaneous registration of two or more persons with individual registration parameters.

Invoicing & payment - the system enables:

- Hosting payments evidence
- Accepting payments (via credit cards, quick transfers or mobile payments)
- Generating invoices for participants (VAT invoices, pro forma, adjusting)

Abstract management

Collecting:

- Creating a customized submission form to collect abstracts
- Automated emails with targeted invitations, confirmations, reminders, and alerts.

Review:

- Assigning speaker submissions to the appropriate reviewers based on topic.
- Granting reviewers access to the portal to provide ratings and notes on submissions.
- Easily track scores, votes, and comments in real time.

Decision:

- Accepting or rejecting speaker submissions.
- Sending automated email notifications.

Publishing:

- Publishing final content selections.
- Creating a congress agenda with sessions

Congress materials – design & production

Congress materials:

- Developing a visual identification of the congress
- Individual badges and lanyards for all participants;
- Congress brochures, invitations, certificates;
- Congress program;
- Book of abstract (paper version or pendrive);
- Notebooks, pens, badges with visual identification of the congress;
- Venue branding

Film & photo documentation:

- Preparing a film promoting the congress in Kraków
- Photo & film documentation of the congress & social events

PR activities:

- Preparation of the media kit
- Press releases
- Posts in social media
- Congress mobile application

ICE Kraków Congress Centre

The ICE Kraków Congress Centre is the business and cultural flagship of the city. Located in the very heart of Kraków, it is a convenient place for the organisation of diverse events: from international congresses, conferences through cultural events such as concerts, opera, theatrical and ballet performances.

www.icekrakow.pl/en



ICE Kraków Congress Centre

Total capacity: 3200 persons

Auditorium Hall S1
— up to 1915 persons

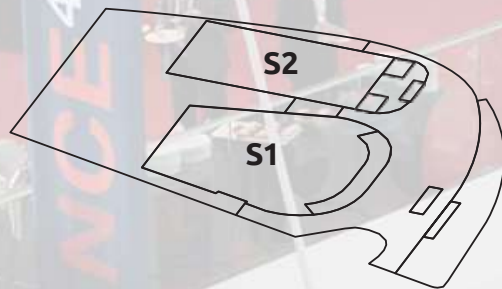
Theatre Hall S2
— 594 persons

Chamber Hall S3
— 400 persons

Conference Hall Complex S4
— 400 persons / 500 m²
(posters hall)

Foyer – 3 levels – 2650 m²

Level 0



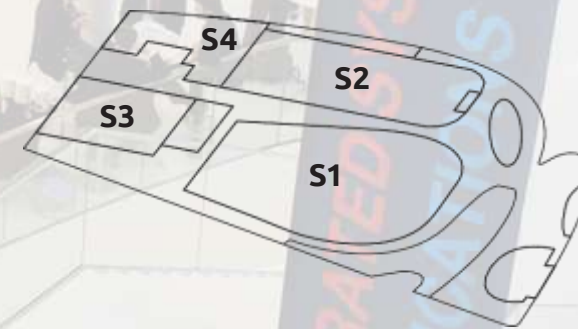
Level 2



Level 1



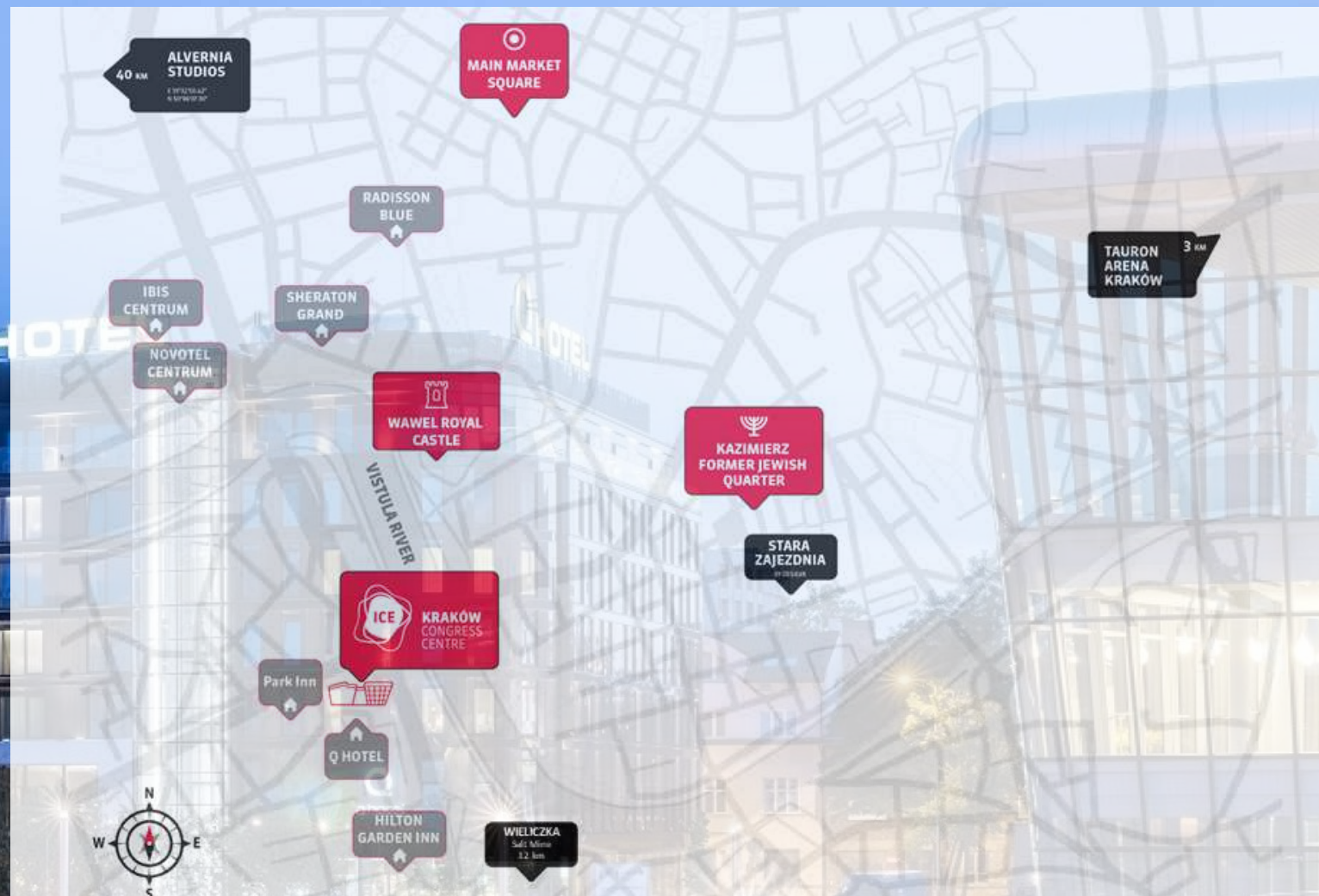
Level 3



Hotels management

No matter your budget, thanks to Kraków's ascent into elite status as a European destination, there is no lack of accommodation options in our fabled city. From fancy 5-star affairs to familiar franchises, boutiques to bed and breakfasts, historic apartments to some hostels - you won't be hard-pressed for a place to stay.

[List of suggested hotels >>](#)



Gala Dinner

Stara Zajezdnia / Old Depot is a place that combines history with modernity. The renovated building of Old Depot is a unique facility. The hall is an example of wooden framework architecture with brick filling, very rare in Kraków, commonly called the "Prussian wall". This event venue is located in the Jewish district Kazimierz, only 1,5 km from ICE Congress Centre
Capacity: cocktail party – 2000 persons.



Stara Zajezdnia



Alvernia Planet

The Alvernia Planet complex consists of buildings with a total area of 17,425 m² including 13 domes connected by glazed passages. The Alvernia Planet project will transform a futuristic complex of 13 domes into a unique theme and education park (opening 2021). It will use the most modern technological and audio-visual solutions, mainly VR/AR technology, holograms, optical art and light illusions. Location:
37 km from ICE Congress Centre
Capacity: cocktail party – 2000 persons



Gala Dinner

Wieliczka Salt Mine is one of the few mines in the world which have been continuously operating since the Middle Ages until the present day – is visited by approx. one million of visitors from all over the world every year. The underground over 2-km long Tourist Route is situated at depths ranging from 64 to 135 meters and leads through over 20 of the most beautiful chambers where excavations and rock formations.

Warszawa Chamber – 680 sq m
Drozdowice Chamber – 312 sq m
Haluszka Chamber – 240 sq m

TAURON Arena Kraków is the biggest in Poland and one of the most modern in the world hall entertainment and sports venue. Consists of two halls – a large one and a small one. The main hall is primarily a huge arena

Main Hall Max. area of the arena court – 4 500 sq.m

Small Hall Court area – 1 750 sq.m

Wieliczka – Kopalnia Soli



Tauron Arena



Gala Dinner

Folwark Zalesie – a beautiful manor located 23 km from ICE Congress Centre. It offers 2000 m² of banquet space and 30 ha of green area. Capacity: cocktail party – 2000 persons

Garden of the Archeological Museum
In the beautiful scenery of one of the most renowned gardens in Kraków, at the foot of the Royal Wawel Castle, lavish foliage and multicoloured flowers will provide the background for a pleasurable evening
Location: Old Town, only 1,8 km from ICE Congress Centre.
Capacity: cocktail party – 2000 persons



Folwark Zalesie



Garden of the Archeological Museum



VIP's Dinner

Collegium Maius, is the oldest university building in Poland, now the Jagiellonian University Museum. The library (Libraria), professors' common room (Stuba Communis), the vault and theological lecture hall (today's Auditorium) are located on the first floor and can be rented for representation purposes.

Szara Gęś Restaurant which translates to Grey Goose, is situated in an iconic 14th century building in the Main Square. Beneath Gothic cross vaults the restaurant emanates a type of splendor which sets it apart. Interiors of Szara Gęś are in a unique way combined with historic character of the building. The chef's aim is to create exceptional place, which ravishing interior combines with Polish cuisine in sophisticated but subtle way. He uses seasonal products only from regional suppliers.

Collegium Maius



Szara Gęś Restaurant



Local tours

Discover Kraków and its environs!
Our special programmes are aimed at people who are both interested in the history and culture of Poland and at the same time would like to have a truly enjoyable stay. We want to show you the most beautiful and important places in Kraków and its environs in such a way that you not only visit those splendid sites, but also savour their unforgettable ambience.

[List of suggested tours >>](#)



Useful information

Language: Polish

Time

Central European Time (CET), used in most parts of Europe and a few North African countries, is a standard time which is 1 hour ahead (UTC+01:00) of Coordinated Universal Time (UTC).

Credit Cards

Visa, Maestro, MasterCard and American Express are accepted in most shops, hotels and restaurants. You will find a cash dispenser on nearly every corner.

Safety

The region is seen as a safe area with no imminent threat of terrorism or violence.

Electrical Appliances

The voltage in Poland is 220 volts. Plugs are European standard with two round pins.

The Climate

Typical of Krakow and the surrounding area, the temperate transitional climate is characterised by frequent changes in weather, because over Poland the dry air masses from the Eurasian continent and the moist from the Atlantic clash. The average annual temperature in Krakow is 8–9°C. The lowest temperatures on thermometers usually appear from mid-January to mid-February (average January temperature is -3°C). The warmest and most sunlit months of the year are July and August (average temperature in July is 18°C).

Currency

Polish zloty PLN (1€ approx. 4,4 PLN)

Local price level

Cost of a cab to/from the airport — 22 €
Bus and tram fares — 1 €
Meal for 2, mid-range restaurant, three courses — 50 €
Coffee and refreshments — 3 €
Museum entrance — 6 €
Theatre ticket — 35 €

Transportation

By Air

There are two airports near Kraków: in Balice Kraków Airport and in Pyrzowice Katowice Airport.



Kraków Airport

The international Kraków Airport is the country's second in terms of both size and number of passengers (8,5 million passengers in 2019).

Kraków Airport offers many convenient, direct airline connections with major destinations, such as: Berlin, Brussels, Copenhagen, Frankfurt, London, Madrid, Milan, Moscow, Munich, Oslo, Paris, Rome, Stockholm, Vienna, Zurich, Warsaw, Chicago or Dubai. Many destinations are offered by low-cost airlines: Ryanair, and EasyJet.

It's in total over 110 flights to 28 countries. What's more, the airport is well connected to the city centre, which is only 12 km (20 min.) away. There is a fast train service from the airport to the city centre.

Katowice Airport

In 2019, 4,8 million passengers used the airport in Katowice. Katowice Airport belongs to the group of the largest regional airports in Poland. The airport is the national leader in the charter and regional transport segment in cargo. The network of regular, charter and cargo connections Katowice Airport will cover over 130 routes in the peak season, to 39 countries.

The airport is located approx. 110 km west of Krakow.



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Membership
& recommendations



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KONFERENCJE I KONGRESY
W POLSCE

 | Warszawska
Organizacja
Turystyczna

 **Kraków**
Convention Bureau

 POLSKA
ORGANIZACJA
TURYSTYCZNA