EVENCIA

Travel & Event Management



PRESENTED BY MRS.

HAYFA SEBRI

Since 2016

https://evencia.tn/



Presentation of
OUR COMPANY

EVENCIA Founded in 2016, our event company stands as a premier orchestrator of extraordinary experiences. While our expertise spans a wide range of event types, we proudly specialize in collaborating with international organizations to create seamless, cross-cultural exchanges.



From corporate seminars to captivating product launches, our portfolio showcases our dedication to innovation and precision.

At EVENCIA, we dive in, think big, and work together to bring brands to life through immersive events and experiences that drive brand affinity, shift perceptions, and establish deeper relationships between our clients and their Beneficiaries .

Our creative prowess and meticulous attention to detail have earned us the trust of prestigious clients, solidifying our reputation as a sought-after partner in the world of events.

With each occasion we curate, we reaffirm our commitment to redefining possibilities and crafting moments that linger in the hearts and minds of attendees.

OUR VISION

is to revolutionize events, crafting transformative experiences that inspire, connect, and drive positive change.
Through innovation and a global perspective, we aim to set new industry standards, creating unforgettable moments that resonate deeply and spark meaningful connections.



Who We ARE

Our activity

As individuals, we are inventive, passionate, and committed and as a team,
we're unstoppable. Our client's network is becoming wider and stronger
because we are keen on their success .
We have the right blend of creative courage, strategic thinking, and a relentless commitment to tangibly strengthening our clients' events at every interaction.
We design memorable experiences that meet our client's expectations.

Encouraging us

Every event we craft is a testament to our commitment to quality, creativity, teamwork, and integrity.
Excellence is our cornerstone – we strive for nothing short of perfection in every detail, from planning to execution. Creativity fuels our innovation, pushing us to explore new horizons and deliver unique experiences. Collaboration is in our DNA, as we partner closely with clients and suppliers to achieve shared success. Integrity is paramount; we operate with transparency, honesty, and unwavering ethics.

Our goals

Our goal is to redefine the essence of events, making each one an opportunity to create something truly extraordinary.

Our values

We work hand to hand with our clients and contribute our staff expertise.

We offer creative, technological solutions with a sustainable focus that transform the way we do business and how we meet our client's needs while caring for the planet

At EVENCIA we believe that culture is the cornerstone of progress. In our day-to-day, we work as a multidisciplinary team to offer creative, technological and sustainable responses that serve to bring us closer to exhibition spaces with a renewed perspective, in order to make the contents accessible to people and to generate new methods and spaces for knowledge.

We Are Multi-Faceted, But Exceptionally Focused.

EVENCIA offers creative ideas through physical experiences and online, not just one-off event executions. We're strategists, experience designers, creative thinkers, production experts, and logistics specialists – all in one agency dedicated to our clients' success.

It's why we keep our client relationship our main foucs

Strategy And Planning — Putting Insights To Work For You.

Our exclusive process for gaining deeper insights into our client's audience's need and requirements – along with ideas for better meeting those requirements is the key to our success.
This experience evolved over time to incorporate learning and best practices from the hundreds of events we've produced, and the wide variety of industries we serve.
Strategy provides the right ingredients, in the right amounts, to ensure we meet or exceed your project's objectives. Our creative account managers then cook up the best ideas to bring it to the table.

Our Market Focus

The events business market is very diverse with different needs and focus, since 2016 we started working in the Events field in the different segments (Corporate, Business, pharmaceutical, International organizations, Education and others giving us a wide spectrum of approaches and experience.
Every day, our attention is directed towards on the international development segment and building a long-standing experience with the NGOs and programs as well as other international development entities in TUNISIA.
We support our clients delivering their mandates through the provision of a wide range of services starting from simple products and printings, through to managing International mega events giving us an edge in the designing and delivery of the events by deep understanding of the requirements and taking care of the details.
With our focus on this market segment, we are opening the opportunity to excel and innovate to meet and exceed the needs and requirements of our clients giving us a unique advantage in the market.

OUR REFERENCES



OUR COMPANY ORGANIZATION CHART



Hayfa Sebri

CEO & Manager



Mayssa Zaouali

Senior Event Manager



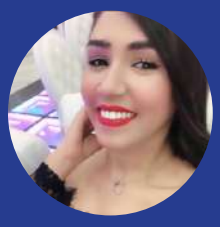
Mejda Ben Addi

Event Project Manager



Sinda Hambli

Operation Project Manager



Ibtihel Saraj

EVENT ASSISTANT & ADMINISTRATOR



Chaima Bejaoui

Event Coordinator



Nizar Betaib

Graphic Designer

OUR SERVICES

01

TRANSPORTATION & Travel

- Cars / VIP Cars
- 4WD
- Buses / Mini Buses
- Logistics Support
- Airpot Meet & Greet Services

02

Catering

- Passing Around / Finger Food
- Light Lunch
- Lunch Boxes
- Gala Dinner
- Open Buffet
- Variety Of Set Menus
- Coffee Breaks
- Kids healthy meals

03

Audio & Visual

- LED Screens
- Laser
- Holograms
- Lighting System
- Sound System
- Stage Setup
- Dj
- Musical Instruments
- Live Streaming
- It Solutions

04

Printing Services

- Backdrops
- Flyers
- Brochures
- Banners
- Business Cards
- T-ShirtsD
- Name Tags
- Invitations

05

Cash disbursement

- Cash disbursement in TND and USD in TUNIS and other governorates (per diem)
- Proper clear and accurate documentation and payment evidence
- Providing cash insurance and security if needed



OUR SERVICES

06

Accommodation & Venue management

- Venue selection
- Meeting room set-up
- Hotels & resort booking

07

Gifts & Giveaways

- Medals
- Mugs
- Pens
- Trophies
- Usb Flash
- Wrist bands
- Calendars
- Pencils
- Caps
- Pins
- Block Notes
- Fabricated Bags & Others

08

Event Image

- Ushers
- Public Relations
- Event Organizers
- Vip Management



OUR SERVICES

09

Event Professional Services

- Professional Photographer
- Interpretation Services
- Translation Services
- Creative Designs Services

10

Event Management

- Location &Venue Scouting
- Location Setup & Planning
- Registration Services (design badges & name tents)
- General Session Design
- General Session Production
- Event Timeline Planning: Who, What, Where and When
- Virtual Participation Planning
- People Traffic Flow management
- Speaker/Artist Booking and Management
- Post-Event Attendee Follow Up
- Mobile Tours / Roadshows
- Providing reports
- Safety and Security Planning





OUR MISSIONS

BEFORE THE EVENT

Our mission begins long before the event's curtains rise. We dedicate ourselves to understanding our clients' visions and objectives, striving to turn their aspirations into realities. We meticulously plan, leveraging our expertise to design concepts that resonate and excite. Our mission is to be a supportive partner, guiding clients through the pre-event process with clear communication, thorough planning, and an unwavering commitment to excellence.

DURING THE EVENT

As the event unfolds, our mission shifts to orchestrating seamless experiences. Every detail, every moment, is executed with precision. Our team's mission is to ensure flawless execution, managing logistics, technical aspects, and participant engagement. We strive to create an immersive environment where attendees feel the event's energy and purpose. Our mission is to deliver a dynamic, memorable event that exceeds expectations and leaves a lasting impact.

AFTER THE EVENT

Our mission doesn't end when the applause fades. We believe in the power of reflection and growth. We gather feedback, analyzing successes and opportunities for improvement. Our mission is to learn from each event, refining our processes and approaches. We aim to leave a legacy of positivity by supporting post-event activities, follow-ups, and further engagements. Our ultimate mission is to foster enduring relationships, ensuring that the event's impact extends far beyond its conclusion.

Environmental Action Plan

GLOBAL OBJECTIVE: REDUCE THE ENVIRONMENTAL FOOTPRINT OF OUR AGENCY BY IMPLEMENTING SUSTAINABLE AND ENVIRONMENTALLY-FRIENDLY PRACTICES IN ALL OUR OPERATIONS.

1 REDUCTION OF ENVIRONMENTAL IMPACT OF EVENTS

- **Objective**: Reduce the carbon footprint of all organized events by 20% by the end of the year 2024.
- **Actions:**
  - Identify and prioritize aspects of events with the greatest environmental impact.
  - Integrate sustainability criteria into the supplier and material selection process. Promote the use of recyclable materials and local, sustainable products.
  - Implement a tracking system to assess and reduce energy and water consumption during events..

2 RESPONSIBLE WASTE MANAGEMENT

- **Objective:** Achieve a 50% recycling rate for all waste generated during events by the end of the year.
- **Actions:**
  - Implement selective sorting stations at events to encourage recycling.
  - Collaborate with local recycling companies to ensure proper collection and processing of waste.
  - Reduce the use of disposable materials by favoring reusable solutions and promoting composting.

3 UTILIZATION OF RENEWABLE ENERGIES

- **Objective:** Cover 50% of the energy needs of events through renewable energy sources by the end of the year.
- **Actions:**
  - Collaborate with green energy suppliers to purchase renewable electricity for events.
  - Raise awareness among clients and partners about the importance of using renewable energies during events.

4 AWARENESS AND TRAINING

- **Objective:** Raise awareness and provide training to all employees on sustainable practices and the importance of environmental protection by the second quarter.
- **Actions:**
  - Organize regular awareness sessions on environmental issues and best practices.
  - Integrate sustainability training modules into the ongoing employee training program.

RESPONSIBILITIES :

- THE EXECUTIVE MANAGEMENT OF OUR AGENCY, EVENCIA, WILL BE RESPONSIBLE FOR OVERSEEING THE OVERALL IMPLEMENTATION OF THE ENVIRONMENTAL ACTION PLAN AND PROVIDING THE NECESSARY RESOURCES FOR ITS EXECUTION.
- EACH DEPARTMENT WILL BE TASKED WITH IMPLEMENTING SPECIFIC ACTIONS WITHIN ITS AREA OF EXPERTISE.
- AN ENVIRONMENTAL COMMITTEE WILL BE ESTABLISHED TO MONITOR PROGRESS, EVALUATE PERFORMANCE, AND PROPOSE ADJUSTMENTS TO THE ACTION PLAN BASED ON THE RESULTS ACHIEVED.

TIMELINES :

PRIORITY ACTIONS WILL BE IMPLEMENTED STARTING FROM THE FIRST QUARTER OF THE YEAR 2023.
PROGRESS WILL BE ASSESSED QUARTERLY, WITH REPORTS PRESENTED TO THE EXECUTIVE MANAGEMENT.
ANNUAL REVISIONS OF THE ACTION PLAN WILL BE CONDUCTED TO REFLECT NEW OBJECTIVES AND IMPROVEMENT OPPORTUNITIES.
THIS ENVIRONMENTAL ACTION PLAN WILL GUIDE OUR AGENCY IN THE EFFECTIVE IMPLEMENTATION OF OUR SUSTAINABLE DEVELOPMENT POLICY, ENSURING THAT WE ACHIEVE OUR GOALS WHILE POSITIVELY CONTRIBUTING TO ENVIRONMENTAL PROTECTION.

Hayfa Sebri
CEO & Manager
Evencia Agency



Politique de Développement Durable

At Evencia Agency, we are deeply committed to environmental protection and sustainable development. We firmly believe that our actions have a significant impact on our planet, and it is our responsibility to adopt environmentally friendly practices in all our activities. As a company, we are committed to integrating the principles of sustainable development into all our operations and inspiring our clients, partners, and employees to act responsibly.

Our Core Values Environmental

Respect: We recognize the intrinsic value of the environment and are committed to protecting and preserving it for future generations.

Social Responsibility: We are aware of our impact on society and strive to positively contribute to the well-being of the communities in which we operate.

Integrity and Transparency: We are determined to act with integrity and transparency in all our interactions, ensuring that our practices and decisions are aligned with our values.

Our Objectives

Reducing Environmental Impact: We are committed to reducing our environmental footprint by minimizing the consumption of natural resources, waste production, and greenhouse gas emissions in all our activities.

Promoting Sustainable Practices: We actively seek to promote sustainable practices among our clients, partners, and suppliers, encouraging them to adopt environmentally friendly approaches ir event planning and execution.

Innovation and Awareness: We are committed to fostering innovation in sustainability and raising awareness among our employees about current environmental challenges, encouraging them to propose creative and sustainable solutions.

Our Commitments

Use of Sustainable Materials: We prioritize the use of sustainable, recyclable, and low-impact materials in the design and implementation of our events.

Responsible Waste Management: We implement responsible waste management practices, promoting recycling, reuse, and waste reduction at the source during our events.

Use of Renewable Energy: We are committed to using renewable energy sources wherever possible to power our events, investing in solutions such as solar panels and wind energy.

Training and Awareness: We provide our employees with regular training on sustainable practices and encourage them to integrate these principles into their daily work.

This sustainable development policy will be regularly reassessed and updated to reflect our progress and ongoing commitments to environmental sustainability. We are committed to being leaders in our industry in environmental responsibility and inspiring positive change through our actions.

Hayfa Sebri
CEO & Manager
Evencia Agency



Quality Policy of EVENCIA AGENCY

At EVENCIA, our utmost priority is to deliver top-quality event services to our clients. We are committed to achieving and maintaining excellence in every aspect of our work. Our quality policy is based on the following principles:

1. **Customer Satisfaction:** We strive to understand the unique needs of each client and provide tailor-made event solutions that exceed their expectations. We place particular emphasis on transparent communication and close collaboration with our clients at every stage of their project.
2. **Professionalism and Expertise:** Our team comprises experienced and skilled professionals in the field of events. We are dedicated to upholding the highest standards of professionalism, ethics, and quality in all our interactions with clients, suppliers, and partners.
3. **Creativity and Innovation:** We value creativity and innovation in the design and execution of events. We continuously seek new ideas and trends to offer unique and memorable experiences to our clients and their guests.
4. **Quality Management:** We implement an effective quality management system to ensure compliance with industry standards and requirements. We regularly monitor and evaluate our processes and performance to identify opportunities for continuous improvement.
5. **Quality Partnerships:** We maintain strong and trustworthy relationships with our suppliers and partners to ensure the quality and reliability of products and services used in our events. We carefully select our partners based on their reputation, expertise, and ability to meet our needs and those of our clients.
6. **Environmental Responsibility:** We are committed to reducing our environmental impact by adopting sustainable and environmentally friendly practices in the planning and execution of our events. We also encourage our clients and partners to embrace similar initiatives to promote sustainability in the events industry.

This quality policy is communicated to all members of our team and is integrated into our corporate culture. We are committed to upholding and embodying these principles in all our activities to ensure the satisfaction of our clients and the continued success of our event agency.

Hayfa Sebri

CEO & Manager



EVENCIA AGENCY's Anti-Corruption Policy

1. **Organization's Commitment** Our organization is firmly committed to preventing and combating all forms of corruption, whether direct or indirect. We recognize that corruption threatens the integrity of our operations and undermines the trust of our stakeholders.
2. **Compliance with Laws and Ethical Standards** We are committed to complying with all anti-corruption laws and regulations applicable in the jurisdictions where we operate. Additionally, we adhere to the highest ethical standards in all our business activities.
3. **Zero Tolerance** Our organization adopts a zero-tolerance policy towards corruption. No employee, agent, supplier, or business partner will be permitted to engage in acts of corruption on behalf of the organization.
4. **Training and Awareness** We provide regular training to our employees to raise awareness of the risks of corruption and equip them with the necessary tools to identify, report, and prevent corrupt behavior.
5. **Reporting Mechanisms** We actively encourage our employees, as well as our business partners and other stakeholders, to report any suspicious activity or alleged violations of our anti-corruption policy. Confidential reporting mechanisms are in place to ensure the confidentiality and protection of whistleblowers.
6. **Partner Due Diligence** Before engaging with third parties such as suppliers, business partners, or agents, our organization conducts due diligence to ensure that they also adhere to anti-corruption and ethical standards.
7. **Enforcement of Sanctions** Any proven violation of our anti-corruption policy will result in appropriate disciplinary measures, including possible dismissal of involved employees. Additionally, we will terminate business relationships with suppliers or partners engaged in acts of corruption.
8. **Monitoring and Evaluation** We regularly monitor the effectiveness of our anti-corruption policy and commit to making necessary adjustments to strengthen our efforts in corruption prevention and combat.
9. **Communication and Transparency** We will communicate openly and transparently about our efforts to prevent and combat corruption, both internally and externally, to enhance the trust of our stakeholders in our commitment to integrity and ethics.
10. **Leadership Accountability** The leadership of our organization is fully committed to promoting a culture of integrity and ethics by serving as role models for all employees and actively supporting the implementation and compliance with our anti-corruption policy.

Hayfa Sebri

CEO & Manag





ASSISTANCE EVENTS

Our well-trained hostesses will provide your guests with exceptional services; Then, hospitality, communication and logistics skills will improve the attendee experience and allow you to work efficiently.
The hostess team will be there to answer any questions and provide all the necessary information.

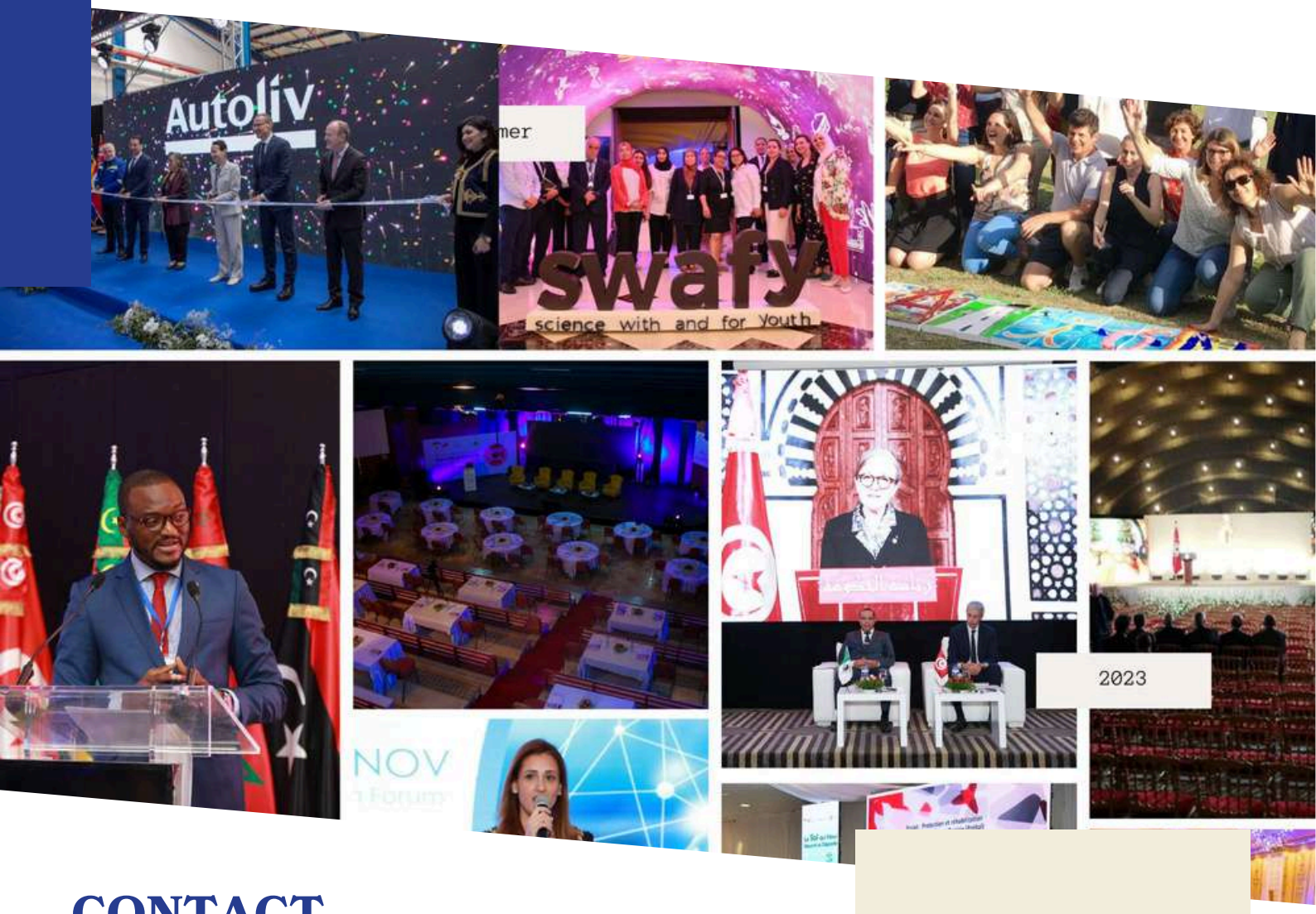








THANK YOU



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