

# Manual for Co-organizers at OffDig

March 5 – 6, 2024

## Important dates:

Logo, profile text, billing information	December 1, 2023
Opening for ordering booth materials, catering, etc. at Scanex	December 1, 2023
Program text, speaker names, and photos (applies only to Platinum/Gold with presentations in the co-organizer track) <i>The program is expected to be published in mid-December</i>	January 10, 2024
Deadline for registration of co-organizer tickets according to the package	February 1, 2024
Deadline for ordering booth materials, catering, etc. at Scanex <i>Thereafter prices increase by up to 50%</i>	February 9, 2024

## 1. Booth

Booth spaces are distributed in the foyer and corridors of Musikhuset. They will be set up according to applicable fire regulations at a specific, measured location. There are 4 booth sizes set up as follows:

- 12 m<sup>2</sup>:** Floor area: 4x3 m (inner dimensions: 400x300 cm) or 6x2 m (inner dimensions: 590x194cm)
- 8 m<sup>2</sup>:** Floor area: 4x2 m (inner dimensions: 392 x 194 cm)
- 4 m<sup>2</sup>:** Floor area: 2x2 m (inner dimensions: 194 x 194 cm)
- 2m<sup>2</sup>:** Café table (with space for a single roll-up - 1 m wide)

Scanex sets up the booth area with white walls and spotlights (height 2.5 m) for large booths and café tables for bronze booths. The maximum height allowed is 2.5 m. You must arrange the rest of the booth setup. Nothing can hang from the ceiling above the booth, and you must stay within your area.

### Setup/Takedown

Booths must be ready for the conference start on Tuesday, March 5, at 08:00. Booth teardown can start at the earliest on Wednesday, March 6, at 15:00, when guests have left the venue, and must be completed by 18:00.

**Note: A fine of DKK 10,000 is imposed if teardown begins before 15:00, as it diminishes the exhibitor area for surrounding booths.**

All booth materials must be picked up from Musikhuset Aarhus by March 6, at 18:00. Unfortunately, there is no capacity in the venue for later pickups.

### **Exhibitor Setup:**

March 4, 18:00 – 21:00

March 5, 06:00 – 08:00

### **Exhibition Hours:**

March 5, 08:00 – 18:00

March 6, 08:30 – 15:00

### **Takedown:**

March 6, 15:00 – 18:00

### **Power**

There is power (220V) and a socket with space for three plugs at all booths. If power is needed for anything other than lights, PC, phone, etc., it can be ordered through Scanex.

### **Ordering Furniture, AV, Tech, Extra Power, etc.**

If equipment is needed for the booths (tables, chairs, lights, AV equipment, power, etc.), it can be ordered by filling out online order forms from Scanex via this link: <https://shop.scanexweb.dk>

*Please note that orders open on December 1, 2023.*

### **Catering, Flowers, etc.**

All coffee, barista machines, fruit, candy, popcorn, spring water, soft drinks, juice, flowers, etc. can be brought to the conference by arrangement.

If food delivery at the booth is desired (ice cream, juice, coffee, spirits, champagne, etc.), it can also be ordered through Scanex.

Note: Alcohol cannot be brought into Musikhuset without an agreement or payment of corkage to the restaurant. If you cannot find a package at Scanex that you want, feel free to contact catering coordinator Simone at [sk@turbinehallen.dk](mailto:sk@turbinehallen.dk). Everything will be delivered to your booth at 16:00 and invoiced with the rest of your order. No goods will be returned. Glassware and other service items are for loan and should be returned to the café unwashed.

Lunch will be served at food stalls in various locations in Musikhuset. For more information, see [offdig.dk](http://offdig.dk).

## **2. Networking Festival**

On the first day of the conference, starting at 17:00, the Networking Festival begins. Participants will be treated to good food, entertainment, and fun experiences at various locations until 24:00. Food stalls and restaurants open at 19:00.

So, from **17:00 – 19:00** is the time for co-organizers to shine. Here, you have the opportunity to get close to participants in a more relaxed atmosphere, an atmosphere that you create at your booth. You are free to organize any social activity; music, drinks, entertainment, or any other fun activities.

If you wish to serve wine, beer, cocktails, champagne, or anything else from your booth, this can be ordered directly from Scanex.

## **3. Rules for Prizes in Competitions, etc.**

You are welcome to distribute various promotional items, organize competitions, distribute prizes, hold events, and similar activities. Dansk IT does not interfere with the prizes awarded by individual exhibitors at the conference but encourages keeping the level reasonable.

## **4. Presentations (*only for Platinum and Gold booths*)**

### **Co-organizer track**

Dansk IT does not quality-check the content of these tracks but recommends bringing concrete cases into play and avoiding sales pitches on stage.

**Platinum and Gold co-organizers:** There are three co-organizer tracks, taking place in the Kammermusiksalen, with space for about 120 people, or at Radisson BLU in the Norvegia and Suecia rooms, with space for 240 people in each room. A co-organizer presentation lasts 30 minutes, including questions from the audience. There will be a PC available in the room, and the presentation must be submitted to the slide center well before the presentation so that it will automatically be ready on the PC in the room.

All sessions will be audio-recorded and placed in our video library afterwards.

Program text, heading, speaker names, and photos should be sent to Carol Azubal at [ca@dit.dk](mailto:ca@dit.dk) by January 10, 2024.

## 5. Meeting Rooms

During the conference, co-organizers have the opportunity to book a smaller meeting room in Musikhuset for free. There is a meeting room for about 10 people and one for 4 people. You can book the rooms both before and during the conference during registration. The room can be booked for 30 minutes at a time. It will be on a first-come, first-served basis. It is not allowed to invite guests who are not conference participants in advance. Contact Carol Azubal Mikkelsen at [ca@dit.dk](mailto:ca@dit.dk) if you want to book the room before the conference.

## 6. Registration of Co-organizer Tickets

In your package, there are a certain number of free tickets for the conference:

<b>Platinum:</b>	<b>4 tickets</b>
<b>Gold:</b>	<b>4 tickets</b>
<b>Silver:</b>	<b>3 tickets</b>
<b>Bronze:</b>	<b>2 tickets</b>
<b>Logo:</b>	<b>2 tickets</b>

For registration of co-organizer tickets, use [this link](#)

The deadline for registration with free tickets is February 1, 2024. Remember also to register the speakers who will be giving presentations at the co-organizer tracks (*only for Platinum and Gold booths*).

It is not possible to split a co-organizer ticket in two. Neither the link nor the ticket may be given to others unless agreed upon with Dansk IT.

Access to Musikhuset is only allowed on March 5-6 if you have a conference ticket, and a visible name tag must be worn during the conference.

## 7. Practical Information

### Reception of booth material at Musikhuset:

If booth material needs to be sent in advance to the venue, it should be sent to the following address:

Musikhuset Aarhus  
Skovgaardsgade 2C, 8000 Aarhus C  
Attn: OffDig, Company Name/Booth No.  
Optional: Attn: OffDig/Rikke Myrwick

Freight is accepted no earlier than Monday, March 4, at 9:00. The company name and booth number must be on the shipping documents, and the goods must be delivered to your booth. Additionally, it is necessary for the goods to be prepaid upon delivery. Musikhuset acknowledges receipt but is not responsible for the delivery.

## 8. Branding

### Presence on the OffDig website and conference app:

On the platform, there will be an overview of all co-organizers, displayed with logos. You have the option to click on each logo, which opens a separate page with a company text and a link to your own website. On this page, you can choose the content. In addition to a profile text and a link to your website, you can, for example, include a video, links to various documents, and contact information if desired. You determine the length of the content but be aware that many view it on a phone.

### Podcast

Dansk IT hosts the podcast 'Tech & Strategy at Eye Level,' which averages 1,200 downloads per episode. Co-organizers who have purchased a podcast will be invited to Dansk IT's podcast studio, where, together with journalist Kim Stensdal, they will have a professional conversation about a relevant topic. We will work together to find the date and the right topic. Contact Camilla at [cd@dit.dk](mailto:cd@dit.dk) for further information. You are also welcome to create your own podcast, and we will link to your platform.

### X (formerly Twitter):

The conference's general hashtag is #offdig. As exhibitors, you have the opportunity to contribute to the debate and brand your products, company, booth, etc. via X.

### OffDig logo

If you wish to indicate that you are a co-organizer at OffDig, you will find various images that can be used here: <https://offdig.dit.dk/Praktisk-information/Billedbank> >> and please link to the OffDig platform: [offdig.dk](https://offdig.dk)

## 9. Contact Persons

### **Dansk IT**

Carol Azubal Mikkelsen, [ca@dit.dk](mailto:ca@dit.dk), tlf.: 3317 9779  
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### **Musikhuset Aarhus**

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