

# Manual for Co-organizers of OffDig

March 18 – 19, 2026

## Important dates and deadlines

<b>Applies to everyone:</b>	
<b>Registration of co-organizer tickets</b> Register the number of tickets you have according to your co-organizer packages. <a href="#">Read more here #5</a>	<b>February 1, 2026</b>
<b>Early bird on ordering stand equipment and catering;</b> After that, the prices will increase by 50%.	<b>February 18, 2026</b>
<b>What will you bring to your stand?</b> Describe in the co-organiser portal what you will bring to your stand. <a href="#">Read more here #1</a>	<b>February 22, 2026</b>
<b>Text: What will happen at your stand during Pre-Dinner Networking?</b> If you would like text to appear in the OffDig app describing any happenings, activities, or similar at your stand during Pre-Dinner Networking, please submit your text. <a href="#">Read more here #2</a>	<b>March 2, 2026</b>
<b>Applies only for Platinum and Gold booth, with included presentations:</b>	
<b>Submit presentation title, description, speaker name(s), bio(s), and photo(s)</b> <a href="#">Read more here #4</a>	<b>January 16, 2026</b>
<b>Register the speakers who will be presenting as part of the Co-organizer track.</b> <a href="#">Read more here #4</a>	<b>January 16, 2026</b> preferably before the deadline and sold out for tickets
<b>Upload presentation</b> <a href="#">Read more here #4</a>	<b>March 16, 2026</b>

# 1. Booth

Booth spaces are distributed throughout the foyer and corridors of Musikhuset. They will be set up according to applicable fire regulations at a specific, measured location.

**Here are the following setup and dimensions for each booth:**

**Platin 12 m<sup>2</sup>: Floor area: 4 x 3 m**

Inner dimensions: Back wall: W: 392 cm x H: 248 cm / no side walls, only backwall

**Platin 12 m<sup>2</sup>: Floor area: 6 x 2 m**

Inner dimensions: Back wall: W: 590 cm x H: 248 cm / Side wall: W: 198 x H: 248 cm.

**Gold 8 m<sup>2</sup>: Floor area: 4 x 2 m**

Inner dimensions: Back wall: W: 392 cm x H: 248 cm / Side wall: W: 198 x H: 248 cm.

**Silver 4 m<sup>2</sup>: Floor area: 2 x 2 m**

Inner dimensions: Back wall: W: 194 cm x H: 248 cm / Side wall: W: 198 x H: 248 cm.

**Bronze 2m<sup>2</sup>: Café table: 2 x 1 m** (space for a single roll-up)

**Special dimensions:**

**Booth 3 + 5: (Corner) Floor area: 2 x 4 x 2 m**

Inner dimensions: 2 x Back wall: W: 392 cm x H: 248 cm / 2 x Side wall: W: 198 x H: 248 cm.

**Booth 29: (Corner) Floor area: 3 m wall** on the side facing stand 28, and a **4 m wall** on the side facing stand 30. Inner dimensions: 3 m back wall: W: 293 x H 248 cm / 4 m back wall: W: 392 cm x H: 248 cm / Side wall: W: 198 x H: 248 cm.

**Booth 47: Platin 25 m<sup>2</sup>: Floor area: 5 x 5 m**

Please contact Dansk IT so we can discuss the setup.

**Booth 48: Platin 23 m<sup>2</sup>: Floor area: 5 x 3,5 m**

Please contact Dansk IT so we can discuss the setup.

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**Setup and regulations**

[Scanex](#) sets up the booth area with white walls and spotlights (height 2.5 m) for platin, gold and silver booths. Bronze booths will be without walls or lights and include a café table. If you would like changes to the white walls or do not want a café table for a bronze stand, please inform us in the co-organizer portal.

**NB: If you want to have one of the white walls removed, or do not want a café table (only applies to bronze stands) - please inform us about this in the co-organizer portal.**

The maximum height allowed is 2.5 m all throughout Musikhuset. Co-organizers must arrange any additional booth setup themselves. Nothing is allowed to hang from the ceiling above the booth, and co-organizers must stay within their area.

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**Power**

There will be 220W power with three sockets by each booth. If power for anything but lights, PCs or mobile phones is desired, this must be ordered via the Co-organizer portal.

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### **Ordering furniture, carpet, AV equipment, extra power, catering, flowers, etc.**

If co-organizers need additional equipment—such as furniture, carpet, wall prints, extra power or lighting, AV equipment, flowers, or catering - it can be ordered through the Co-organizer Portal.

Please make sure to place your order in good time. You can book items up until the conference day, but we cannot guarantee availability that late. Prices will increase by 50% after **18 February, 2026**.

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### **Setup/Disassembly**

Booths must be ready for the start of the conference on Wednesday, March 18 at **8:00**.

Booths must be dismantled no earlier than Thursday, March 19 at **15:00**, after the coffee break. Empty goods will not be transported to your booth until **16:00**, when guests have left the building. All stand material must be collected from Musikhuset Aarhus on March 19 at the latest by **18:00**. Unfortunately, there is no capacity in the building for it to be collected later.

**Note:** A fine of DKK 10.000,- is imposed if disassembly begins before March 19 at 15.00, as it diminishes the exhibitor area for surrounding booths.

#### **Exhibitor Setup:**

March 17, kl. 16:00 – 22:00

March 18, kl. 06:00 – 08:00

#### **Exhibition Hours:**

March 18, kl. 09:00 – 17:00 Conference program

March 18, kl. 17:00 – 18:00 Pre-dinner networking

March 18, kl. 18:00 – 24:00 Dinner and party

March 19, kl. 09:00 – 15:45 Conference program

#### **Disassembly:**

March 19, kl. 15:00 – 18:00

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#### **What will you bring to your stand?**

To ensure optimal planning and to address any potential challenges, we would like to know what you plan to bring to your stand. Please register this in the co-organiser portal – click 'Se prisliste' and **specify what you will bring on the last page**.

Stand	Beløb	Udestående	Tjekliste	
INFORMATION 0m x 0m (m <sup>2</sup> )	0,00	0,00	<input type="checkbox"/> Virksomhedsprofil <input type="checkbox"/> Logo Bestil standudstyr	<b>Rediger</b> <b>Upload</b> <b>Se prisliste</b>

Please also indicate if you will bring anything for the **Pre-Dinner Networking** session – for example coffee, ice cream, beverages, chocolate, competitions, or similar items.

#### **Please note:**

If co-organisers wish to serve **ice cream, juice, or coffee** at their stand, this must be agreed directly with Musikhuset: Rikke Myrwick – myri@aarhus.dk – tel. +45 41 85 65 06.

Popcorn and helium balloons are unfortunately **not** permitted in Musikhuset.

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## **Beverages**

Please note: Bringing your own beverages without prior agreement and payment of corkage fees to Musikhuset is strictly prohibited. This also includes drinks served at the Pre-Dinner networking on the first day of the conference. If you want to bring beverages, drinks or alcohol to Musikhuset, please arrange with Rikke Myrwick, [myri@aarhus.dk](mailto:myri@aarhus.dk), tlf.: 4185 6506.

If you have ordered beverages or glass for Pre-Dinner networking, everything will be delivered to your booth 1 hour before and will be invoiced with the rest of your order. No items will be returned. Glasses and other utensils that are borrowed must be returned to the café uncleaned.

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## **2. Pre-dinner Networking and evening**

### **Pre-dinner Networking**

On the first day of the conference, a Pre-dinner Networking will take place from 17:00 to 18:00 in the exhibitor area. This is a great opportunity for co-organizers to connect with participants in a relaxed and engaging atmosphere. Participation is entirely voluntary, and it's up to you whether you want to host an activity at your booth. You're welcome to include a competition, activity, or any other initiative if you wish.

### **Text for Pre-Dinner Networking**

If you would like to add a text describing your activity during Pre-Dinner Networking, please include it under your **Virksomhedsprofil** in the co-organiser portal.

Stand	Beløb	Udestående	Tjekliste	
INFORMATION	0,00	0,00	<input type="checkbox"/> Virksomhedsprofil	<b>Rediger</b>

The text will then be displayed in the OffDig app and on OffDig's website under your company page.

**Deadline: 2 March 2026.**

### **Evening**

After the pre-dinner networking in Musikhuset, the evening continues in the Radisson Blu Congress Hall with a cozy dinner for all participants, followed by entertainment.

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

Co-organizers are welcome to hand out promotional items, host competitions, and organize activities at their booths. While Dansk IT does not control the prizes provided, we kindly ask that they remain reasonable, as many participants represent the public sector.

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## 4. Co-organizer presentations and speakers' registration

*(Applies for Platinum and Gold booths with included presentations)*

OffDig offers 3 co-organizer tracks, each accommodating 120–250 participants. Presentations last 30 minutes, including Q&A from the audience. You are free to design the format of your session. Dansk IT does not review the content but recommends focusing on concrete customer cases rather than sales pitches — for example, by having a customer join you on stage to share their experience. A strong presentation should be engaging enough to compete with 7 parallel sessions. A PC will be available in the room.

### How to submit presentation text and registering speaker(s)

Please send the presentation title, description, speaker name(s), bio(s), and photo(s), as well as the speaker registration — send it to **Carol Azubal**, [ca@dit.dk](mailto:ca@dit.dk), Dansk IT.

Submissions must be completed no later than **January 16, 2026**, preferably earlier to ensure ticket availability for the speakers.

### How to register Co-organizer speakers

There are three options. A speaker in the Co-organizer track can either:

1. participate in the usual way with a valid two-day conference ticket, register on website, [OffDig.dk](http://OffDig.dk).
2. use one of the Co-organizer tickets included in your co-organizer package, or
3. attend using a free 1.5-hour guest pass.

When submitting your presentation text, please indicate which of these options you wish to use for your speakers registration.

### How to upload the presentation

A link for uploading your presentation will be sent out three weeks before the conference. Deadline for uploading your presentation is **March 16, 2026**. In case of any questions concerning the co-organizer presentation, contact Camilla Lebech Dworsky, [cd@dit.dk](mailto:cd@dit.dk), Dansk IT.

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## 5. Registration of co-organizer tickets

Each Co-organizer package includes a set number of free conference tickets:

- **Platinum:** 4 tickets
- **Gold:** 4 tickets
- **Silver:** 3 tickets
- **Bronze:** 2 tickets
- **Logo:** 2 tickets

### How to register

Register your co-organizer tickets through your personal login to the **Co-organizer Portal**. The registration deadline for these tickets is **February 1. 2026** — please register early to ensure availability.

For registrations beyond free tickets, use the registration via [OffDig.dk](http://OffDig.dk).

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## 6. General ticket rules

- Tickets cannot be split into a 1-day ticket or distributed between multiple participants.
- Access to the Musikhuset on March 18–19, 2026 is only possible with a valid conference ticket
- All participants must wear a visible name badge during the conference.

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## 7. Lead Scanner App

As part of the co-organizer package, you get access to [Ticketbutler's Lead Retrieval App](#). With the app, you can easily scan participants' name badge QR codes and instantly receive their contact details. A few days before the conference, you'll receive your login information for the app by email. Each scan gives you access to the participant's name, title, organization, and email address.

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## 8. OffDig App

Before, during, and after the conference participants can keep themselves posted on the contents of the conference in the 'OffDig' app, which can be downloaded via App Store and Google Play. A few weeks before the conference participants will be informed of the usage of the app.

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## 9. Meeting rooms

Co-organizers can book small meeting rooms (4 or 10 people) free of charge for 30-minute slots.

- Bookings are first come, first served
- On-site bookings can be made at the info booth
- External (non-registered) guests are not allowed

To book in advance, send an e-mail to Carol Azubal, [ca@dit.dk](mailto:ca@dit.dk), Dansk IT. Or book at the conference day at the info booth.

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## 10. Practical Information

### **Reception of booth material at Musikhuset:**

If booth materials need to be sent in advance to the venue, please use the following address:

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

Shipments can be accepted **no earlier than Monday, March 16, at 09:00**.

The company name and booth number must be clearly stated on all shipping documents, and it must be specified that the goods are to be delivered directly to your booth.

Please note that all deliveries must be prepaid. Musikhuset can receive the shipment but cannot assume responsibility for it.

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## 11. Branding

### OffDig Website | OffDig App:

On the platform, there will be an overview of all co-organizers, each displayed with their logo. Clicking on a logo opens a dedicated page featuring your company description and a link to your website.

On this page, you can choose the content yourself. In addition to a company profile and a website link, you may also include a video, links to documents, and contact information if desired. You decide the length of your content, but please keep in mind that many users will view it on a mobile device.

### Podcast

Dansk IT produces the podcast *Tech & Strategy at Eye Level*, which averages around 1,200 downloads per episode.

Co-organizers who have purchased a **podcast add-on (DKK 15,000)** will be invited to Dansk IT's podcast studio, where they will record a professional conversation with journalist Kim Stensdal about a relevant topic. We will coordinate together to find a suitable date and topic. For more information, please contact Camilla Lerbech Dworsky at [cd@dit.dk](mailto:cd@dit.dk). You are also welcome to produce your own podcast — we will gladly include a link to it on our platform.

### LinkedIn:

Co-organizers are encouraged to join the conversation and promote their products, organization, booth, and more through the following channels:

[OffDig LinkedIn-gruppe](#) | [#offdig på LinkedIn](#) | [@danskit på LinkedIn](#)

### OffDig logo

If you wish to show that you are a co-organizer at OffDig, you can find a selection of images and logos available for use [here](#). Please remember to include a link to the OffDig platform: [offdig.dk](#)

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## 12. Contact

### Dansk IT - Co-organizers guidenes

**Carol Azubal Mikkelsen**

ca@dit.dk | +45 33 17 97 79

### Musikhuset

**Rikke Myrwick**

myri@aarhus.dk | +45 41 85 65 06

### Catering – Martin IB

**Lea Duemose**

lea@martinib.dk | +45 93 84 84 43

### Stand Rental – Scanex

**Kim Bräuner**

kb@scanex.as | +45 25 29 21 03

### AV Rental - Get Visual

**Anders Kring**

[akr@getvisual.dk](mailto:akr@getvisual.dk) | +45 5060 6021