

# Manual for Co-organizers of OffDig

March 19th – 20th, 2025

## Important dates and deadlines:

The opening for the ordering of booth assets, furniture, AV equipment, extra power outlets, catering etc. via the <a href="#">Scanex Webshop</a> . <b>Save up to 50% by ordering before February 9<sup>th</sup> 2025.</b>	December 15th, 2024
The deadline for the submission of: Presentation text, speaker name(s), header, and photo(s). Must be submitted to Carol Azubal at <a href="mailto:ca@dit.dk">ca@dit.dk</a> ( <b>Applies only for platinum/gold booths, whom have presentations included as part of their packages</b> )	January 10th, 2025
The deadline for the registration (preferably done before then) of free co-organizer tickets in accordance with co-organizer packages – <a href="#">use this link</a> . <b>Remember to register the speakers who will be presenting as part of the co-organizer track. (Applies only for gold and platinum booths.)</b> For registrations beyond free tickets, use the form via <a href="#">OffDig.dk</a> .	February 9th, 2025
The deadline for the 50% discount on the ordering of booth assets, furniture, AV equipment, extra power outlets, catering etc. via the <a href="#">Scanex Webshop</a> .	February 21th, 2025
The deadline for the submission of: Header, photo, text description of the entertainment hosted at co-organizer booths during Pre-Dinner Networking on march 19 <sup>th</sup> at 17:00 – 18:00. <a href="#">Be inspired by last year's evening program &gt;&gt;</a>	February 28th, 2025
Deadline for submitting the presentation to the co-organizer. Read more about this in point 6.	March 17, 2025

## 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. 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 platinum, gold and silver booths. Bronze booths will be without walls or lights, and include a café table. If the installing of white walls and is not desired, or the absence of one or more walls for instance, or the absence of a café table is preferred, then please inform [Scanex](#). 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.

### Power

There will be a 220v power with three sockets by each booth. If power for anything but lights, PCs, mobile phones, or monitors is desired, this must be ordered via [Scanex](#).

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

If co-organizers desire additional equipment, assets, or appliances (furniture, rugs, wall prints, extra lights, AV-equipment, power, flowers, drinks & catering etc.), it can be ordered from Scanex via this link:

<https://shop.scanexweb.dk>

Orders are scheduled to open on December 15th 2024.

With any issues when accessing the link, please try a different browser.

When accessing the link, choose the OffDig 2025 conference. Then create an account as 'customer,' and choose a password. E-mail addresses become usernames. If something is missing on the list, contact Kim Braüner of Scanex at [kb@scanex.as](mailto:kb@scanex.as), +45 25 29 21 03.

Please note! Should invoice-payment be selected, instead of payment by card (Mastercard, VISA etc.), a handling fee of DKK 195,00 DKK excluding VAT will be placed on the order. Invoices are issued and sent from our partner Kongreskompagniet. If a PO-number is used, remember to collect this before order placement.

### **Ordering drinks, snacks, flowers etc.**

If co-organizers wish to distribute foodstuffs (icecream, juice, coffee, spirits, champagne etc.) at their booths, this **must** be arranged with F&B manager Heine Larsen at [hl@turbinehallen.dk](mailto:hl@turbinehallen.dk), tlf. 2068 1098. This includes drinks served at the networking festival on the first day of the conference.

Please note: The bringing along of alcohol to Musikhuset without agreement with or payment of corkage fees to Musikhuset is strictly prohibited. If there are no desirable packages to be found via [Scanex](#), please reach out to F&B manager Heine Larsen at [hl@turbinehallen.dk](mailto:hl@turbinehallen.dk), tlf. 2068 1098.

Everything will be delivered to your booth before the Networking festival, at around 16:00, and will be invoiced with the rest of your order. Goods will not be returned. Drinking glasses and other utensils are borrowed and must be returned to the café dirty.

### **Setup/Disassembly**

Booths must be ready for the start of the conference on Wednesday, March 19 at 8:00 AM. Booth must be dismantled no earlier than Thursday, March 20 at 2:30 PM, after the coffee break. However, empty goods will not be transported to your booth until 3:30 PM, when guests have left the building. All stand material must be collected from Musikhuset Aarhus on March 20 at the latest by 6:00 PM. 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 14:30, as it diminishes the exhibitor area for surrounding booths.**

### **Exhibitor Setup:**

March 18<sup>th</sup>, 16:00 – 22:00 (\*except stands 47, 48, 49, 51, 52 and J. They can set up at 20:00)

March 19<sup>th</sup>, 06:00 – 08:00 (\*except stands 47, 48, 49, 51, 52 and J. They have until 10:00)

### **Only relevant for stands 47, 48, 49, 51, 52 and J**

If you are waiting for the construction of rear or side walls, carpets from Scanex, this will be set up on March 18 between 8:00 PM and 11:00 PM, so please expect that you will not be able to access your stand until the following day, i.e. 6:00 AM – 10:00 AM. If you have not ordered rear and side walls or carpet, you can start construction from 8:00 PM onwards.

### **Exhibition Hours:**

March 19<sup>th</sup>, 09:00 – 17:00      Conference program

March 19<sup>th</sup>, 17:00 – 18:00      Pre-dinner networking

March 19<sup>th</sup>, 18:00 – 01:00      Networking festival

March 20<sup>th</sup>, 09:00 – 15:00      Conference program

## **Disassembly:**

March 20<sup>th</sup> 14:30 – 18:00

## **2. Networking Festival**

### **Pre-Dinner Networking**

The first day of the conference will feature a Pre-Dinner Networking session between 17:00 – 18:00. During this, co-organizers can engage with participants in a more relaxed and lively setting. Hosting anything at the booths is optional, and most co-organizers usually experience plenty of visitors, but some choose to organize competitions or other social activities.

For inspiration, see the [program](#) of last year.

### **Networking Festival**

After the Pre-Dinner Networking segment, the Networking Festival kicks off. Participants will be treated to all manner of delicious foods, entertainment, and festivities on the premises, until 01:00, all based on the evening program.

The evening program will be announced on [OffDig.dk](#) and on the OffDig-app in the weeks leading up to the conference.

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

Co-organizers are welcome to distribute various promotional items, organize competitions, distribute prizes, and hold events or similar activities. The Danish IT Society does not interfere with the prizes awarded by individual exhibitors at the conference but encourages keeping the level reasonable as the participants primarily are employed within the public sector.

## **4. Lead Scanner App**

With an additional purchase of DKK 5.000,- co-organizers receive the opportunity to scan the QR-code on the nametags of the participants to get immediate access to their contact information with [Ticketbutler's Lead Retrieval App](#). Contact Carol Azubal at [ca@dit.dk](mailto:ca@dit.dk) if you wish to purchase this additional feature for your booth staff.

## **5. 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.

## **6. Co-organizer presentations (*only for Platinum and Gold booths*)**

OffDig 2025 features three co-organizer tracks, the sessions of which are located in Kammermusiksalen (Space enough for 120), Filuren (Space enough for 200), and Norvegia at Radisson (Space enough for 240). A co-organizer presentation lasts 30 minutes including questions from the audience. The Danish IT society will not be quality assuring the content of these tracks but suggests that co-organizers focus on tangible customer-cases, and keep sales pitches off the stage.

A PC will be available in the room, and the presentation slides must be sent to the Danish IT Society or delivered to the slidecenter at the conference at a reasonable time before the presentation to ensure its readiness.

Program text, header, speaker name(s), and photo(s) must be sent to Camilla Dworsky at [cd@dit.dk](mailto:cd@dit.dk) no later than the 10<sup>th</sup> of January 2025, and the presentation slides must be uploaded no later than March 17<sup>th</sup>.

A link for uploading will be sent three weeks prior. In case of any questions concerning the co-organizer presentation, contact Mai Birkkjær Andersen at [mba@dit.dk](mailto:mba@dit.dk)

## 7. Meeting Rooms

During the conference, co-organizers can 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, and contact the info booth for any reservations on the day of the conference.

## 8. Registration of Co-organizer Tickets

In your package, there is 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 9<sup>th</sup>, 2025. Remember to also 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.

## 9. Practical Information

### Reception of booth material at Musikhuset:

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

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

The consignment will be accepted no earlier than Tuesday March 18<sup>th</sup> at 9:00. The company name and booth number must be on the shipping documents, and that the goods are to be delivered to your booth. Additionally, it is necessary for the delivery to be prepaid. Musikhuset can receive the shipment, but is not liable for it.

## 10. Branding

### OffDig Web | OffDig 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.

### LinkedIn:

Co-organizers can participate in the conversation and promote their products, organization, booth, etc. via the following groups:

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

### OffDig logo

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

## 11. Contacts

### **Danish IT Society**

Carol Azubal Mikkelsen, [ca@dit.dk](mailto:ca@dit.dk), tlf.: 3317 9779  
Camilla Lerbech Dworsky, [cd@dit.dk](mailto:cd@dit.dk), tlf.: 3317 9799

### **Musikhuset Aarhus**

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