

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 Scanex Webshop . Save up to 50% by ordering before February 9th 2025.	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 ca@dit.dk (Applies only for platinum/gold booths, whom have presentations included as part of their packages)	January 10th, 2025
The deadline for the registration (preferably done before then) of free co-organizer tickets in accordance with co-organizer packages – use this link . Remember to register the speakers who will be presenting as part of the co-organizer track. (Applies only for gold and platinum booths.) For registrations beyond free tickets, use the form via OffDig.dk .	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 Scanex Webshop .	February 9th, 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 th at 17:00 – 18:00. Be inspired by last year's evening program >>	February 28th, 2024

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 m²:** Floor area: 4x3 m (inner dimensions: 400x300 cm) or 6x2 m (inner dimensions: 590x194cm)
- 8 m²:** Floor area: 4x2 m (inner dimensions: 392 x 194 cm)
- 4 m²:** Floor area: 2x2 m (inner dimensions: 194 x 194 cm)
- 2m²:** 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, +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, 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, 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 beginning of the conference on Wednesday, March 19th at 08:00. Booth disassembling can begin no earlier than Thursday, March 20th at 14:00 after finished coffee break, however _____ will be delivered to your booth at 15:00 when the guests have vacated the venue. All booth assets must be collected from Musikhuset Aarhus no later than March 20th at 18:00. Unfortunately, there is not capacity enough to allow for collection at a later point in time.

Note: A fine of DKK 10.000,- is imposed if disassembly begins before 15:00, as it diminishes the exhibitor area for surrounding booths.

Exhibitor Setup:

March 18th, 16:00 – 22:00

March 19th, 06:00 – 08:00

Exhibition Hours:

March 19th, 09:00 – 17:00 Conference program

March 19th, 17:00 – 18:00 Pre-dinner networking

March 19th, 18:00 – 01:00 Networking festival

March 20th, 08:30 – 15:00 Conference program

Disassembly:

March 20th 14:00 – 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 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 no later than the 10th of January 2025, and the presentation slides must be uploaded no later than march 17th. 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

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 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:

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

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

The deadline for registration with free tickets is February 9th, 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 18th 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 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

11. Contacts

Danish IT Society

Carol Azubal Mikkelsen, ca@dit.dk, tlf.: 3317 9779
Camilla Lerbech Dworsky, cd@dit.dk, tlf.: 3317 9799

Musikhuset Aarhus

Rikke Myrwick, myri@aarhus.dk, tlf.: 4185 6506
Simone Kjær Pedersen, sk@turbinehallen.dk, tlf.: 2265 5160

Scanex: Kim Bräuner, kb@scanex.as, tlf.: 2529 2103