Manual for Co-organisers of OffDig 16–17 March 2027

Deadlines · stands · tickets · presentations · practical information

DATE	TO DO	APPLIES TO
15 January	Deadline for submit title, description, speaker(s), biography and photo for the co-organiser session	Platinum
1 February	Deadline for registering co-organiser tickets and speaker(s)	All / Platinum
18 February	Deadline for ordering stand furnishings and catering from Scanex. Prices increase by 50% after this date. Shop opens medio December.	All
13 March	Deadline for upload presentation	Platinum
15 Mar, 16:00–21:00	Stand setup	Exhibitors
16 Mar, 06:00–08:00	Final setup opportunity; stands must be ready by 08:00	Exhibitors
17 Mar, 14:30–18:00	Stand dismantling (empty packaging stored in the basement will be brought up at 15:15)	Exhibitors

1. Stands and furnishings

Location: Stands are located in Musikhuset's foyer and corridors at fixed, measured positions in accordance with fire safety regulations. See the stand floor plan.

Standard dimensions

STAND TYPE	FLOOR AREA	INTERNAL DIMENSIONS / CONTENTS
Platinum	4 × 2 m (8 m^2)	Back wall 590 × 248 cm · side wall 198 × 248 cm
Gold	4 × 2 m (8 m^2)	Back wall 392 × 248 cm · side wall 198 × 248 cm
Silver	2 × 2 m (4 m^2)	Back wall 194 × 248 cm · side wall 198 × 248 cm
Bronze	2 × 1 m (2 m^2)	High café table + one roll-up banner · no walls/lighting

Other stand dimensions

- **Stands 3 + 5 – Gold corner: 12 m^2; 2 back walls of 392 × 248 cm and 2 side walls of 198 × 248 cm.**
- **Stand 38 – Gold corner: 11 m^2; back walls of 293 × 248 cm and 392 × 248 cm, plus 2 side walls of 198 × 248 cm.**
- **Stand 33 – Platinum: 25 m^2 (5 × 5 m). Contact Dansk IT regarding setup.**
- **Stand 34 – Platinum: 23 m^2 (5 × 3.5 m). Contact Dansk IT regarding setup.**

Included with your stand

- Scanex provides white walls and spotlights for Platinum, Gold and Silver stands (height 2.5 m). Please notify Scanex if you want a wall removed.
- Each stand has a 220 V power supply with three sockets. Additional power can be ordered from Scanex.

Guidelines – Ordering for your stand

- Maximum height is 2.5 m. Nothing may be suspended from the ceiling, and everything must stay within the stand area.
- If you wish to bring food or drinks, e.g. ice cream, coffee, juice or similar, to your stand, Musikhuset must be informed. Contact Rikke Myrwick (myri@aarhus.dk, 41 85 65 06).
- Popcorn and helium balloons are not permitted.
- Furniture, carpets, wall graphics, extra power/lighting, AV, flowers and catering can be ordered from Scanex and invoiced together by KongresKompagniet. (If the link does not work, try another browser. Once you open the link, first select OffDig 2027. Then register as a "customer" and choose a password. Your email address will be your username.)

Order by 18 February to avoid a 50% price increase. Later orders are possible, but availability cannot be guaranteed.

Setup – Dismantling – Storage

- Setup: 15 March, 16:00–21:00, or 16 March, 06:00–08:00. Your stand must be ready by 08:00 on 16 March.
- Dismantling may not begin before 14:30 on 17 March. Dismantling earlier will result in the lowest-priority stand location at next year's stand sale.
- Empty packaging stored in the basement will be brought up from 15:15. All stand equipment and materials must be collected by 18:00 on 17 March.

2. Tickets

COMPLIMENTARY TICKETS INCLUDED IN THE CO-ORGANISER PACKAGE				
Platinum	**Gold**	**Silver**	**Bronze**	**Logo**
4	4	3	2	2

Register your complimentary co-organiser tickets by 1 February using the link here. You can purchase additional tickets during the same registration.

- Tickets are valid for both conference days and cannot be shared between attendees.
- Entry to Musikhuset on 16–17 March requires a valid conference ticket.
- Name badges must be worn visibly throughout the conference.

3. Pre-Dinner Networking and Competition

Pre-dinner networking will take place in the exhibition area on **16 March from 16:15 to 18:00**. Activities and refreshments at your stand are optional, but your stand must be staffed.

- For example, you can organise an activity or competition at your stand.
- You may bring your own drinks/alcohol, but this must be agreed with Musikhuset. Contact Rikke Myrwick (myri@aarhus.dk, 41 85 65 06). Please note: The corkage fee has been prepaid by Dansk IT, so you are welcome to bring any beverages of your choice.
- Ordered drinks and glasses will be delivered to the stand one hour before the event begins. Borrowed glasses should be returned unwashed to the café.
- Promotional items, competitions and prizes are allowed. Keep prize values reasonable, as most attendees represent the public sector.

4. Dinner and party included in your ticket

On the first day of the conference, we invite you to enjoy a lovely dinner followed by a festive evening at Musikhuset. Both are included in your conference ticket, and participation is, of course, optional.

Dinner at 6:30 PM – 9:00 PM

- Choose from approximately 10–15 restaurants within walking distance.
- You will receive an email with the opportunity to book a table approximately 3 weeks before the conference.
- Reservations are available on a first-come, first-served basis.
- Dinner and drinks are included.

Party, Musikhuset at 9:00 PM – Midnight

After dinner, we'll all come together at Musikhuset for a fantastic evening featuring a DJ, live music, and a special performance.
Please note**:** Drinks at the party in Musikhuset are at your own expense.

5. Co-organiser Sessions [Platinum only]

- Three co-organiser tracks with room for approximately 120–250 attendees. Sessions last 30 minutes, including Q&A.
- You choose the format and content. Dansk IT recommends specific customer case studies rather than sales pitches. A PC is available in every room.
- **By 15 January: submit the title, description, speaker name(s), biography/biographies, photo(s) and speaker registration details.**
- A presentation upload link will be sent to the primary contact person 14 days before the conference. Upload by 13 March.

Speaker ticket

There are three ways to register a speaker for a co-organiser track:

- Purchase a valid two-day conference ticket via OffDig.dk.
- Use one of the complimentary tickets included in your co-organiser package.
- Request a complimentary guest pass valid for 1.5 hours: 30 minutes before, during and after the session. Email konference@dit.dk.

6. Apps and Branding

Lead Scanner App

Ticketbutler's Lead Retrieval App is included in all co-organiser packages. Login details will be sent 14 days before the conference. With the attendee's consent, scan the QR code on their name badge to obtain their name, job title, organisation and email address. For guidance on using the app,watch the video here.

OffDig App

All attendees will have access to the OffDig app, where they can find the programme and practical information before, during and after the conference. Information about the app will be sent a few weeks beforehand.

OffDig website

Your logo and company profile will appear on OffDig.dk and in the OffDig app. You decide which description, links, videos, documents and contact details to include. Keep the content mobile-friendly.

- Feel free to promote the event via the OffDig LinkedIn group, #offdig and @danskit
- OffDig logos and images are available here.

7. Meeting Rooms

During the conference, Musikhuset offers co-organisers free use of meeting rooms. These are reserved exclusively for guests attending the conference.

- Small meeting rooms for 4 or 10 people can be booked free of charge in 30-minute slots, on a first-come, first-served basis.
- Meeting rooms can be booked during the conference at the information desk or in advance via konference@dit.dk.

8. Shipments

Stand Materials for Musikhuset

Shipments can be received from 09:00 on 15 March. All deliveries must be prepaid; Musikhuset will receive them but accepts no responsibility.

Musikhuset Aarhus
Skovgaardsgade 2C
8000 Aarhus C

Attn: OffDig, Company name/Stand no.
Attn: OffDig / Rikke Myrwick

The company name and stand number must be clearly stated on the shipping documents, which must specify that the materials are to be delivered directly to your stand.

9. Contact

CONTACT DETAILS			
General enquiries	Dansk IT	Carol Azubal	ca@dit.dk | +45 33 17 97 79
Musikhuset / venue	Musikhuset	Rikke Myrwick	myri@aarhus.dk | +45 41 85 65 06
Stand furnishings	Scanex	Kim Bräuner	kb@scanex.as | +45 25 29 21 03