

**luxembourg
internet-days**

Security Sovereignty Resilience

November 18 & 19, 2025

a LU-CIX event

hosted at the Luxembourg Chamber of Commerce



LUNOG8

November 19, 2025

Speaker's
GUIDE

The event

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Address: Luxembourg Chamber of Commerce
7, rue Alcide de Gasperi – Luxembourg

Date: November 18 & 19, as from 9.30 am (doors open at 9.00 am)

Dress code: business

Registration: free & mandatory – available at <https://registration.luxembourg-internet-days.com/>

Parking: limited parking spots may be available at the underground car-park in the event building
(closes at 10.00 pm).

Other paying parkings are available near the venue, check them out [here](#).

Accommodations

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We have partnered with 3 hotels near the venue to propose you a wide range of offer, at exclusive negotiated prices.

Our exclusive prices are only available **until October 6th** so don't miss out on this great opportunity!

To benefit from the negotiated prices, check them out [here](#).

MAMA
SHELTER


NOVOTEL
LUXEMBOURG
KIRCHBERG


NOVOTEL
SUITES

Your 20-min presentation - Nov. 19

The logo for LUNOG8 is located in the top right corner. It features the text 'LUNOG8' in a bold, sans-serif font. The 'LUNO' part is in blue, the 'G' is in red, and the '8' is in a darker blue. The logo is set against a dark blue background that is part of a rounded rectangle.

Send to both event@lu-cix.lu & frederique.ulrich@lu-cix.lu:

- **as soon as possible, no later than August 31st**, the theme of your presentation to position it at the most relevant place in the programme

no later than September 15,

- your (speaker's) name & first name,
- your job title and biography (English)
- your picture,
- your direct e-mail address and phone number;
- the title of the presentation and a 2-3 sentences teaser (for the programme);

- **no later than November 8**, your PowerPoint presentation.

After this date, we cannot guarantee that it will be projected on stage. No last-minute changes possible.

Your PowerPoint presentation

Format: **16/9 - PowerPoint (.ppt) ONLY**

Your presentation will be used on a Microsoft computer.

All presentations should be in English and might be published on the web in both PDF and video format. Please don't include any confidential materials in your presentations. Presentation content must also adhere to copyright law and our Code of Conduct.

Reminder: it is the submitter's responsibility to ensure that they have the appropriate rights and permissions for the content of their submission, including artworks or the products of generative AI.

Your 20-min presentation - Nov. 19

The logo for LUNOG is located in the top right corner. It features the word "LUNOG" in a bold, sans-serif font. The "LUNO" part is in blue, and the "G" is in red. The logo is set against a dark blue background that has a rounded bottom-left corner.

On November 19

When you (speaker) arrive at the event, we recommend you to contact a member of our team (Frédérique ULRICH, Emmy GANDAR, Estelle FERNANDEZ) so that we can deliver you all relevant details and prevent last minute pressure.

Please come to **the conference room (room C2) 15 min before your time slot (cf. programme).**

You'll be able to choose between staying on stage or walking in front of the audience.

Our moderator will introduce you and then you'll be able to go on stage.

Your slides will already be in place (in our Master Powerpoint presentation), last-minute change are NOT possible.

You'll be able to pass the slides using either the computer on stage or a remote.

Your physical booth

(if included in your LUNOG package)

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- Booth space: 4 to 6 m²
- Provided material for all booths:
 - one table (1.40 x 0,70 m);
 - one tablecloth;
 - two chairs and space for your roll'up (1.25 m. wide max.);
 - one power plug (Type F - 230V).
- On the booth, you can display your goodies, your brochures...
If you need a screen (one maximum), you can rent it at <https://www.codex.lu/>. Please inform the event organiser (event@lu-cix.lu) asap and in any case before the floor map is shared.
- Please set up your booth at the exact place the organisers have placed you (you'll receive a floor map a few weeks before the event) to keep relevancy with the floor map also available on the event website.
- **Build up: November 18, from 03.30 pm to 06.00 pm or November 19, from 08.00 am to 09.00 am**
Dismantling: November 20, from 04.00 pm to 06.00 pm.
Neither the organisers nor the host of the event will be able to take care of your material for you after the event closure.
- The presence of at least one person is required on the booth for the 2 days*.

*The rental period for exhibition booths is two days and cannot be split.

Your material

(if included in your LUNOG package)

If you need to send material, please make sure

- It will **NOT arrive earlier than November 17**,
- It **is labelled** :

Luxembourg Chamber of Commerce
LUXEMBOURG INTERNET DAYS event

For : **your company name**

7, rue Alcide de Gasperi

L-2981 Luxembourg – Kirchberg

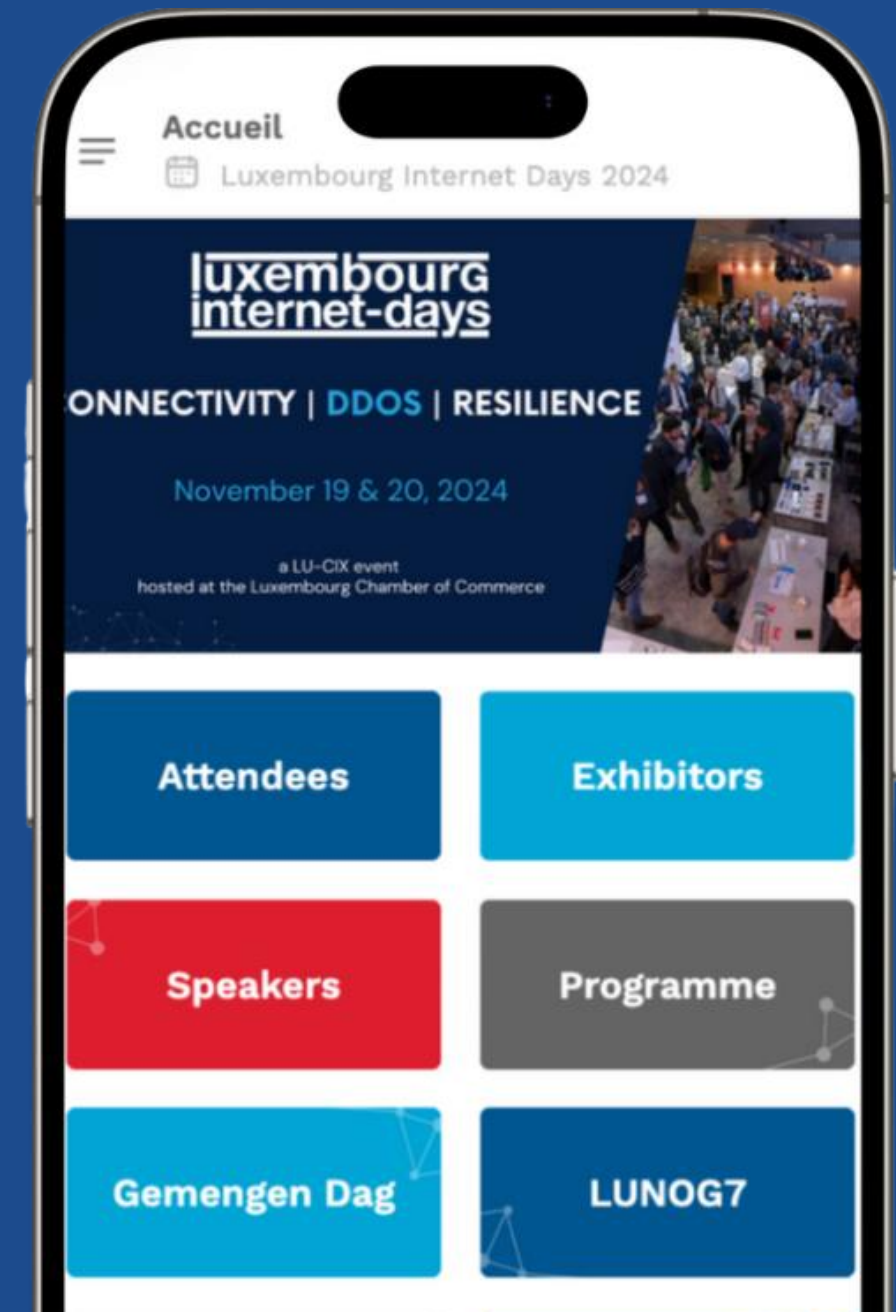
Please also make sure you ship it back right after the event.

Neither the organisers nor the host of the event will be able to take care of your material for you after the event closure.

The event digital platform, Swapcard

This year again we have chosen Swapcard, the event digital platform, **to help you make the most of your physical attendance.**

With it, you'll be able to check out the attendees & the exhibitors lists, the speakers and the programme. It's the perfect tool to plan your event but also to be proactive and contact or video meet attendees before, during and after the event.



Make the most of Swapcard

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To help you use the Swapcard platform to get the best ROI possible with your digital booth, we are organising a **dedicated webinar** for you.

When? Wednesday, October 1st, at 10:00 am

Where? On Google Meets. Once registered for the webinar, you'll receive the link to attend the webinar.

How to register? Send an email to event@lu-cix.lu

swapcard

Access the event's digital platform

- Make sure all the people from your company who will participate to the event are registered at <https://registration.luxembourg-internet-days.com/> (free & mandatory).
- Access the event's digital platform (provided by Swapcard) when it will be open, with the link you'll receive directly from Swapcard into your mailbox (e-mail address you have used to register).
- Start using the platform to proactively contact people you need/want to start a conversation with! And keep posted to get messages or invitations for video calls.

Digital booth with features

If your package includes a digital booth with **BASIC features**, here is what you can update/manage:

- Logo;
- Background;
- Company's information;
- Ad space;
- Image or video header;
- Social media.

If you wish to upgrade your digital booth to benefit from **ADVANCED** features, contact us at event@lu-cix.lu

If your package includes a digital booth with **ADVANCED features**, you will have the **BASIC features**, plus:

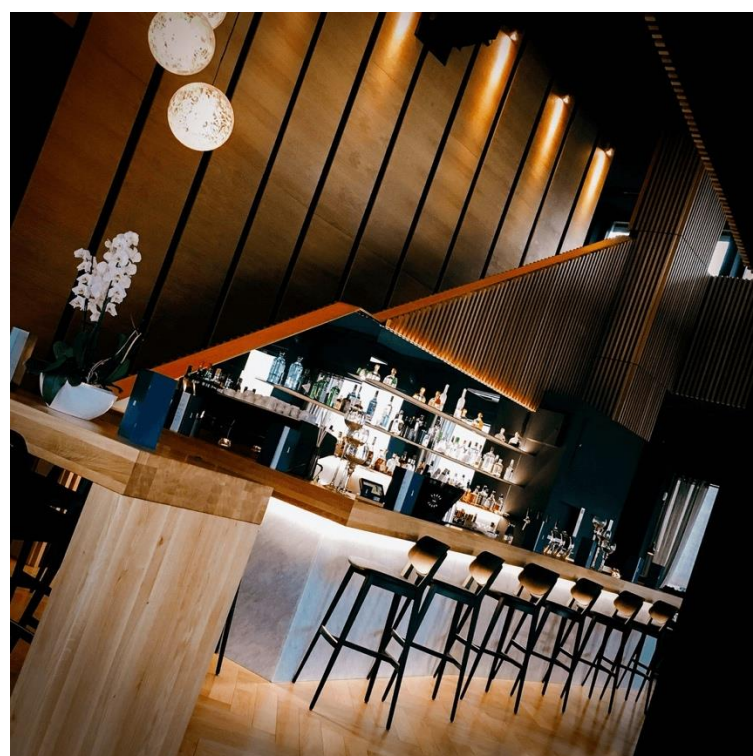
- job offers;
- documents to download;
- exhibitor meetings, to receive and manage meeting requests from attendees for your team;
- lead capture, to scan badges for lead collection and sharing;
- leads report, to export your team's leads and sync them with your CRM, e.g.
- products & services sheets;
- dedicated chat for attendees to contact your team;

Sunset Eve

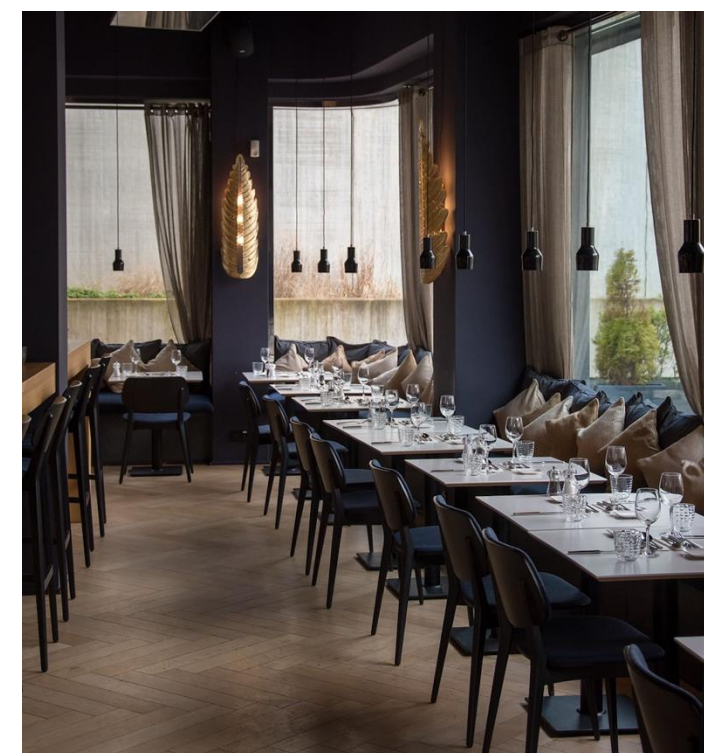
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A welcoming and festive networking evening will take place on Nov. 18 from 6.30 pm at the restaurant L'Avenue (41b, Avenue John F. Kennedy 1855 Kirchberg Luxembourg), a unique casual occasion to meet with other event speakers, experts and sectors' friends.

Some packages include entry/ies for this networking evening, some don't. If your sponsoring package doesn't include any entry or if you wish to buy additional entries, contact us at event@lu-cix.lu (190€^{+VAT}/entry)



BRASSERIE
L'AVENUE



* No cash payment will be accepted.

Advertise about the event

- Use the event banners available at <https://www.luxembourg-internet-days.com/media/>
- Post about it on LinkedIn, Facebook and other social media... and reshare our communications.
- Invite your clients, partners, contacts, etc. with e-mails to participate to the event, to visit you at your booth, or to check out your digital booth, plus chat with your peers.

Contact us at event@lu-cix.lu if you need help with regards to your content.

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Any question?
Contact us at event@lu-cix.lu