

**luxembourg
internet-days**



Security Sovereignty Resilience

November 18 & 19, 2025

a LU-CIX event

hosted at the Luxembourg Chamber of Commerce

2-day booth 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)

Only for exhibitors with booth (and room/space branding) :

Set up - on Nov. 17 from 3.30 pm to 6.00 pm
- on Nov. 18 at 8.00 am to 9.00 am max.

Disassembling - on Nov. 19, not before 4.00 pm.

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 physical booth

- 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 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.

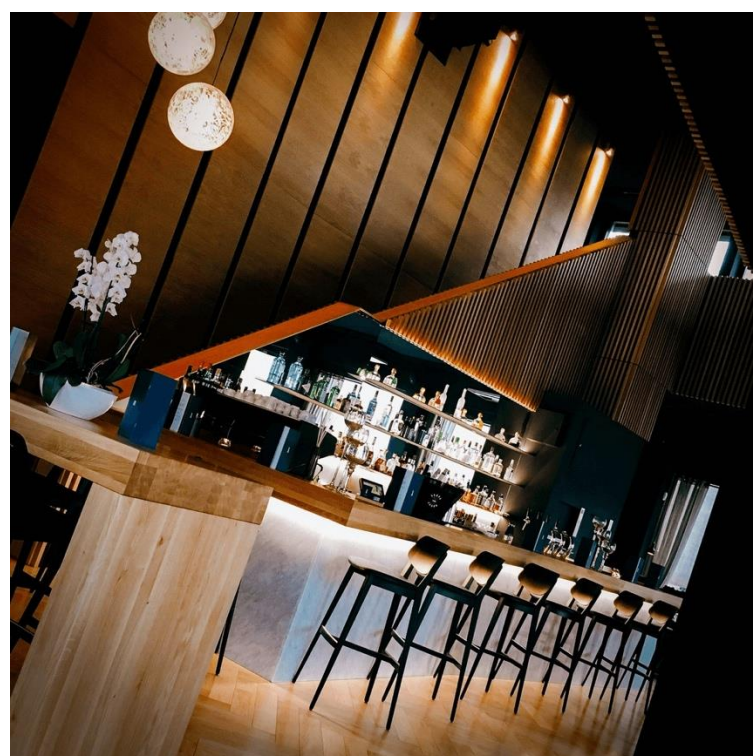
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Sunset Eve

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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 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

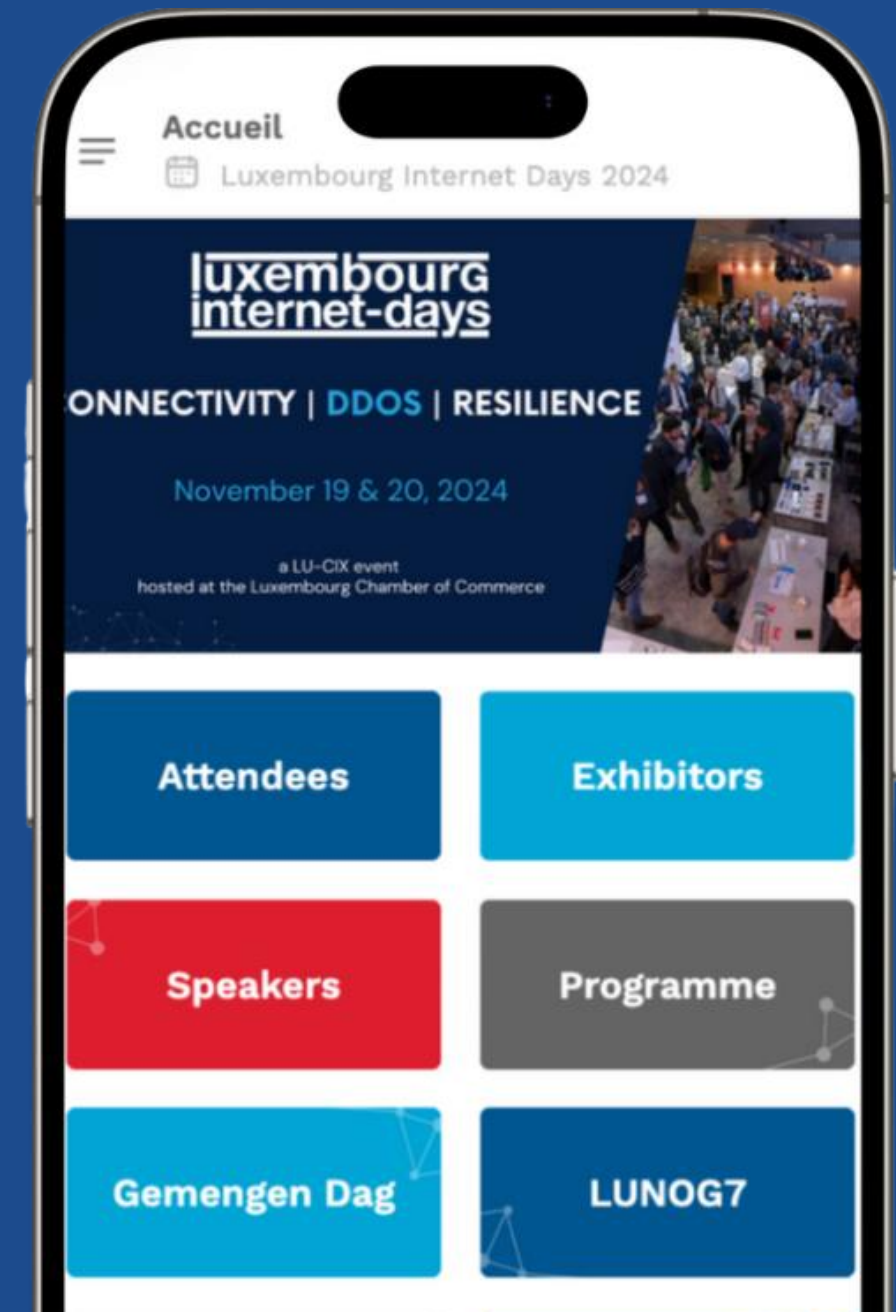


* No cash payment will be accepted.

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, 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) and check out if they have already been “Added” to your company’s Digital booth at the event platform.
- Good to know: all the people registered and “added” to your company will also be able to modify or update information on your booth.
- 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;

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.

Exhibitor checklist for event app

Pre-Event App Checklist

- ☐ Register yourself and your team members
- ☐ Access the event app exhibitor center
- ☐ Update your company profile page
- ☐ Add items, links, products,... to profile page
- ☐ Familiarize yourself with the app and exhibitor resources
- ☐ Network with attendees
- ☐ Send meeting requests and assign leads to team members
- ☐ View sponsorship opportunities
- ☐ View digital upgrades

During-Event App Checklist

- ☐ View metrics on dashboard to track progress
- ☐ Manage and request meetings
- ☐ Scan leads and manage contacts
- ☐ Drive booth traffic with app content
- ☐ Reply to chat messages

Post-Event App Checklist

- ☐ Networking with attendees
- ☐ Follow up on chat messages
- ☐ Export your leads and data
- ☐ Take screenshots of app for records and planning

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