# IGF 2025 Exhibitors Manual

IGF 2025 NORWAY

# About IGF

The Internet Governance Forum (IGF) is a global and inclusive platform for multistakeholder dialogue on digital public policy on internet related issues, with special emphasis on the complementarity between all stakeholders involved. It was established by the United Nations World Summit on the Information Society (WSIS) in 2006. The mandate of the forum is to bring together all stakeholders to address key challenges and opportunities in the digital era.

- Venue: NOVA Spektrum

- Date: 23th – 27th June, 2025

- Hybrid (In-person and Viritual)

[Home | Internet Governance Forum](#)

[https://www.igf2025.no/](https://www.igf2025.no/)

# Themes and Objectives

# Themes and Objectives

The 20th annual meeting (IGF 2025) will be hosted under the overarching theme **Building Digital Governance Together** around four sub-themes that emerged from discussions at the First Open Consultation and Multistakeholder Advisory Group meeting.

**Key Themes:**

- Digital Trust and Resilience

- Sustainable and Responsible Innovation

- Universal Access and Digital Rights

- Digital Cooperation

[IGF 2025 Themes | Internet Governance Forum](#)

# Why Exhibit at IGF?

- **Global Participation**

  - Expected attendance of thousands of participants from more than 170 countries.

- **High Level Networking**

  - Meet and engage with a diverse range of speakers and thought leaders.

- **Industry Exposure**

  - Showcase your services in the **IGF Village**, including the **Digital Norwegian Exhibition**, attended by decision-makers and industry influencers.

# General information

# Exhibitor support

**Exhibitor Team**

Email: Exhibitor@medvind.no

**Logistics and Shipping**

Email: Logistics@medvind.no

**IGF Registration and Access Focal Point**

Name: Anja Gengo
Email: anja.gengo@un.org

**IGF Exhibition Focal Point**

Name: Eleonora Mazzucchi
Email: eleonora.mazzucchi@un.org

**Contact for:**
General exhibitor inquiries, booth setup, and exhibitor guidelines.

**Contact for:**
Shipping address, Shipping notification, warehousing, shipment handling

**Contact for:**
Badges, Registration and Access

**Contact for:**
IGF inquiries

# Registration

**Register for IGF Norway 2025**

You need to register with the UN Accreditation System (INDICO) for both attending the conference in person and attending online in advance. Admission to the IGF Norway 2025 is free of charge.

For any technical issues please contact the support team by writing an email to: support.accreditation@un.org

Register here: IGF 2025 Registration

1. Create a user account

2. Activate your account

3. Register for IGF Norway 2025

4. Bring the INDICO confirmation with the photo at the entrance

Please note that upon arrival at the venue you will be required to present a government-issued photo ID along with your UN conference badge.

# Travel information

# To and from NOVA Spektrum, Lillestrøm

The fastest and most convenient way to reach the conference venue, NOVA Spektrum in Lillestrøm, is by train. Travel time to Lillestrøm is approximately 12 minutes from both Oslo city centre and Oslo Airport. NOVA Spektrum is a 10-minute walk from Lillestrøm train station. Vy (regional trains) offers several departures per hour to Lillestrøm from both Oslo city centre and Oslo Airport. If travelling directly from Oslo Airport, you can also take the Flytoget (airport express train) to Lillestrøm.

- Vy (regional trains) fares and timetables

- Flytoget (airport express train) fares and timetables

# To and from Oslo Airport

Oslo Airport Gardermoen (OSL) is Oslo's main international airport, located 47 km from the city centre. The fastest way to travel from Oslo Airport to Oslo city centre is by train, either with Vy (regional trains) or the Flytoget (airport express train). Travel time to Oslo city centre is approximately 20 minutes.

- Vy (regional trains) fares and timetables

- Flytoget (airport express train) fares and timetables

# Public transport in Oslo

All public transport in Oslo and the surrounding areas is included in a unified ticketing system managed by Ruter. This covers city and regional buses, trams, metro, local trains, and ferries (note: ferries to Bygdøy are not included).

- [Ruter fares and timetables](#)

- Download the Ruter app: Download for iPhone / Download for Android

- **Taxi:** Oslo Taxi - Norgestaxi - Bolt - Christiania Taxi

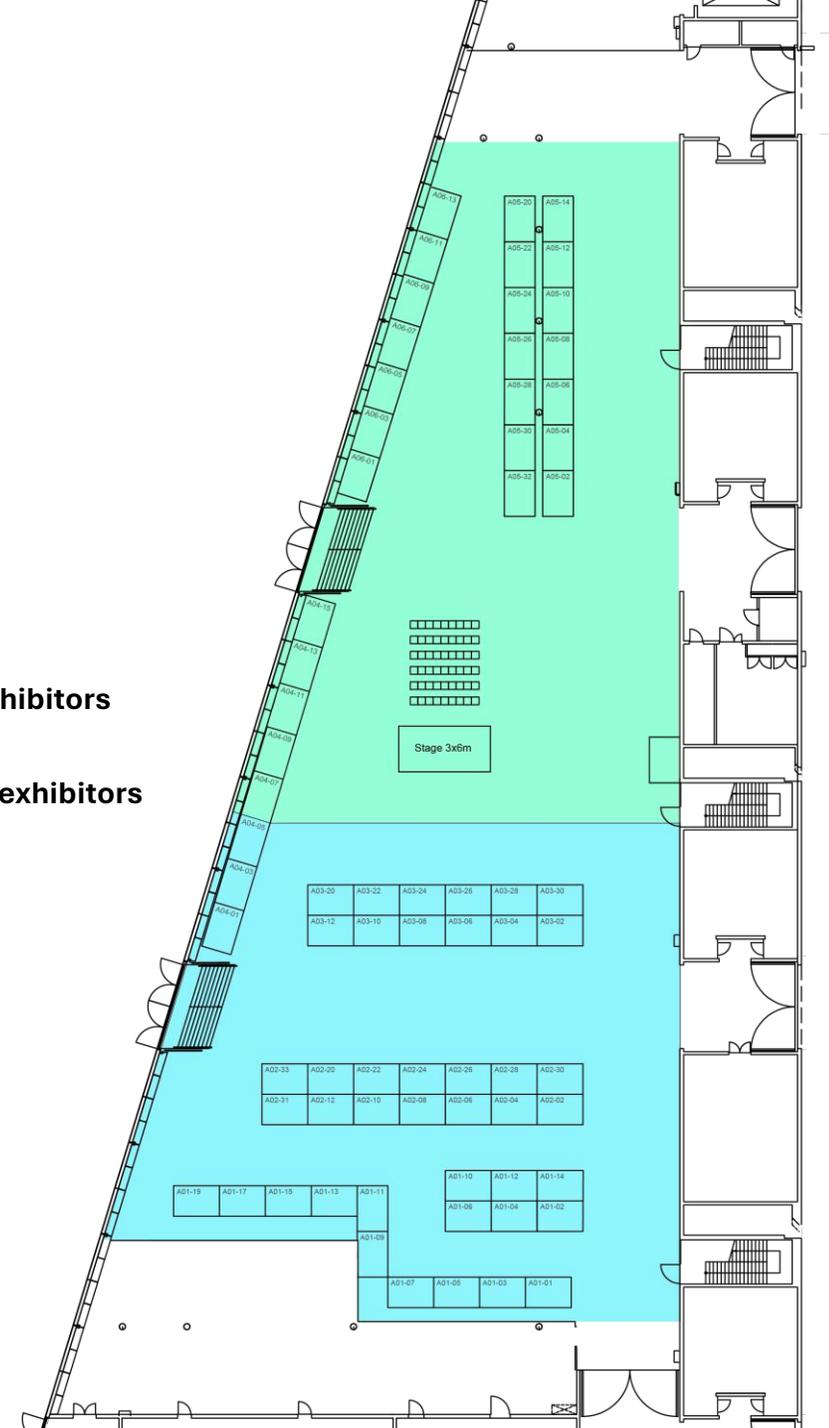# Exhibition and Booth Setup

IGF Village - Layout
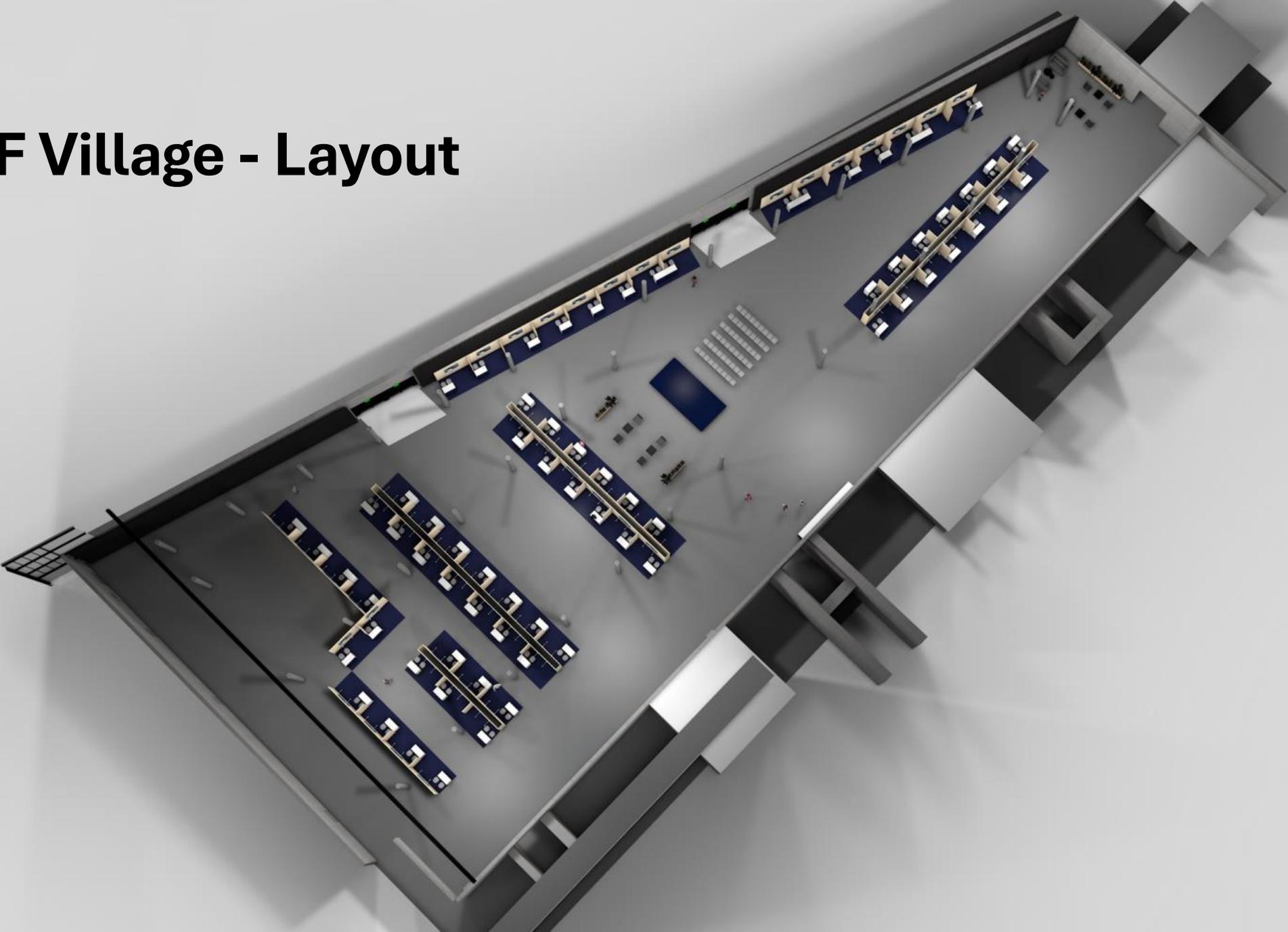
# Layout Allocation

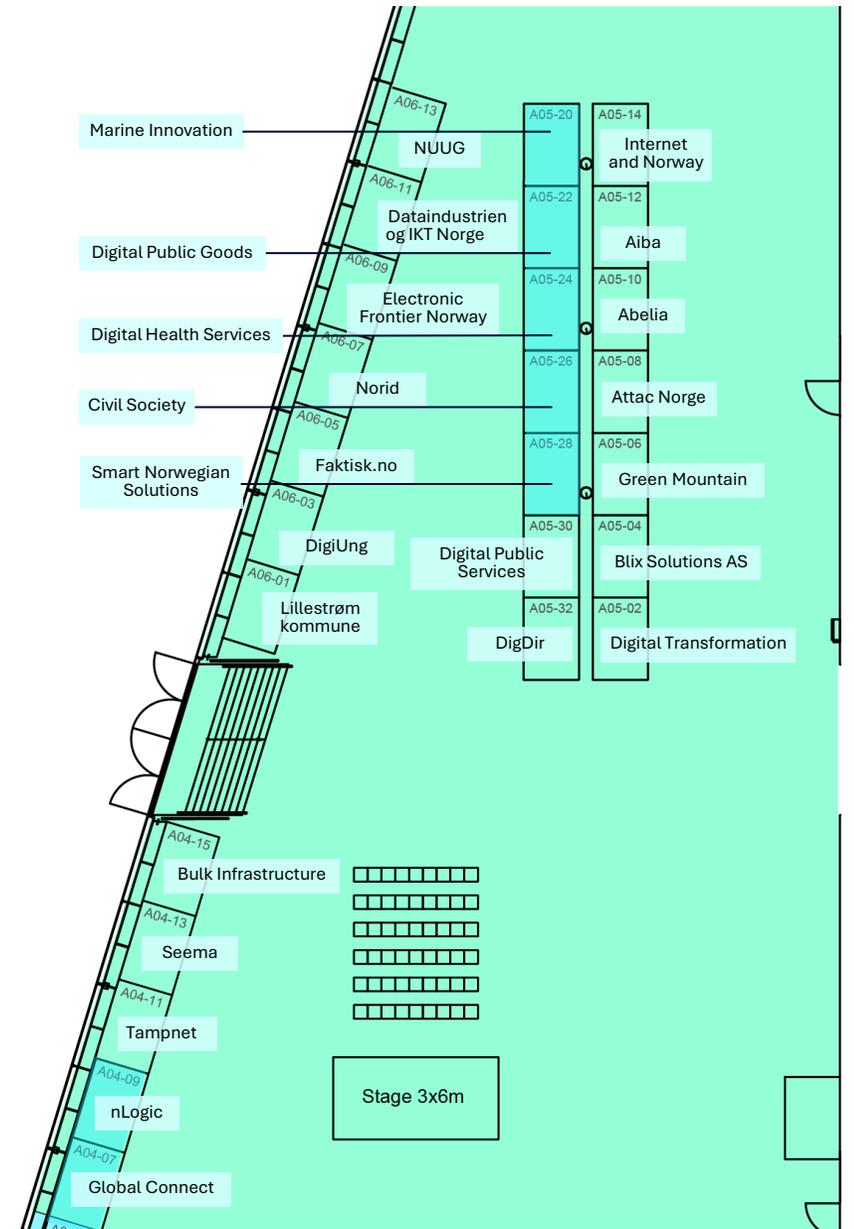The exhibition area is divided into two zones to ensure a clear and organized layout:

- Norwegian exhibitors are located in the area marked in green on the floor plan.

- International exhibitors are located in the area marked in blue on the floor plan.

Stand numbers will be assigned to exhibitors on a rolling basis and communicated as they are confirmed.

Norwegian exhibitors

International exhibitors

# Norwegian exhibitors



Marine Innovation

A06-13
NUUG

A05-20
A05-14
Internet and Norway

A06-11
Dataindustrien og IKT Norge

A05-22
A05-12
Aiba

Digital Public Goods

A06-09
Electronic Frontier Norway

A05-24
A05-10
Abelia

Digital Health Services

A06-07
Norid

A05-26
A05-08
Attac Norge

Civil Society

A06-05
Faktisk.no

A05-28
A05-06
Green Mountain

Smart Norwegian Solutions

A06-03
DigiUng

Digital Public Services

A05-30
A05-04
Blix Solutions AS

A06-01
Lillestrøm kommune

A05-32
A05-02
DigDir        Digital Transformation

A04-15
Bulk Infrastructure

A04-13
Seema

A04-11
Tampnet

A04-09
nLogic

Stage 3x6m

A04-07
Global Connect

| A04-07 | A04-09 | A04-11 | A04-13 | A04-15 | A05-02 | A05-04 | A05-06 | A05-08 | A05-10 |
|---|---|---|---|---|---|---|---|---|---|
| Global Connect | nLogic | Tampnet | Seema | Bulk Infrastructure | Digital Transformation | Blix Solutions AS | Green Mountain | Attac Norge | Abelia |

| A05-12 | A05-20 | A05-22 | A05-24 | A05-26 | A05-28 | A05-30 | A06-01 | A06-03 | A06-05 |
|---|---|---|---|---|---|---|---|---|---|
| Aiba | Marine Innovation | Digital Public Goods | Digital Health Services | Civil Society | Smart Norwegian Solutions | Digital Public Services | Lillestrøm kommune | DigiUng | Faktisk.no |

| A06-07 | A06-09 | A06-11 | A06-13 | A05-14 | A05-32 |
|---|---|---|---|---|---|
| Norid | Electronic Frontier Norway | Dataindustrien og IKT Norge | NUUG | Internet and Norway | DigDir |

# International exhibitors
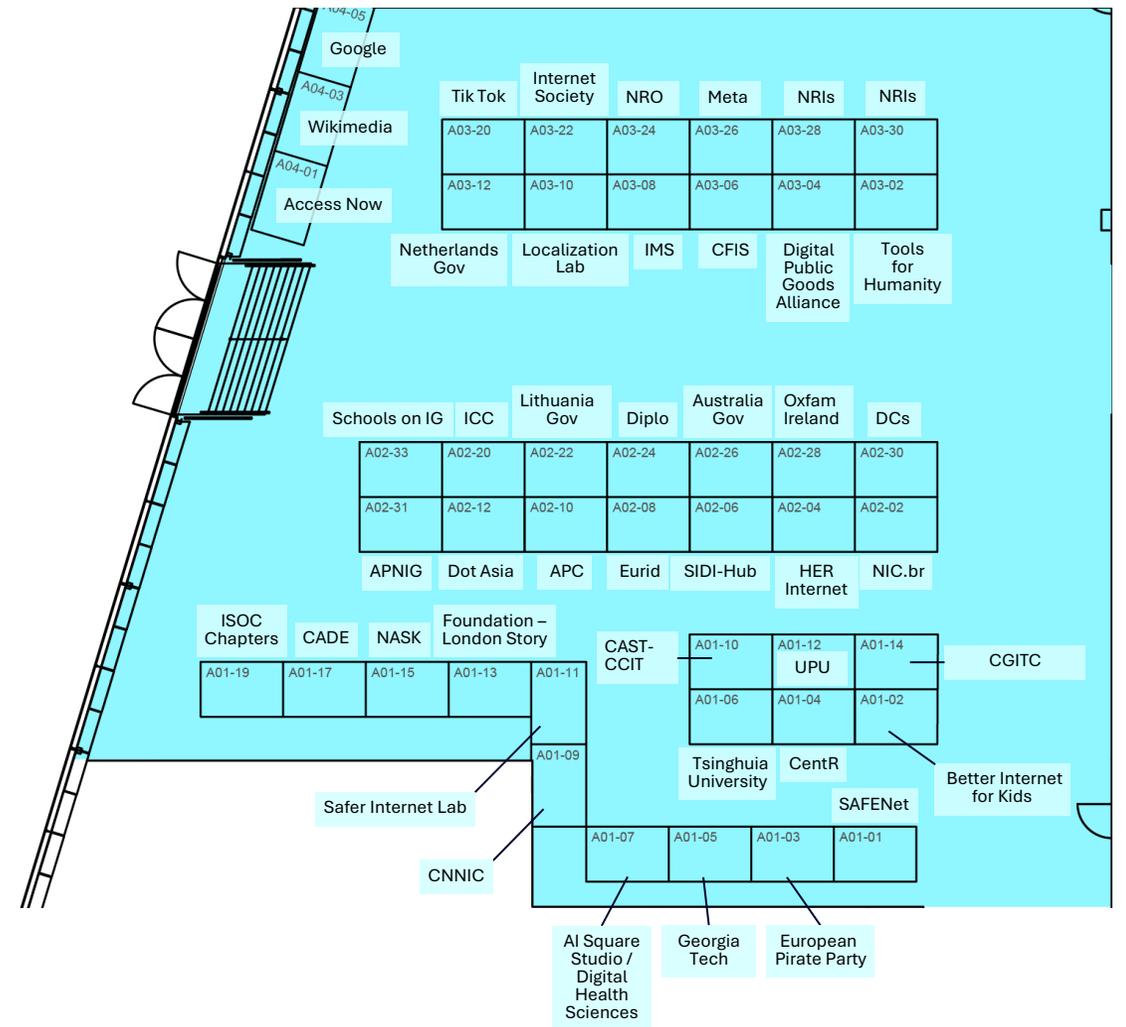
| A01-01 | A01-02 | A01-03 | A01-04 | A01-05 | A01-06 | A01-07 | A01-09 | A01-10 | A01-11 |
|---|---|---|---|---|---|---|---|---|---|
| SAFENet | Better Internet for Kids | European Pirate Party | CentR | Georgia Tech | Tsinghuia University | AI Square Studio / Digital Health Sciences | CNNIC | CAST-CCIT | Safer Internet Lab |
| A01-12 | A01-13 | A01-14 | A01-15 | A01-17 | A01-19 | A02-02 | A02-04 | A02-06 | A02-08 |
| UPU | Foundation – London Story | CGITC | NASK | CADE | ISOC Chapters | NIC.br | HER Internet | SIDI-Hub | Eurid |
| A02-10 | A02-12 | A02-20 | A02-22 | A02-24 | A02-26 | A02-28 | A02-30 | A02-31 | A02-33 |
| APC | Dot Asia | ICC | Lithuania Gov | Diplo | Australia Gov | Oxfam Ireland | DCs | APNIG | Schools on IG |
| A03-02 | A03-04 | A03-06 | A03-08 | A03-10 | A03-20 | A03-22 | A03-24 | A03-26 | A03-12 |
| Tools for Humanity | Digital Public Goods Alliance | CFIS | IMS | Localization Lab | Tik Tok | Internet Society | NRO | Meta | Netherlands Gov |
| A04-01 | A04-03 | A04-05 | A03-28 | A03-30 | | | | | |
| Access Now | Wikimedia | Google | NRIs | NRIs | | | | | |

# Stand Classification

Features:

- 50 – Inch Screen
- Reception Counter
- Table / 2 chairs

3 meter

2 meter
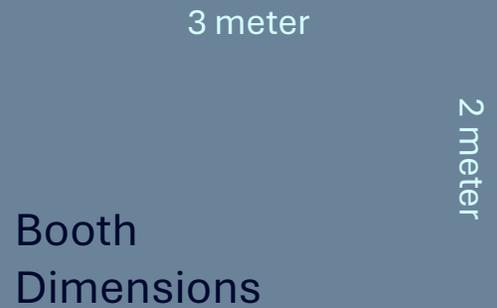
Booth
Dimensions

All booths are of a standard design and cannot be branded.

Basic Wi-Fi access will be available to all exhibitors
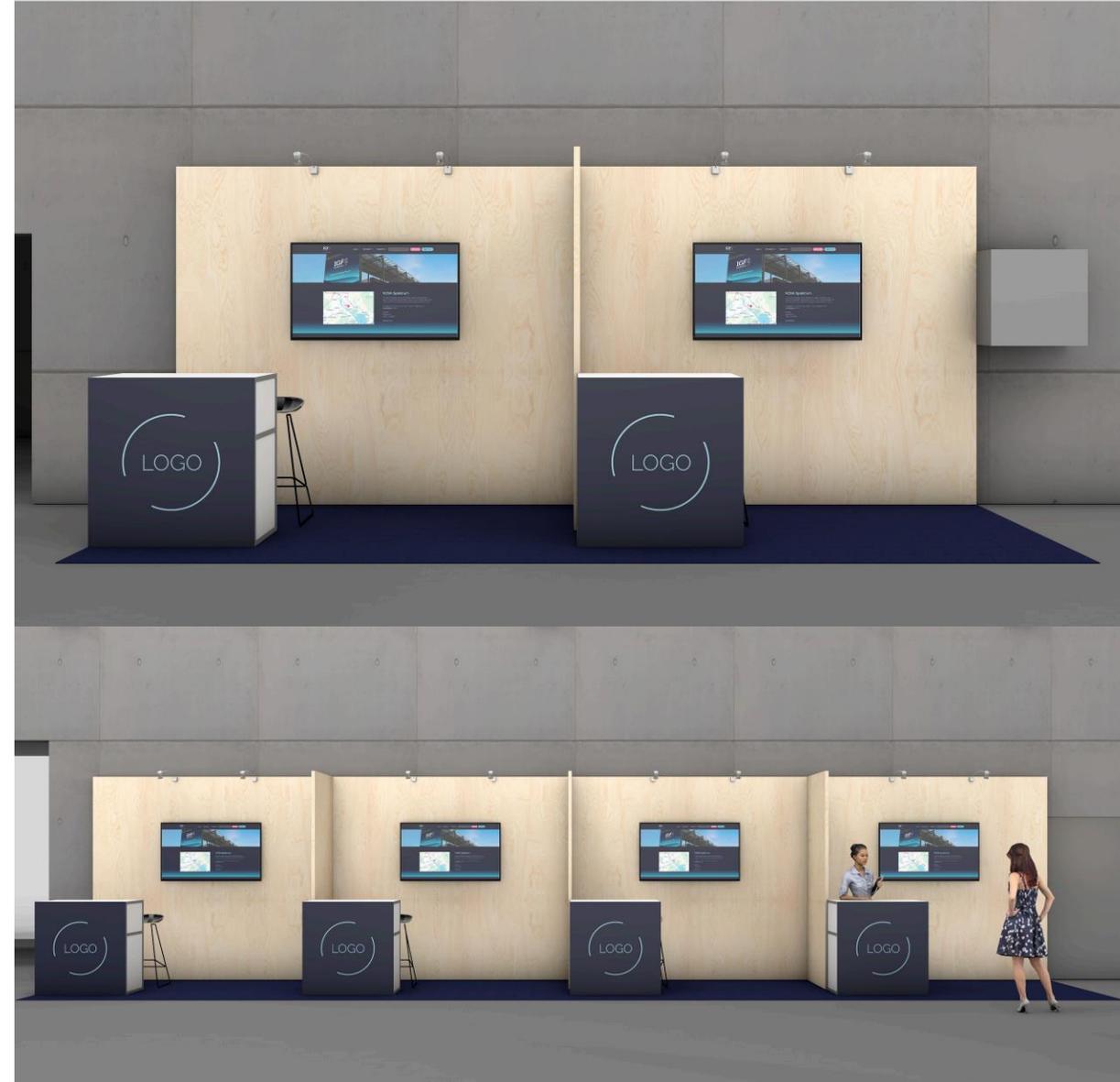
# Logo Classification

**Logo and Ratio:**

Exhibitor logos will be applied to the reception counters. To ensure clear visibility and proper branding, the logo should follow the dimensions given. Logos will be applied and centered by the event managing company.

Please note that the logo will be printed on a counter with the following dimensions: Height: 104 cm x Width: 102 cm

**Material:**

The logo will be printed in high-resolution by die cutting and applied to the counter.

**Logo Submission:**

Email to the exhibition team: Exhibitor@medvind.no  (IGF Logo Submission – Stand name)

**Deadline for logo submission: May 20, 2025**

**Size and bleed**
Files must be saved in 10% scale. Maximum file size is 1 GB and not over 30.000 pixels. Regular banners should have 5 mm bleed with no crop marks. Fabric in frame should have 14 mm bleed.

**CMYK Colour profile**
ICC profile Coated FOGRA39

**Image Resolution**
Use the following resolution at full size (100%).
Viewing distance  0,5-5m:    150-100 dpi.
                  5-10m:    100-70 dpi.
                  10-50m:    50-20 dpi.

DPI is multiplied by 10 when the file is 10% size.

**Vectorizing and file type**
All text needs to be vectorized (outline). The same goes for lines with stroke effect.   Any linked images must be embedded in the file. Save as EPS or PDF (no compression).

**File name**
Save all files with names according to the following standard:

*NOVA Spektrum_D03-17_bannerA_1pcs_12000x1500mm.pdf*

Company Name    Stand Number    Description    Quantity    Dimensions (100%)

# Screen Classification

**Resolution and aspect Ratio:**

The screen is a 50-inch display with a 16:9 aspect ratio.

Ensure that all content is optimized for a 1920x1080 resolution (Full HD) to prevent distortion or pixelation.

**File Format for USB playout:**

- Accepted formats for **videos**: MP4, MPEG, AVI

- Accepted formats for **presentations**: PPT, PDF

- Accepted formats for **images**: JPG, PNG, BMP

# Screen Classification

**USB Content Delivery:**

Exhibitors must bring their own USB flash drive to present their content at the stand.

HDMI cable is not included in the stand package.

**Content Testing:**

It is highly recommended to test your content in advance on a similar device to ensure everything runs smoothly when plugged into the booth screen.

# Shipping and logistics

# Shipping and logistics

IGF 2025 Warehouse address

**Shipments to the venue are addressed to:**
"Your Company name"
United Nations, IGF Village
"Your Booth Number"
c/o NOVA Spektrum
Messeveien 14
N-2004 Lillestrøm
Norway

**For international shipments - Make sure to also include:**
Organization number: 894 665 432
The following text on the invoice:
"For United Nations use. Exempt of VAT and TAX"

All shipments must have shipping documents, including courier shipments.
Remember to bring a copy of the shipping document.

**Support:** Logistics@medvind.no

**Shipments (International & Domestic):**
All shipments must be delivered to the venue's warehouse address by the specified date, between **June 11th and June 18th**, in preparation for the event.

# Shipping and Logistics

**Addressing an invoice:**
All international shipments must be accompanied by an invoice, if the ATA Carnet is not used. Please list the items as temporary use.

Contact to shipping company:
NOVA Spektrum Logistics
Number: +47 40 00 02 67

**Each invoice must include:**
- Sender's full name and address
- Detailed description of contents
- Value of each item
- Shipping terms
- Whether the goods are for temporary or permanent import

**Shipments that arrive before assembly time:**
Shipments arriving before the assembly time will be put into storage and placed at the stand on the day the assembly starts. Shipments arriving during the assembly time will be delivered directly to the stand.

**General Reminders:**
- All courier shipments must be accompanied by complete and accurate shipping documents.
- Failure to follow these guidelines may result in customs delays or additional costs.

If you have any questions, feel free to contact the logistics team at:

Logistics@medvind.no

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## Shipment Notification Procedure

Once your shipment has been dispatched, please send an email with the following details to the logistics team:

Email Subject:

IGF 2025 – Shipment Notification – [Your Company Name and stand number]

**Information to Include in the Email:**

Exhibitor Name

Booth Number

Shipping Carrier

Tracking Number

Number of Packages

Estimated Delivery Date

Contact Person for Shipment

Packing list

**Logistics@medvind.no**

## Post Receiving email

After your email is received, the logistics team will acknowledge receipt and provide you with any additional instructions if necessary.

Without prior notification, there may be delays in processing your shipment, which could affect the timely delivery of your materials to the exhibition venue.

For international exhibitors, it is essential to follow Norwegian customs regulations to avoid delays. Below are the required documents and procedures for customs clearance.

## Required Documentation

For international exhibitors, it is essential to follow Norwegian customs regulations to avoid delays. Below are the required documents and procedures for customs clearance.

Required Documentation:

1. Commercial Invoice: Include detailed descriptions of the contents, value, and intended use of all goods.
2. Packing List: A breakdown of each package's contents, including weight and dimensions.
3. Certificate of Origin: This may be required for certain goods, particularly manufactured items.
4. HS Codes: All goods should be classified using the correct Harmonized System (HS) codes for customs processing.

## Prohibited Items

Certain items are prohibited from being imported into Norway, including:

- Alcoholic beverages
- Weapons and explosives
- Other restricted substances or items (refer to Norwegian customs regulations for more details).

Customs Declaration: Declaration of goods into Norway - Tolletaten

! All customs duties, taxes, and fees are the responsibility of the exhibitor. Ensure all documentation is accurate to prevent delays.

## Required Documentation

All shipments must be sent to the NOVA Spektrum warehouse.

Once your materials arrive at the warehouse, they will be stored until the event move-in period.

## Delivery to Venue

The event organizers will manage the transportation of all materials from the warehouse to the exhibition venue.

All shipments will be delivered directly to the respective booths, before the exhibitor move-in period.

## On-SiteAssistance

On-site logistics staff will be available to assist with any issues regarding delivery, setup, or missing shipments.

# Ordering Additional Products

If you require additional products or services for your stand, these can be ordered directly from Nova Spektrum's Service Center.

Please note: Additional products are **not included** in the standard stand package and will be **invoiced separately** to the exhibitor.

**Contact for orders:**
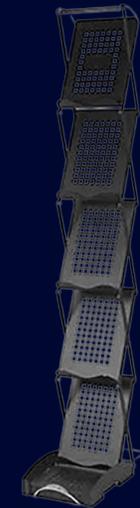service@novaspektrum.no
Tel.: +47 400 00 796

**Order deadline: May 22, 2025**

We recommend placing your order as early as possible to ensure availability.

**Espresso machine, 1020w,**
incl. 50 pods + 30 cups
Product number: 5670
NOK 2,180.00 excl. VAT.

**Brochure stand black,**
5 vertical A4,
w:25cm h:158cm
Product number: 5808
NOK 766.00 excl. VAT.

**Bar stool, white**
cushion/chrome. sh:80cm
Product number: 5185
NOK 470.00 excl. VAT

# FAQ

# Frequently Asked Questions (FAQ)

1. *How do I submit my booth logo?*

**Answer:** To submit your booth logo, please email it to the exhibition team at Exhibitor@medvind.no with the subject line: *IGF Logo Submission – (Stand Name)*

2. *Can I bring small amounts of exhibition materials that I have personally transported to the venue?*

**Answer:** Yes, materials that are small in size or quantity, and that could be personally transported through airport security can be brought into the venue.

3. *Can I brand my own stand?*

**Answer:** To maintain the theme of the event all stands must keep the same design , exhibitors are not permitted to brand or decorate their own stands , however they can use the screens to showcase their branding.

4. *What are the move-in and move-outtimes?*

**Answer:**
Move-in for IGF Village exhibitors will take place on Sunday, 22 June, between 10:00 and 20:00. Move-out is scheduled for Friday, 27 June, between 16:00 and 20:00.

During the event days (23–27 June), exhibitors will have access to the venue from 07:00 in the morning and must vacate by 19:00 each day.

5. *How many power outlets are included with the stand, and how much electricity is provided?*

**Answer:** Each stand is equipped with 2 power outlets. The voltage is 220V per outlet, with a combined total power supply of 600W.

# General Rules

**Booth Setup and Decoration:**

- Do not hang any banners or external signage to the booth walls.

- All booth setup must be completed within the allocated time frame. Exhibitors should not start setting up their booth outside the designated times.

- Do not place any materials, signage, or promotional items in the aisles or outside your booth space. The pathways must remain clear for safety and access.

**Safety and Compliance:**

- All electrical equipment used within the booth must comply with safety standards. If additional power is required, it must be ordered through the official event contractor and paid for at the exhibitor's own expense.

- Flammable materials such as open flames, candles, or any other fire hazards are not allowed within the booth space.

For any further clarification on the rules or general inquiries, please contact: Exhibitior@medvind.no

**IGF 20 25 NORWAY**

Thank you