vExpo: Roles and Responsibilities

# Tech Lab - vExpo team

The vExpo team is responsible for the technical development of the vExpo event portal, including the virtual lobby and kiosks. When working with us to get your vExpo ready for your event, our role will be to:

* Establish the vExpo content submission deadline.
* Adjust the lobby colors to match the event’s look and feel (if needed).
* Integrate the visual elements (banners and presentation screen), text and links to content as part of the lobby.
* Work directly with kiosk owners to develop or update their virtual kiosks.
* Provide the final vExpo event URL prior to the event.
* Provide analytics on the use of your vExpo following the event (excludes analytics on third party site, ex: Wonder.me networking).
* Support you and answer your questions throughout the various stages of the process.

# Event Host

As the event host, your main responsibility is to provide the vExpo team with the final content and images to be integrated into the vExpo. For this, your role will be to:

* Provide the event branding/look and feel to be incorporated as part of the lobby colors.
* Create the final design of the images to be included in the lobby 3D scene (banners and presentation screen), as per the required specifications.
* Ensure that all content available through the lobby meets [content requirements](https://wiki.gccollab.ca/CSPS_Tech_Lab/vExpo/Content_%26_Design_Guidelines#Content_requirements).
* Provide a list of the kiosks to be included in the vExpo exhibit area.
* Submit final content (i.e., links, images, text) prior to the submission deadline.
* Request permission from kiosk owners to include their existing kiosk in your vExpo event (where applicable).
* Coordinate and manage all event logistics and 3rd party applications (e.g., registration, promotion, webcast, networking tool).
* Review the live version of your vExpo (on test environment) and give the go-ahead to launch in production.

# Kiosk Owner

As kiosk owner, your main responsibility is to design your kiosk and provide us with the final content to be integrated into the vExpo.

For the development of a **new kiosk**, your role will be to:

* Coordinate with your team, management and departmental communications team, what content and visuals should be included in your kiosk.
* Create the final kiosk design, following the [kiosk design guidelines](https://wiki.gccollab.ca/CSPS_Tech_Lab/vExpo/Content_%26_Design_Guidelines#Additional_information).
* Translate and request a linguistic review of all kiosk content, prior to submission.
* Ensure that all content available through the kiosk meets [content requirements](https://wiki.gccollab.ca/CSPS_Tech_Lab/vExpo/Content_%26_Design_Guidelines#Content_requirements_2).
* Obtain final approvals from management and your internal communications team on the final kiosk content and design (prior to submitting to the vExpo team).
* Submit kiosk content, design and assets prior to the submission deadline.
* Review the live version of your kiosk (on test environment) and give the go-ahead to launch in production.

For updates to **existing kiosks**, your role will be to:

* Let the vExpo team know if updates are required to the kiosk (e.g., broken link).

If you have any questions, contact the vExpo team at: [csps.digitalacademyvexpo-vexpodelacademiedunumerique.efpc@csps-efpc.gc.ca](mailto:csps.digitalacademyvexpo-vexpodelacademiedunumerique.efpc@csps-efpc.gc.ca).