Request for vExpo

Please complete the form below and return to Genevieve.lemieux@csps-efpc.gc.ca.

Due to high demands, make sure to review the [list of criteria](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo/Request_a_vExpo) before sending your request. Your request will be reviewed and considered based on priority, existing commitments and timelines.

Additional information about the vExpo is available on the [vExpo GCwiki page](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo), including [Content and Design Guidelines](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo/Content_%26_Design_Guidelines) to provide you with an idea of what needs to be provided if you decide to go forward with a vExpo lobby or kiosks.

**Primary contact:**

First Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Department or agency you work for:**Click or tap here to enter text.

**Does your team have an MOU with CSPS/Digital Academy?** Choose an item.

**What is your reason for contacting us today? (Select all that apply.)**

[ ]  I want to schedule a vExpo demo for my team.

[ ]  I’m interested in using the vExpo virtual event platform for an upcoming event.

***Note:*** *Please provide the additional details about your event in the section below.*

[ ]  I’m interested in having one or more virtual kiosks developed for my team or event.

***Note:*** *Please provide the additional details about your event in the section below.*

[ ]  Other (specify):

***If requesting vExpo for an upcoming event (optional):***

1. Name of the event: Click or tap here to enter text.
2. Date of the event: Click or tap here to enter text.
3. Topic of the event: Click or tap here to enter text.
4. Who is the primary audience for this event?: Click or tap here to enter text.
5. How many participants are you expecting (estimate)? Click or tap here to enter text.
6. Is your event aligned with a GC priority?

[ ]  Yes, specify: \_\_\_\_\_\_\_\_\_\_\_

[ ]  No.

1. Does your event meet **all** the [criteria for using vExpo](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo/Request_a_vExpo)?

[ ]  Yes

[ ]  No

***If requesting virtual kiosks (optional):***

1. How many kiosks are required? Click or tap here to enter text.
2. How are you intending to use the kiosk(s):

[ ]  As part of an event

[ ]  As a stand-alone kiosk (not part of an event)

[ ]  As part of an event **and** as a stand-alone kiosk

[ ]  Other, specify: Click or tap here to enter text.

1. What is the deadline for receiving the finalized kiosk(s) (if not part of an event)? Click or tap here to enter text.
2. Is/are your kiosk(s) aligned with a GC priority?

[ ]  Yes, specify: \_\_\_\_\_\_\_\_\_\_\_

[ ]  No.

**Additional details to share?***Please include below any other pertinent comments or details that could help us better assess your request.*