Request for vExpo

Please complete the form below and return to csps.digitalacademyvexpo-vexpodelacademiedunumerique.efpc@csps-efpc.gc.ca.

IMPORTANT: Due to high demands, make sure to review the [list of criteria](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo/Request_a_vExpo) and the [roles and responsibilities](https://wiki.gccollab.ca/images/8/8b/VExpo_-_Roles_and_Responsibilities_EN.docx) 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 a MOU with the CSPS or CSPS Tech Lab?** 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 new 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.

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