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| vExpo **Kiosk** Content Submission Form |

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| General Instructions  After reviewing the [vExpo Content and Design Guidelines](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo/Content_%26_Design_Guidelines), fill out the fields below with the final links and text to be used in the kiosk.   1. You may need or want the kiosk to reflect your departmental branding and/or the program’s look and feel. If so, make sure to send us the required image source files in vector format (.ai, .eps, .svg, etc.), and branding guidelines along with this document (when available). 2. Provide the content and material as soon as available, and no later than the agreed-upon deadline. Content sent past the deadline may result in our inability to include the kiosk in the events (where applicable). 3. Once completed, submit this document and file attachments to [csps.digitalacademyvexpo-vexpodelacademiedunumerique.efpc@csps-efpc.gc.ca](mailto:csps.digitalacademyvexpo-vexpodelacademiedunumerique.efpc@csps-efpc.gc.ca).   Kiosk Anatomy  Before filling-out this form, **please take a look at the image below**. This is what a virtual kiosk design looks like. You can refer to this image while filling out the form. | Kiosk Information   |  |  | | --- | --- | | **Organization / Department :** | **Digital Academy** | | **Point of contact (name and email) :** | **Name: Ferdos Taleb Email:** [**Ferdos.TalebNajafabadi@csps-efpc.gc.ca**](mailto:Ferdos.TalebNajafabadi@csps-efpc.gc.ca) | | **Kiosk Title (EN and FR):** | **EN: CSPS Digital Academy FR:** | | **Visual Style Reference URL(s) : (Visual Guides, Branding Norms, Comms Pieces, etc)** | <https://miro.com/welcomeonboard/a1VLZERPWGVHRFdSSEJxckRSeW5pcUpndGtMbzZIQ3hPQ05kYnByeUI5VnVIMzNtMG5kT09zSkhPVmpJUUZmOHwzMDc0NDU3MzY3MzIwNTkxOTk3?share_link_id=554805723074> |   Content Accessibility   |  |  |  | | --- | --- | --- | | **As per the** [**vExpo content requirements**](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo/Content_%26_Design_Guidelines#Public_Access)**, your content linked from the Hotspots in your kiosk *must* be available on the Web, in both official languages and be accessible. Please confirm the following:** | YES | NO | | Can the links to your kiosk content be accessed by the public (outside of your organization's firewall)? | Yes |  | | Is your content accessible; readable using assistive technology, alt text, transcripts, closed captions, etc.? | Yes |  | |

How to Fill Out the Hotspot List

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| A hotspot is typically represented by an **image** or a **decorative text,** or both. If an image provided needs to be used **as is**, mark it as required in the filed below. All text, images and URLs need to be provided in **both official languages.** | Once the final kiosk design is completed, it will be incorporated into the 3D kiosk. When a user interacts with that hotspot in the virtual kiosk, a **description card** appears at the bottom of the kiosk with an **icon** and **description text (call to action)**. The text from this description card is the text that will appear on the accessible and mobile version of the kiosk. | When the user clicks on a hotspot, they will be directed to a website (using the URL provided in the field below). The web content available through a hotspot should meet accessibility requirements and be available in **both official languages**. |
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| The image above represents how hotspot information fits in each column of the **Hot**s**pot List** section below. Each row represents one hotspot inside each panel of your kiosk. | | |

Hotspot List

Feel free to add more rows, as needed, to allow for additional hotspots on your kiosk panels.

Note: When visual assets are provided, we will assume they are just references so the designers may change them for similar or but better equivalents, if needed. If the images provided need to be used **as is**, mark it as required in the field below.

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| --- | --- | --- | --- | --- | --- |
| **Hotspot Image** | **Decorative Text** | **Description Card Icon** | **Description Card Text** | **Target URL** | **Comment** |
| **Left Panel** | | | | | |
| *Image: 12-aCSPS learning catalog filtered for courses on digital, data, and design topics* | EN: A suite of virtual and self-led courses on digital, data, and design topics  FR: Une série de cours virtuels et autodirigés sur les thèmes du numérique, des données et de la conception. | *Icon:12-bA red and white flag  Description automatically generated with low confidence* | EN: Browse the CSPS learning catalog for our courses on digital, data, and design topics.  FR: Parcourez le catalogue d’apprentissage de l’EFPC pour découvrir nos cours sur les thèmes du numérique, des données et de la conception. | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&type%5B%5D=8&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:13* | EN: Learning paths designed to help public servants learn more about their digital learning needs  FR: Parcours d’apprentissage conçus pour aider les fonctionnaires à mieux connaître leurs besoins en matière d’apprentissage numérique. | *Icon:13* | EN: View our learning paths on digital, data, and design topics.  FR: Consultez nos parcours d’apprentissage sur les thèmes du numérique, des données et de la conception. | EN: <https://www.csps-efpc.gc.ca/digital-academy/index-eng.aspx>  FR: <https://www.csps-efpc.gc.ca/digital-academy/index-fra.aspx> |  |
| *Image: 14A picture containing text  Description automatically generated* | EN: Quick learning designed to explore topics related to data and digital  FR: Apprentissage rapide conçu pour explorer les sujets liés aux données et au numérique. | *Icon:14*  A picture containing text  Description automatically generated | EN: View our Microlearning offerings on digital, data, and design topics.  FR: Consultez nos offres de micro-apprentissage sur les thèmes du numérique, des données et de la conception. | EN: <https://busrides-trajetsenbus.csps-efpc.gc.ca/>  FR: <https://busrides-trajetsenbus.csps-efpc.gc.ca/fr> |  |
| **Center Panel** | | | | | |
| *Image: 1-a*  A picture containing person  Description automatically generated | EN: Digital Academy is the CSPS digital and data business line. It equips public servants with the knowledge, skills, and practical experience needed for government in the digital age.  FR: L’Académie du numérique est le secteur d’activité de l’EFPC consacré au numérique et aux données. Elle permet aux fonctionnaires d’acquérir les connaissances, les compétences et l’expérience pratique nécessaires aux activités du gouvernement à l’ère numérique. | *Icon:1-b*  Logo, company name  Description automatically generated | EN: Watch our video on ‘How to Be Digital in the Government of Canada.’  FR: Visionnez notre vidéo « Comment être numérique au gouvernement du Canada ». | EN: <https://www.csps-efpc.gc.ca/video/digital-government-canada-eng.aspx>  FR: <https://www.csps-efpc.gc.ca/video/digital-government-canada-fra.aspx> |  |
| *Image:* *text container -theme*  *Shape, rectangle  Description automatically generated* | EN: Digital  FR: Numérique | *Icon: 2*  A picture containing text  Description automatically generated | EN: View our offerings on the ‘digital’ theme.  FR: Consultez nos offres sur le thème « numérique ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22digital%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22num%C3%A9rique%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme*  Shape, rectangle  Description automatically generated | EN: Data  FR: Données | *Icon:3*  A person standing on a stage  Description automatically generated with medium confidence | EN: View our offerings on the ‘data’ theme.  FR: Consultez nos offres sur le thème « données ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=1&subtopic%5B%5D=139&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=1&subtopic%5B%5D=139&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme*  Shape, rectangle  Description automatically generated | EN: Digital Leadership  FR: Leadership numérique | *Icon:4* | EN: View our offerings on the 'digital leadership' theme.  FR: Consultez nos offres sur le thème « leadership numérique ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=1&subtopic%5B%5D=100&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=1&subtopic%5B%5D=100&reveal_type=1&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme* | EN: Service Design  FR: Conception des services | *Icon:5*  A person working on the computer  Description automatically generated with low confidence | EN: View our offerings on the 'service design' theme.  FR: Consultez nos offres sur le thème « conception des services ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=1&subtopic%5B%5D=134&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=1&subtopic%5B%5D=134&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme*  *Shape, rectangle  Description automatically generated* | EN: Cloud  FR: Nuage | *Icon:6*  *Graphical user interface, application  Description automatically generated* | EN: View our offerings on the 'cloud' theme.  FR: Consultez nos offres sur le thème « nuage ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22cloud%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22nuage+%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme*  *Shape, rectangle  Description automatically generated* | EN: Cyber Security  FR: Cybersécurité | *Icon:7*  *Graphical user interface, application  Description automatically generated* | EN: View our offerings on the 'cyber security theme.  FR: Consultez nos offres sur le thème « cybersécurité ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22cyber+security%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22cybers%C3%A9curit%C3%A9+%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme*  *Shape, rectangle  Description automatically generated* | EN: Agile  FR: Agile | *Icon:8*  *A picture containing text, electronics  Description automatically generated* | EN: View our offerings on the 'agile' theme.  FR: Consultez nos offres sur le thème « agile ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22agile%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22agile%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme* | EN: Artificial Intelligence  FR: Intelligence artificielle | *Icon:9*  *A picture containing text, swimming  Description automatically generated* | EN: View our offerings on the 'artificial intelligence theme.  FR: Consultez nos offres sur le thème « intelligence artificielle ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22Artificial+Intelligence%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22+l%27intelligence+artificielle%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:* *text container -theme*  *Shape, rectangle  Description automatically generated* | EN: Emerging Technology  FR: Nouvelle technologie | *Icon:10*  *A picture containing text, electronics  Description automatically generated* | EN: View our offerings on the 'emerging technology' theme.  FR: Consultez nos offres sur le thème « nouvelle technologie ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22Emerging+Technology%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: |  |
| *Image:* *text container -theme*  *Shape, rectangle  Description automatically generated* | EN: Product Management  FR: Gestion de produits | *Icon:11* | EN: View our offerings on the 'product management theme.  FR: Consultez nos offres sur le thème « gestion de produits ». | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22Product+Management%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&reveal_duration=0&reveal_delivery_method=0&query=%22de+gestion+de+produits+%22&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
|  |  |  |  |  |  |
| **Right Panel** | | | | | |
| *Image: 15*A camera on a tripod  Description automatically generated with medium confidence | EN: Learning events, interactive seminars, forums, and digital expos  FR: Occasions d’apprentissage, séminaires interactifs, forums et expositions numériques | *Icon:15*  A camera on a tripod  Description automatically generated with medium confidence | EN: ​Learn more about our upcoming Events.  FR: Apprenez-en plus au sujet de nos événements à venir. | EN: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=en&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=0&type%5B%5D=7&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog>  FR: <https://catalogue.csps-efpc.gc.ca/catalog?cm_locale=fr&reveal_topic=0&topic%5B%5D=70&reveal_subtopic=0&reveal_type=1&type%5B%5D=7&reveal_duration=0&reveal_delivery_method=0&query=&products_per_page=12&products_sort_order=product_name_asc&pagename=Catalog> |  |
| *Image:16*A picture containing text, table, person, indoor  Description automatically generated | EN: Courses, workshops, and coaching to support the design, prototyping, and testing of user-centered government services  FR: Cours, ateliers et accompagnement pour soutenir la conception, le prototypage et l'essai de services gouvernementaux centrés sur l'utilisateur | *Icon:16*  A picture containing text, table, person, indoor  Description automatically generated | EN: Learn more about Digital Accelerator  FR: Apprenez-en plus au sujet de l’accélérateur du numérique. | EN: <https://wiki.gccollab.ca/CSPS_Digital_Academy/CSPS_Digital_Accelerator>  FR: <https://wiki.gccollab.ca/CSPS_Digital_Academy/CSPS_Digital_Accelerator> |  |
| *Image: 1-text container -social media 2-17*Table  Description automatically generated with medium confidence | EN: CSPS logo  FR: Logo de l’EFPC | *Icon:12-b*  A red and white flag  Description automatically generated with low confidence | EN: Learn more about our business line.  FR: Apprenez-en plus au sujet de notre secteur d’activité. | EN: <https://www.csps-efpc.gc.ca/about_us/business_lines/digitalacademy-eng.aspx>  FR: <https://www.csps-efpc.gc.ca/about_us/business_lines/digitalacademy-fra.aspx> |  |
| *Image: 1-text container -social media 2- 18*Table  Description automatically generated with medium confidenceGraphical user interface, text  Description automatically generated | EN: GCxchange logo  FR: Logo de GCéchange | *Icon:18*  Graphical user interface, text  Description automatically generated | EN: Follow us on GCxchange​​  FR: Suivez-nous sur GCéchange. | EN: <https://gcxgce.sharepoint.com/teams/1000585/>  FR: <https://gcxgce.sharepoint.com/teams/1000585/> |  |
| *Image: 1-text container -social media 2-19*Table  Description automatically generated with medium confidenceA blue and white logo  Description automatically generated with low confidence | EN: Twitter logo  FR: Logo de Twitter | *Icon:19*  A blue and white logo  Description automatically generated with low confidence | EN: Follow us on Twitter​  FR: Suivez-nous sur Twitter. | EN: <https://twitter.com/DigiAcademy>  FR: <https://twitter.com/DigiAcademy> |  |
| *Image: 1-* *text container -social media 2- 20Table  Description automatically generated with medium confidence*A picture containing text, clipart  Description automatically generated | EN: Newsletter logo  FR: Logo de l’infolettre | *Icon:20*  *A picture containing text, clipart  Description automatically generated* | EN: Join the Digital Academy Newsletter to get the latest info on our offerings and upcoming events  FR: Inscrivez-vous à l’infolettre de l’Académie du numérique pour recevoir les dernières nouvelles sur nos offres et les événements à venir. | EN: <https://www.csps-efpc.gc.ca/digital-academy/da-newsletter-subscribe-eng.aspx>  FR: <https://www.csps-efpc.gc.ca/digital-academy/da-newsletter-subscribe-fra.aspx> |  |