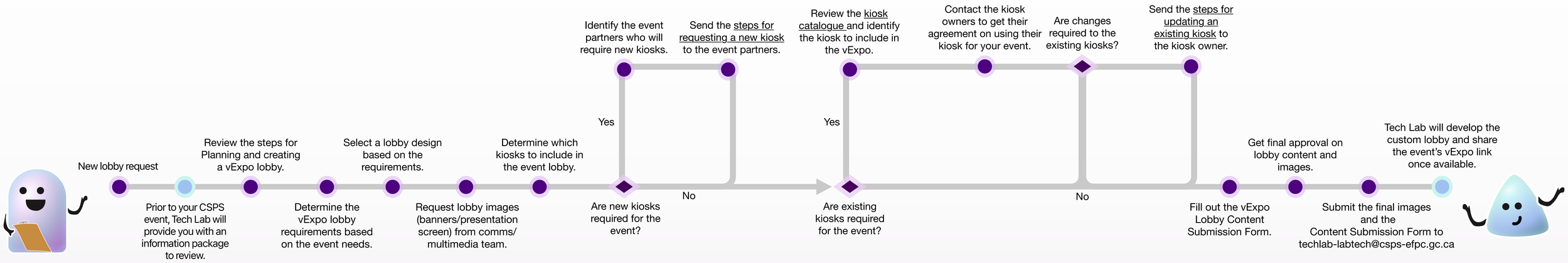
New lobby request
Prior to your CSPS event, Tech Lab will provide you with an information package to review.
Review the steps for Planning and creating a vExpo lobby.
Determine the vExpo lobby requirements based on the event needs.
Select a lobby design based on the requirements.
Request lobby images (banners/presentation screen) from comms/ multimedia team.
Determine which kiosks to include in the event lobby.
Are new kiosks required for the event?
Yes
Identify the event partners who will require new kiosks.
Send the steps for requesting a new kiosk to the event partners.
No
Are existing kiosks required for the event?
Yes
Review the kiosk catalogue and identify the kiosk to include in the vExpo.
Contact the kiosk owners to get their agreement on using their kiosk for your event.
Are changes required to the existing kiosks?
No
Send the steps for updating an existing kiosk to the kiosk owner.
Fill out the vExpo Lobby Content Submission Form.
Get final approval on lobby content and images.
Submit the final images and the Content Submission Form to techlab-labtech@csps-efpc.gc.ca
Tech Lab will develop the custom lobby and share the event's vExpo link once available.