vExpo **Lobby** Content Submission Template

This template was designed to gather content related to the your event lobby, as described in the [vExpo Content and Design Guidelines](https://wiki.gccollab.ca/CSPS_Digital_Academy/Virtual_Expo/Content_%26_Design_Guidelines).

# Instructions

1. Fill out the fields below with the final links and text to be used in the lobby. Note that the links to the breakout sessions and main presentation webcast can be provided at a later date if it’s not possible to submit them in advance.
2. You may need or want the lobby to reflect your departmental branding and/or the look and feel of the event's visual branding used on promotional material. If so, make sure to send us the required image source files and branding guidelines along with this template (optional).
3. Provide the content and material as soon as available, and no later than the agreed-upon deadline. Content sent passed the deadline may results in inability to include the kiosk in the events (where applicable).
4. Once completed, submit this template and file attachments to guy.boulet@canada.ca

# Event Information

|  |  |
| --- | --- |
| **English Title:**  |  |
| **French Title:**  |  |
| **Date and Time:** |  |

|  |
| --- |
| **Breakout Sessions** |
| # of Breakout Sessions: |   |
| Session 1 Title - English:  |   |
| Session 1 Title - French:  |   |
| Session 2 Title - English:  |   |
| Session 2 Title - French:  |   |
| Session 3 Title - English:  |   |
| Session 3 Title - French:  |   |

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| **Lobby Hotspot/Objects** | **URL - Link to Content** | **Is this content accessible (Y/N)** | **Additional Comments** |
| **English** | **French** |
| Event Agenda |   |   |   |   |
| Speakers Biographies |   |   |   |   |
| Main presentation - Webcast |   |   |   |   |
| Breakout session 1 (if applicable) |   |   |   |   |
| Breakout session 2 (if applicable) |   |   |   |   |
| Breakout session 3 (if applicable) |   |   |   |   |