**cOASIS Meeting Request Form**

* Milestone dates for the timeline (please add to this list if you have other major milestones where you may need assistance)
	+ Data provided to vendor for import:
	+ Data final in cOASIS:
	+ Upload Live & Emails sent out to Presenters:
	+ Upload Deadline:
	+ Caching server setup complete:
	+ cAttendee
		- cAttendee site due to client for review:
		- cAttendee site edits due to client for review:
		- cAttendee site approval due to vendor
		- cAttendee Analytics configured:
		- cAttendee site live:
		- cAttendee site closed:
* Association Information:
	+ Association Name:
	+ Association Short Name:
	+ Association Website URL:
* Meeting Information
	+ Meeting full name:
	+ Meeting short name:
	+ Meeting Dates:
	+ Meeting Location:
	+ Meeting Time Zone:
	+ Virtual/Hybrid/In-Person:
* Integrations
	+ Will SSO be needed?
	+ Will cAPI be used?
* Configuration:
	+ Activity Types:
		- i.e. Presenter
	+ Author Block Style:
		- *This can be different for each activity type*
	+ Presentation Types: *e.g.* *PDF, PPTX, MP4*
	+ Session Data
		- Will you be creating the session types and locations?
		- Do you have any extra fields & lists that need to be added?
	+ cAttendee:
		- Will cAttendee be used?
			* Number of Presentations:
			* Number of Attendees:
			* Number of Exhibitors/Booths/Lounges:
			* Number of Weeks hosted:
		- Will there be any registration integration? Or will registrants be imported?
		- cAttendee login process/format:
	+ Onsite/In-Person Meetings:
		- Number of Presentations:
		- Will a caching server be required?
		- Will the Disclosure feature be used?
		- Will the Timer feature be used?
		- Will the Recording feature be used?
			* If yes, how many estimated minutes of recorded presentations?
* Is Extended Support Needed (developer support outside of business hours)?
	+ Dates/Times (incl. time zone):