**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):