



Remo Basics

For Attendees and Tablers



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Glossary



1. Map - It's what's on your screen! The tables, decorations, stage, floors are all parts of your map.



2. Selected Video - The video to the left of the stage. This video was selected by the hosts of the event.



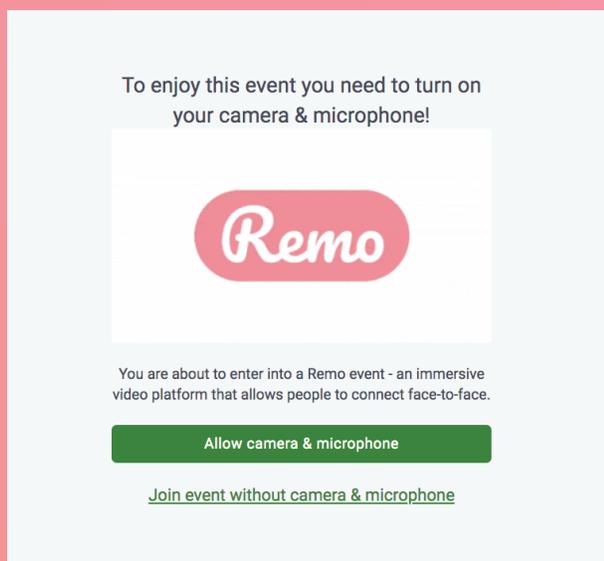
3. Stage - The stage is between the selected video and the information box.



4. Information Box - The information box is to the right of the stage and usually includes information about the event from the event hosts.

Logging Into An Event

At the start of the event navigate to the event link and select Join Event. You will be directed to something like this.

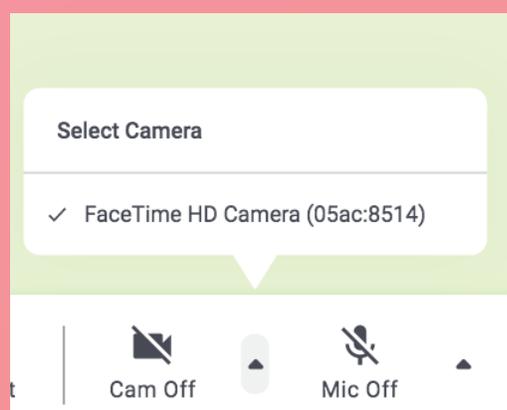


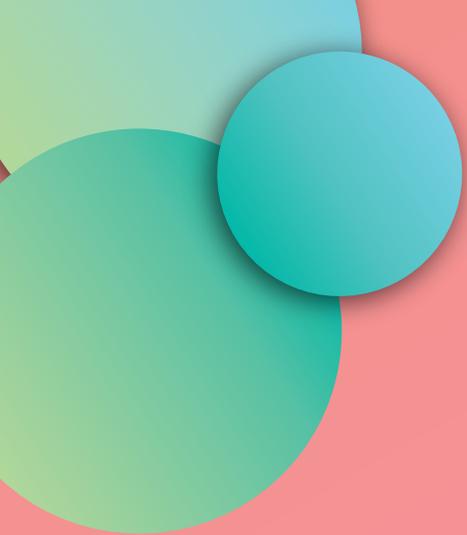
If you have not used Remo in the past, you will be directed to create an account, this is necessary to join any Remo program.

Sharing Camera and Microphone

For a great Remo experience you'll want to make sure you've given Remo access to your camera and microphone. At the top of your browser - where the Remo event link was entered - there is an option to select the camera and microphone you would like to use while operating the system.

Note: If you have two cameras on your laptop be sure to select the camera icon next to the link to select the correct camera.





Moving Around

Click and Drag your mouse to see around the map

Zooming In

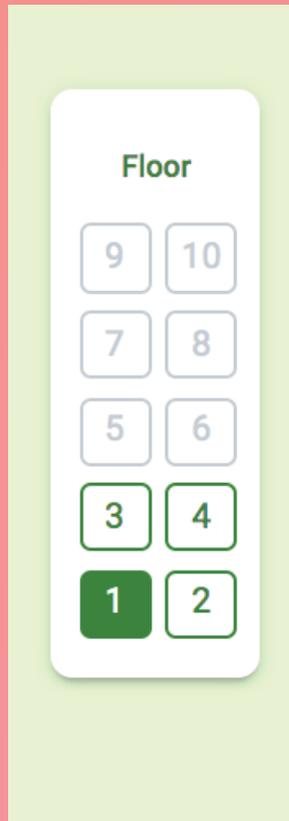
- Ctrl + +
- Command + +
- Use your mouse pad and expand two fingers to zoom in

Zooming Out

- Ctrl - -
- Command - -
- Use your mouse pad and bring two fingers together to zoom out

Moving Tables

- To change tables double click on the table that you would like to visit.



Navigating Floors

To change floors look to the left of your map. You will see a list of numbers, the numbers that are shaded are floors that are accessible to you. Click on the number of the floor you would like to visit. Note: You will be placed at a random table when you go to a new floor.

Sharing Screens

Click the share screen button. Your screen will appear as a smaller image next to the videos of the table participants. To enlarge the screen double click on the smaller image of the screen. You can only share a screen when you are at a table.



Chat Features

There are three chat features on Remo.

1. Table Chat - Chats entered in the Table chat will only be seen by members at the table you are currently at.

2. General Chat - Chats entered in the General Chat will be seen by everyone at the event.

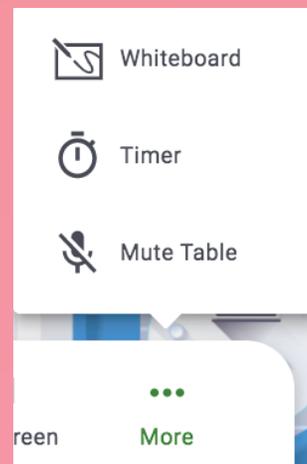
3. Private Chat - You have the option to privately message anyone at the event. Just click the name of the person you'd like to privately chat.

Note: Chats are only viewable to those who were present at the time the chat was posted.

Using Whiteboard

Finding the Whiteboard:

Look for the three dots at the toolbar at the bottom of your screen. Click these dots and you will find the Whiteboard feature.



Things to know:

1. When sharing a white board with table participants, they will be asked if they would like to view the whiteboard. They need to approve this request in order to engage with the white board.
2. The white board allows the table to have items pinned rather than having to repost in chat when new people join the table.

Whiteboard Options

On the left hand side of your white board you will see the White Board Task Bar. You will have the option to:



- Move or click items
- Add text (to share url or other social media links)
- Add a sticky note
- Add shapes
- Draw lines and arrows
- Add comments
- Create an item area that allows you to move various elements on a white board
- Upload Files
- Templates, widgets, and icons are also available when clicking the three horizontal dots at the bottom of the White Board Task Bar.



Suggestions/ FAQ

How to avoid getting placed at a table

Remo will automatically place you at a table when you enter an event or change floors. Rather than stay at an arbitrary table, double click on the stage while you wait or get situated (Usually between the video and information box at the top of your screen).

Use Chrome

Although using Safari is possible, CSI staff recommends that attendees use the Chrome browser when using Remo



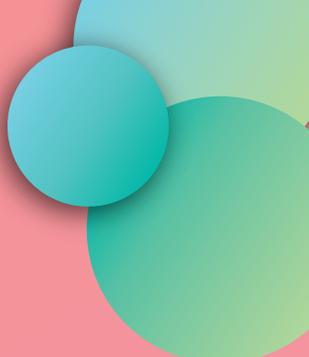
Remo Basics

For Event Hosts

Sharing an Event Link

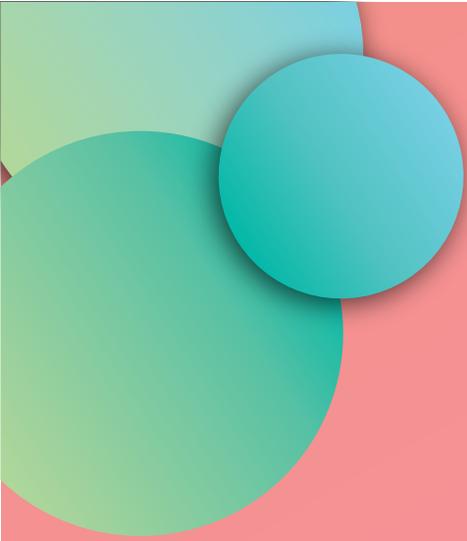
Hover over your event in the event list. Click the three dots in the upper right hand corner of the event. Select Copy invite URL, past it in desired location.





Bringing Speakers on the Stage

To bring your assigned speakers on stage, have them turn on their microphone and camera. They will then appear on the presenter screen or stage. To have them leave the stage have them turn off their microphone and camera.



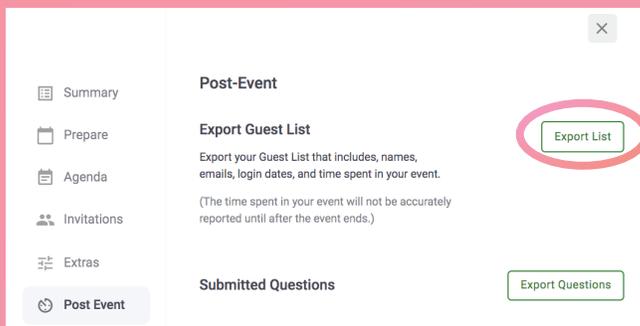
Q & A Section

Attendees have the option to insert questions into the Q&A section on the right hand side of the presenter screen. Attendees have the option to upvote and downvote questions so you're better able to see what's most important to them. Once you answer a question click the check mark to signal that it's been answered.

Gathering Attendee Lists After Event



Go to the past event list and choose 'Edit this event.'

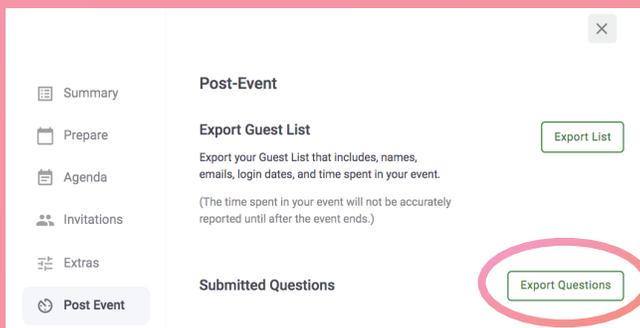


On the left hand side click post event, then select export list.

Gathering Attendee Questions After Event



Go to the past event list and choose 'Edit this event.'



On the left hand side click post event, then select export questions to download questions that attendees submitted in the Q&A section of the presenter screen