

Remo Event Guide

2021 ERAN Kick-off Meeting

- Flash Talk :Webex
- Poster Session : Remo

To get the full experience of connecting with others, we recommend using a device with a camera and microphone. Remo works on desktops and laptops. Tablets are not recommended or supported at this time.

• About Remo

Remo <https://remo.co/>

Remo is compatible with: Chrome (Highly recommended), Safari

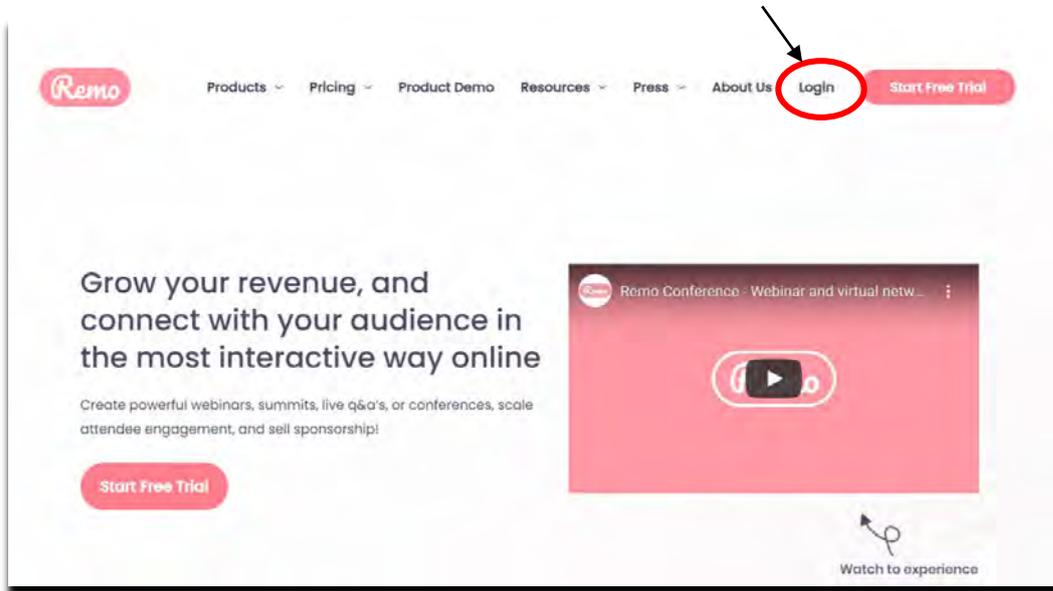
*Some users have reported that they were not able to use it on Safari/Firefox.

Make sure your browser is updated to the latest version.

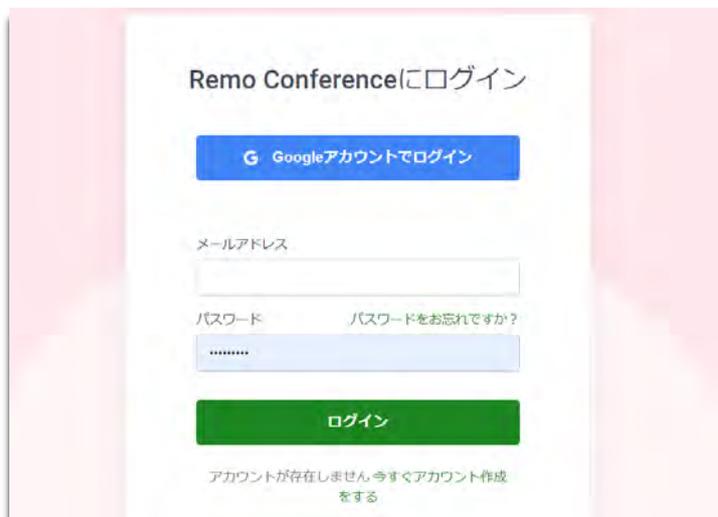
if you have any further questions please feel free to contact Eran staff, when we have a test-meeting.

Register for the event

CREATE AN ACCOUNT

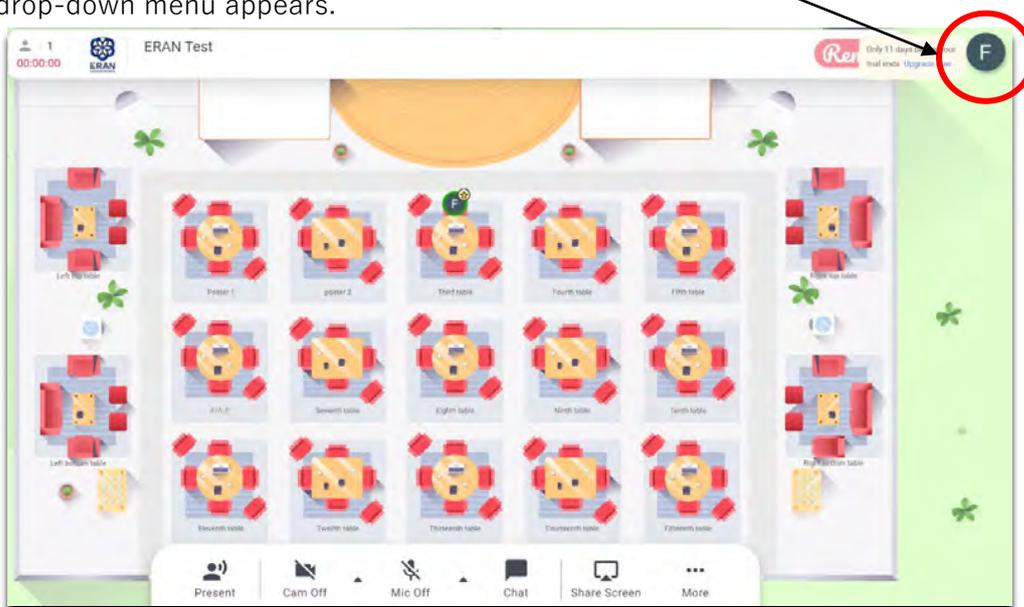


It will automatically ask you to create an account by entering your name, email address, and create a password of your choosing. (password must be 6characters min.)
Now you can set up your profile before the event!



Set up your profile before the event!

Go to the upper right corner of your window and click on the profile icon.
A drop-down menu appears.



Step 2: Click on "My Profile". Then the profile window will appear



Click on 'Edit Profile'. The profile details window appears as shown.

Upload your picture, fill in your name, your institution and role. And once you're done, click 'Save Changes'

* If you are a presenter, please write your "presenter number" at the beginning of your "name". e.g. A01 Keiko Shimojo

Edit Profile

[Change Profile Picture](#) [Remove](#)

Full Name *
吉村 文子 (筑波大)

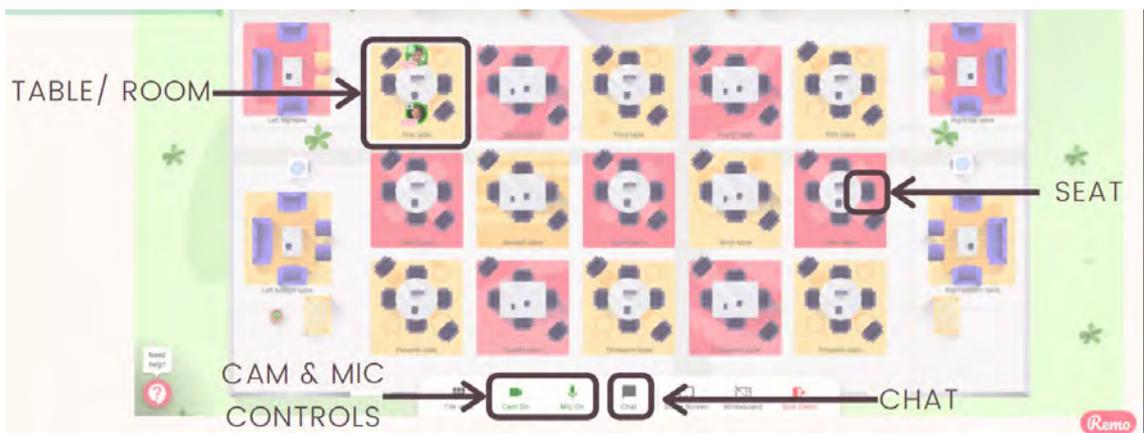
Headline

Company
筑波大

Job Title
URA

Meeting Schedule Link (e.g. Calendly)

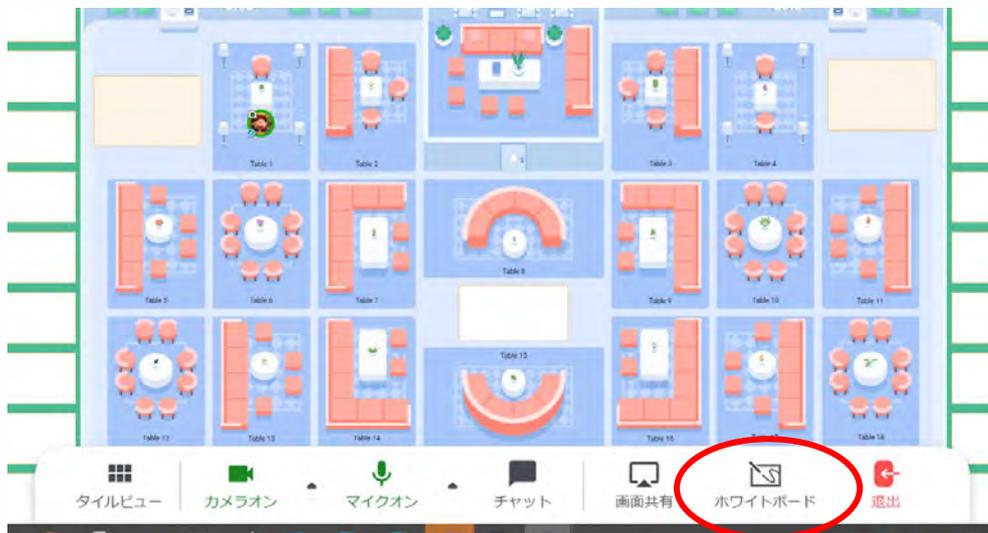
Save Changes



Ensure you allow the browser access to your camera (and microphone※) to get the most of the Remo experience ※Please turn off your microphone unless you are speaking.

You will randomly join a table, but you are free to move around as you please. Simply double-click on the table you wish to join. But If you try to join a table that is full, you will receive a message stating that the table is full.

Click on "Whiteboard" to see the posters that the presenters have put up.



During Remo events you can chat with others

Step 1: Just click on the 'chat' button in the menu on the bottom of your screen

Step 2: Select one of the 3 chat options:

• **GENERAL CHAT**

Visible to all guests

• **TABLE CHAT**

Visible to only members in your current table

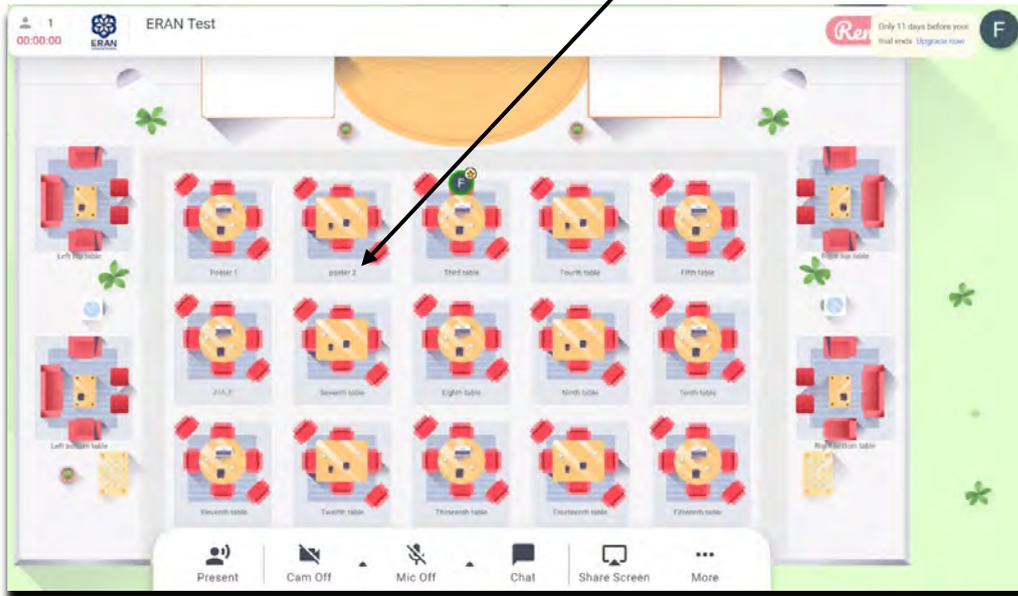
• **PRIVATE CHAT**

Direct message to specific guests

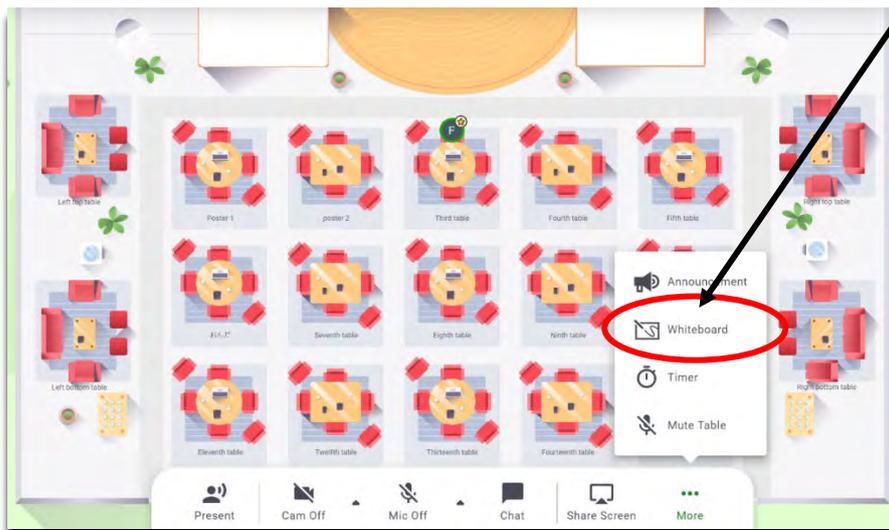


• Poster Presentations (How to browse)

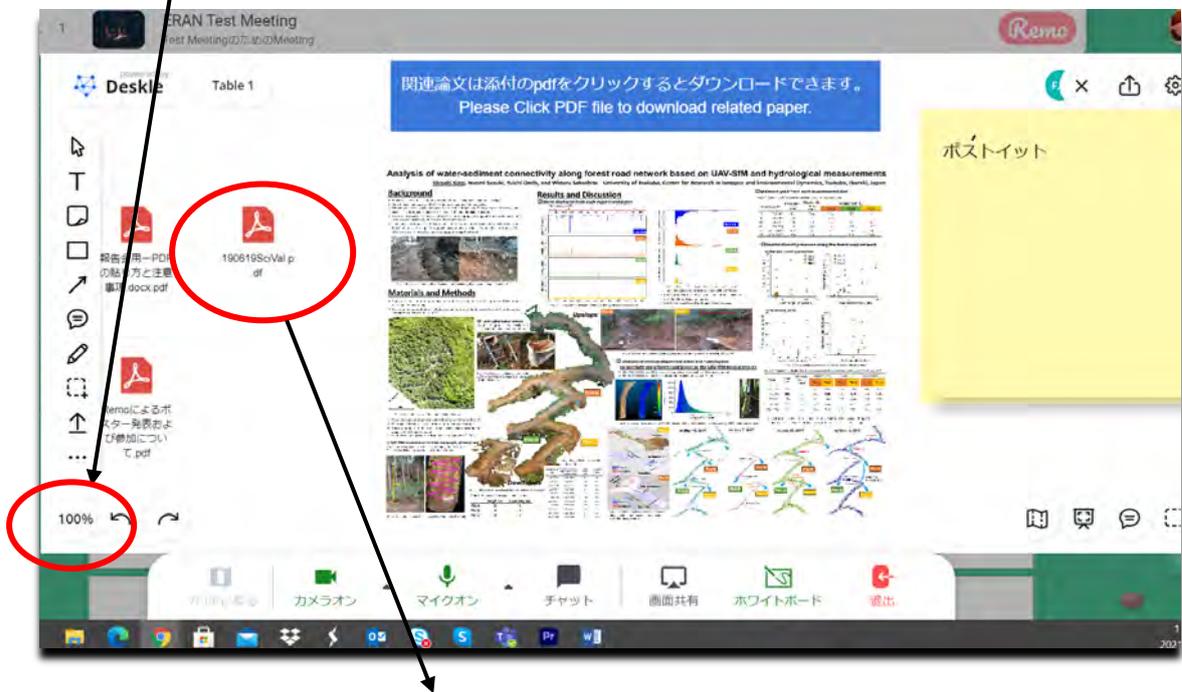
Each table can seat 8 people (including the presenter). On the day of the conference, each table will be marked with a presentation number. **Presenters are requested to set up their posters on the table with their own number.**



When you get to the table, click on "Whiteboard" at the bottom of the screen



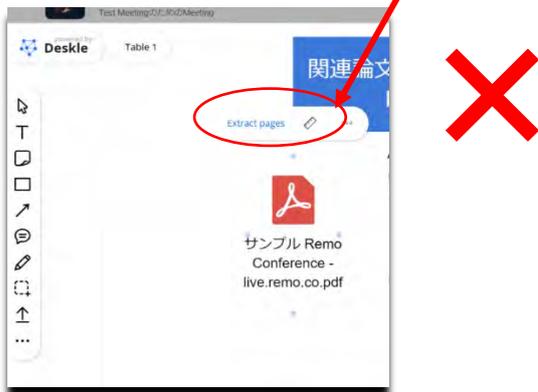
Make sure that the expansion rate is 100% when you open Whiteboard. You can zoom in and out of the poster by scrolling with your mouse.



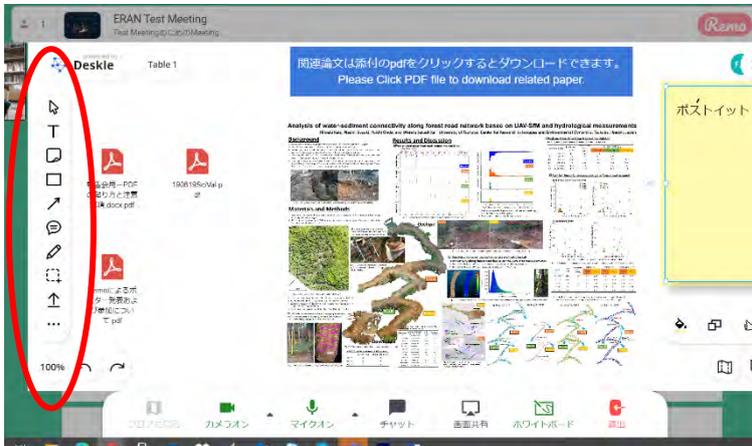
・ The paper related to the poster is attached as a PDF file. You can download the documents by one-clicking the title part. Please note that the attached documents are not locked, so please be careful not to delete them by mistake✖

✖Caution

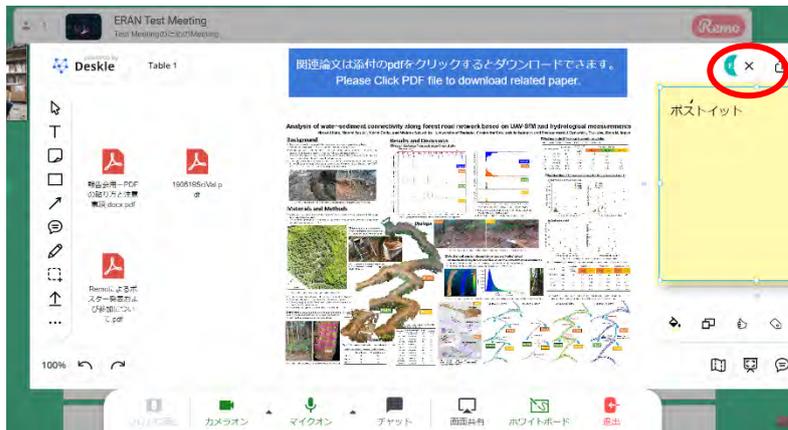
Do not press the "Extract Pages" button that appears when you click the file icon. (All the pages of your paper will be spread out on the whiteboard.)



Other (leave a comment, Share screen)



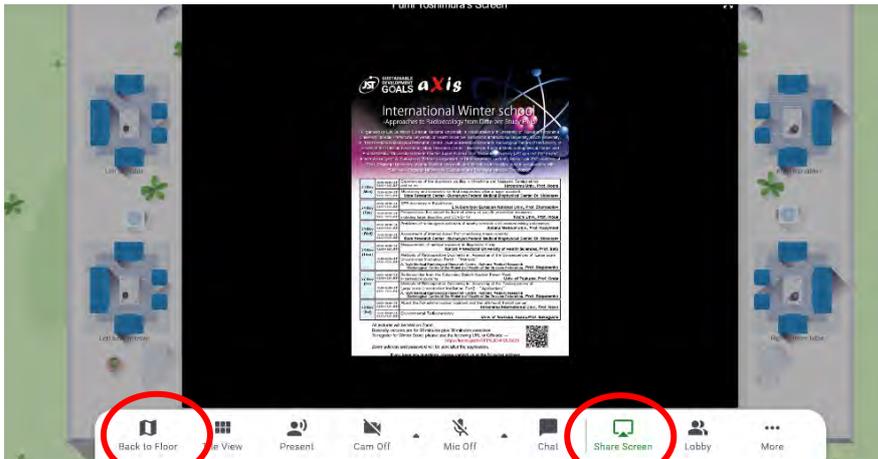
A toolbar will appear on the left side of the Whiteboard screen. Using this tool, you can attach documents, and write comments.



To close the "Whiteboard", Just click on "X" button.

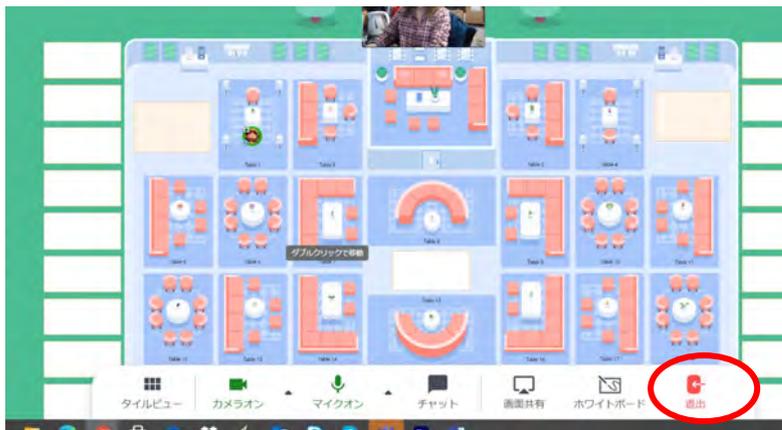


Share Screen
You can also choose to share screen with the other guests at your table



- If you click on "Share screen" button again, the screen sharing will be stopped.
- Click on "Back to floor" button to return to your seat.

Leave the Event



To leave the event, just click on "Quit Event" in the bottom toolbar

• Remo Tutorials

<https://remo.co/remo-tutorials/>