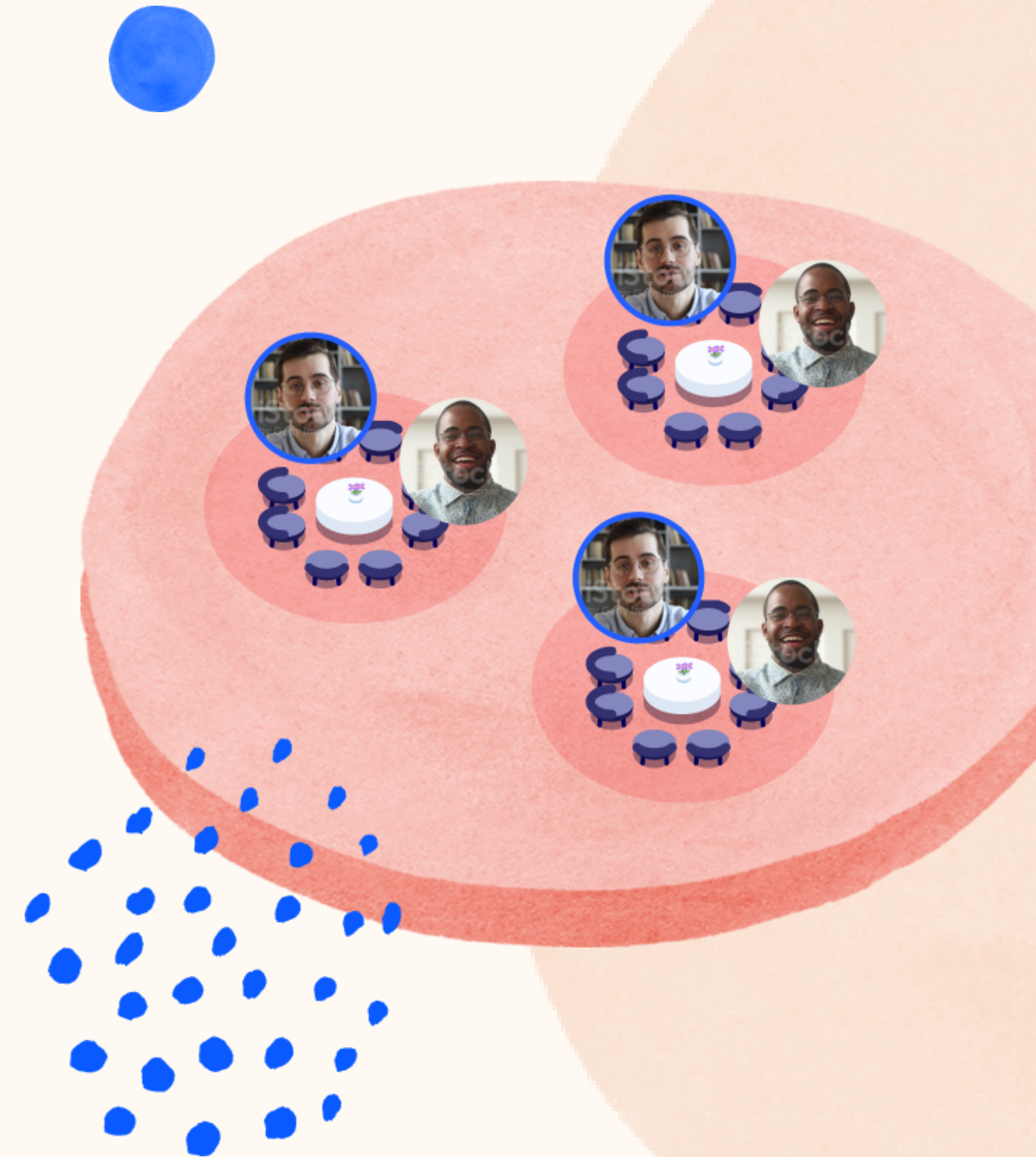




Event Guide for Guests

Getting to know the ins-and-outs of Remo



1

Getting your
device ready
before the event



One-click System Test

[HTTPS://LIVE.REMO.CO/GEARTEST](https://live.remoo.co/geartest)

Test your microphone, camera, speakers, browser, hardware
and internet connection on this page

This is essential to have an enjoyable event experience



Remo Device, Browser & OS Compatibility



Tablets and iPads are not fully supported however you should still be able to use the guest features using a compatible browser.

Device
Compatibility



Browser
Compatibility



On **Mac desktops** and **laptops**, Remo is compatible with: **Chrome & Safari**



On **Windows desktops** and **laptops**, Remo is compatible with: **Chrome & Microsoft Edge**



On **iPhone**, Remo is compatible with: **Safari**



On **Android** phones, Remo is compatible with: **Chrome**

Operating System
Compatibility

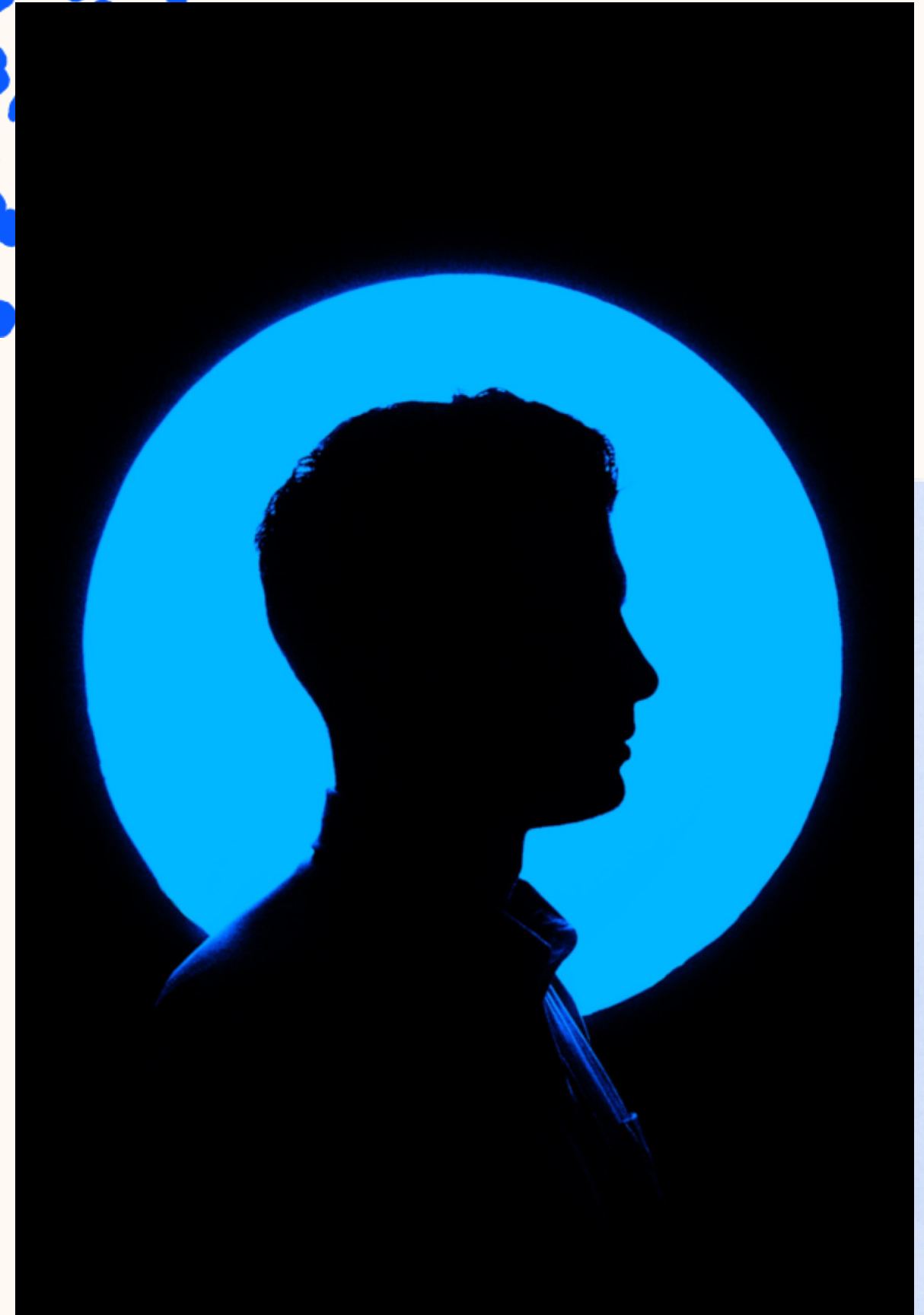
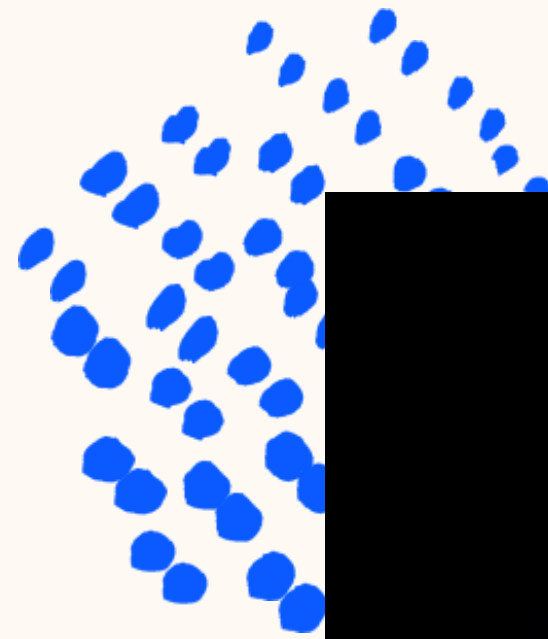
On **desktops** and **laptops**, Remo is compatible with **macOS** and **Windows 10** and On **Smartphones**, Remo is compatible with **iOS** and **Android**





2

Register for
the event



Join an event!

Step 1: Accept the invitation!

Check your email for the event invite, and click the button "Accept Invitation". If you did not get any, kindly check your spam folder or Reach out to our chat support for assistance.

Alternatively, if the host directly gave you the event URL, click on that.

Here's your private access link to join Virtual Conference 🔑 !

I'm hosting this special event on an amazing, interactive online platform: Remo Conference.

To get all the important details, click the button below.

Accept My Invitation

I'm excited to have you join me!

Radhika Nair Nair

<https://live.remco.co/a/8ad7456dbfdf83e59e7772003a8208fa>

Please check your settings are compatible with our gear test here:

Check settings

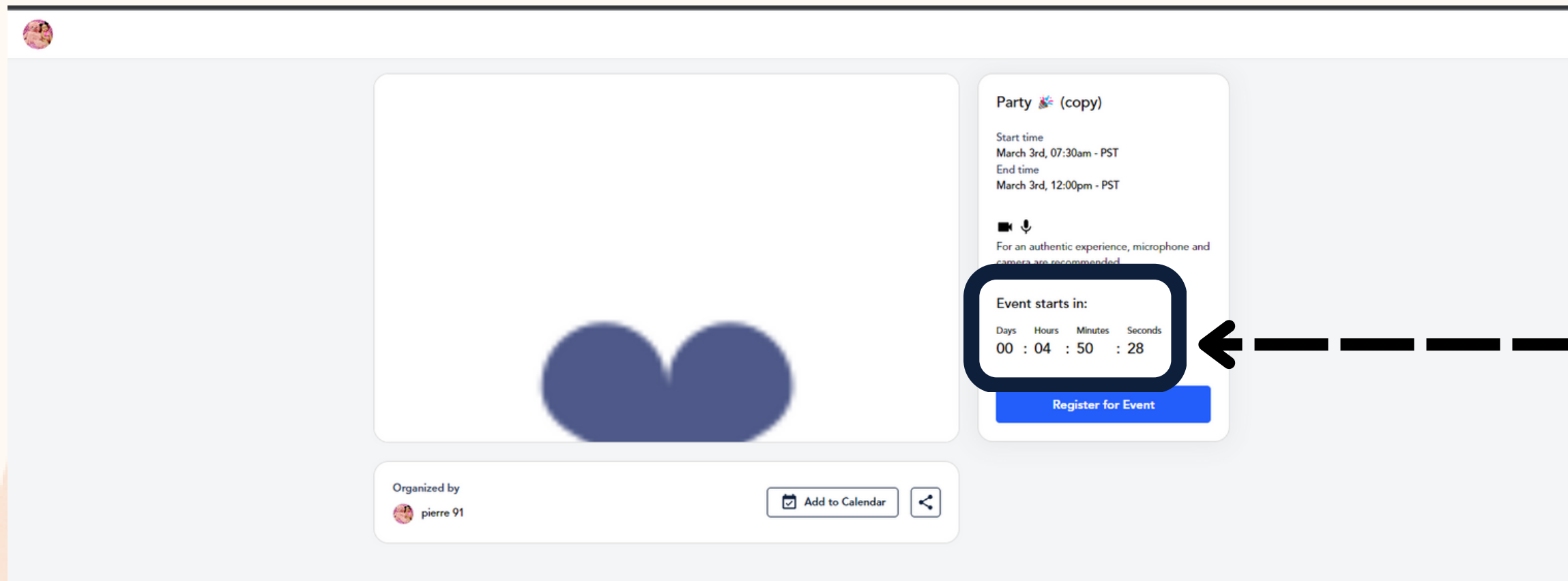
All the best,
The Remo team

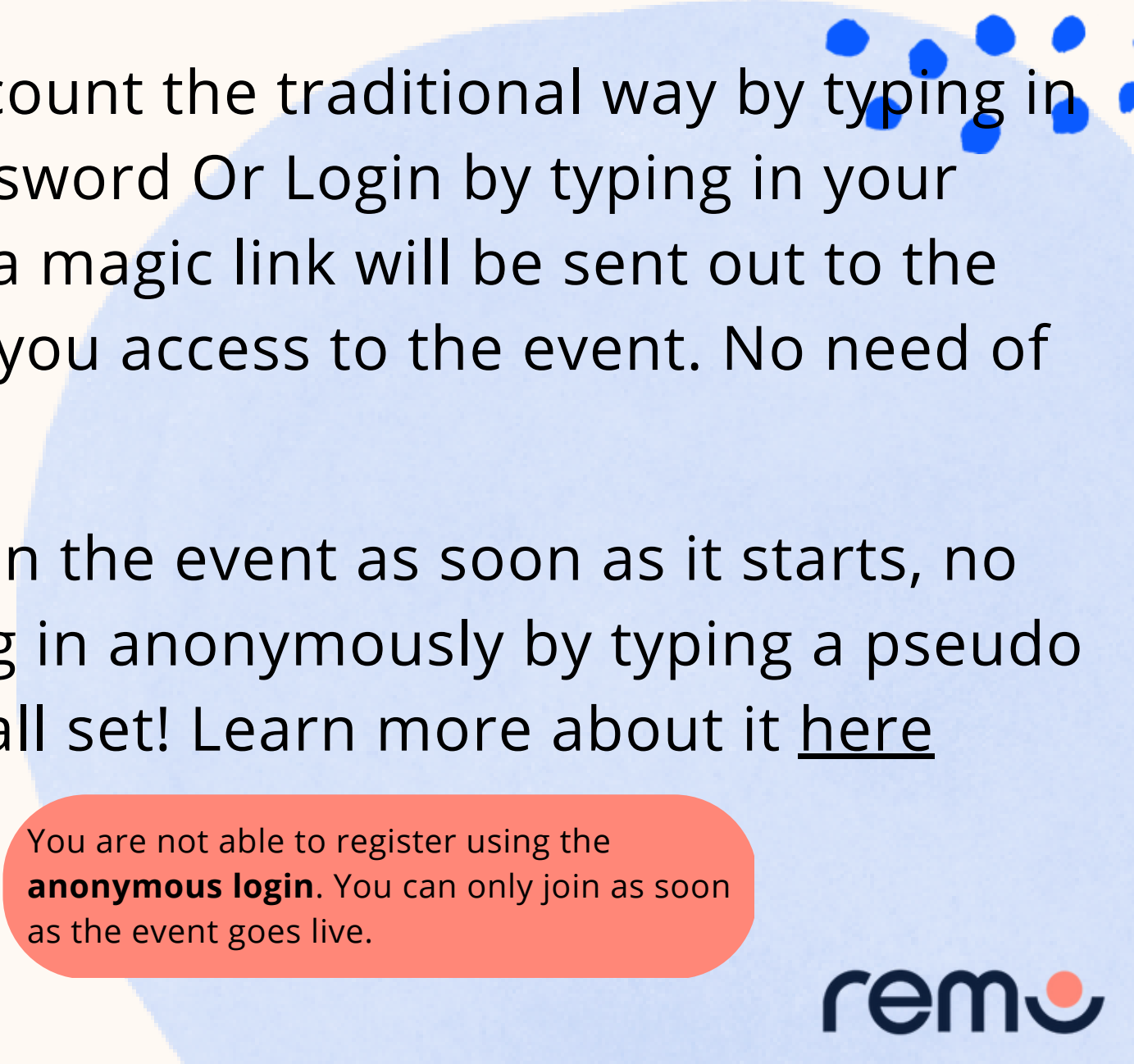




Step 2: Register for or Confirm your spot at the event


Click the "register for event!" or "Confirm my attendance!" button. (This can be done before the event starts)


Now you'll be asked to either login or create an account







 Log in with swapcard.com

 Log in with Microsoft

 Log in with Google

 Log in with LinkedIn

 Log in with Facebook

Log in with email and password

Your Email

Email Address

Log in with magic link

Having trouble? Log in anonymously



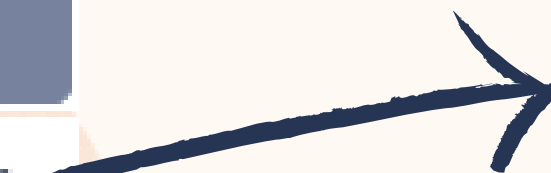
A. login using custom SSO



B. Select one of our social login options (via Google, Facebook, LinkedIn, or Microsoft)



C. Login to your account the traditional way by typing in your email and password Or Login by typing in your email address and a magic link will be sent out to the email that will give you access to the event. No need of passwords!



D. If you want to join the event as soon as it starts, no worries, you can log in anonymously by typing a pseudo name and you are all set! Learn more about it [here](#)

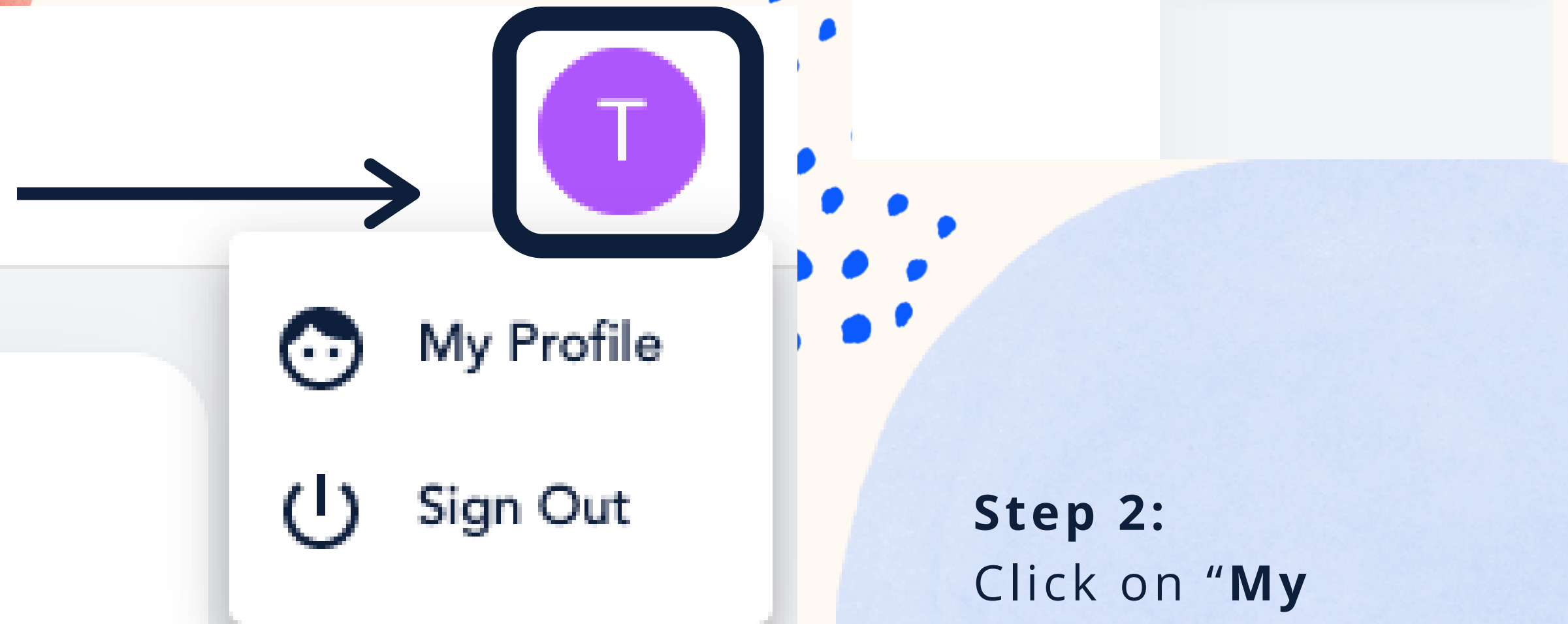


You are not able to register using the **anonymous login**. You can only join as soon as the event goes live.

NOTE: The different ways to log in will show up only if the host enables the option. If you don't see these options, the host might have disabled them.

Step 1:

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



o Remo!

0pm - HKT


0pm - HKT

Step 2:

Click on “**My Profile**”

Then the profile window will appear.

1



Edit Profile

Change Profile Picture

Remove

PNG, JPEG or JPG. Max size of 512 KB.

Best: 480x480

2

First Name*

Pierre Jann delos reyes

Last Name*

Headline

3

Company

4

Job Title

LinkedIn Public Profile URL

Incorrect URL. Please enter URL starting with https.

Facebook Profile URL

Incorrect URL. Please enter URL starting with https.

Meeting Schedule Link (e.g. Calendly)

Incorrect URL. Please enter URL starting with https.

Eight/Sansan Virtual Business Card (JP Japan)

Incorrect URL. Please enter URL starting with https.

Website

Incorrect URL. Please enter URL starting with https.

Save Changes

Cancel

- 1

Profile picture

Change your profile picture (no larger than 512 kB)
- 2

Name

Fill out your First and Last name
- 3

Details

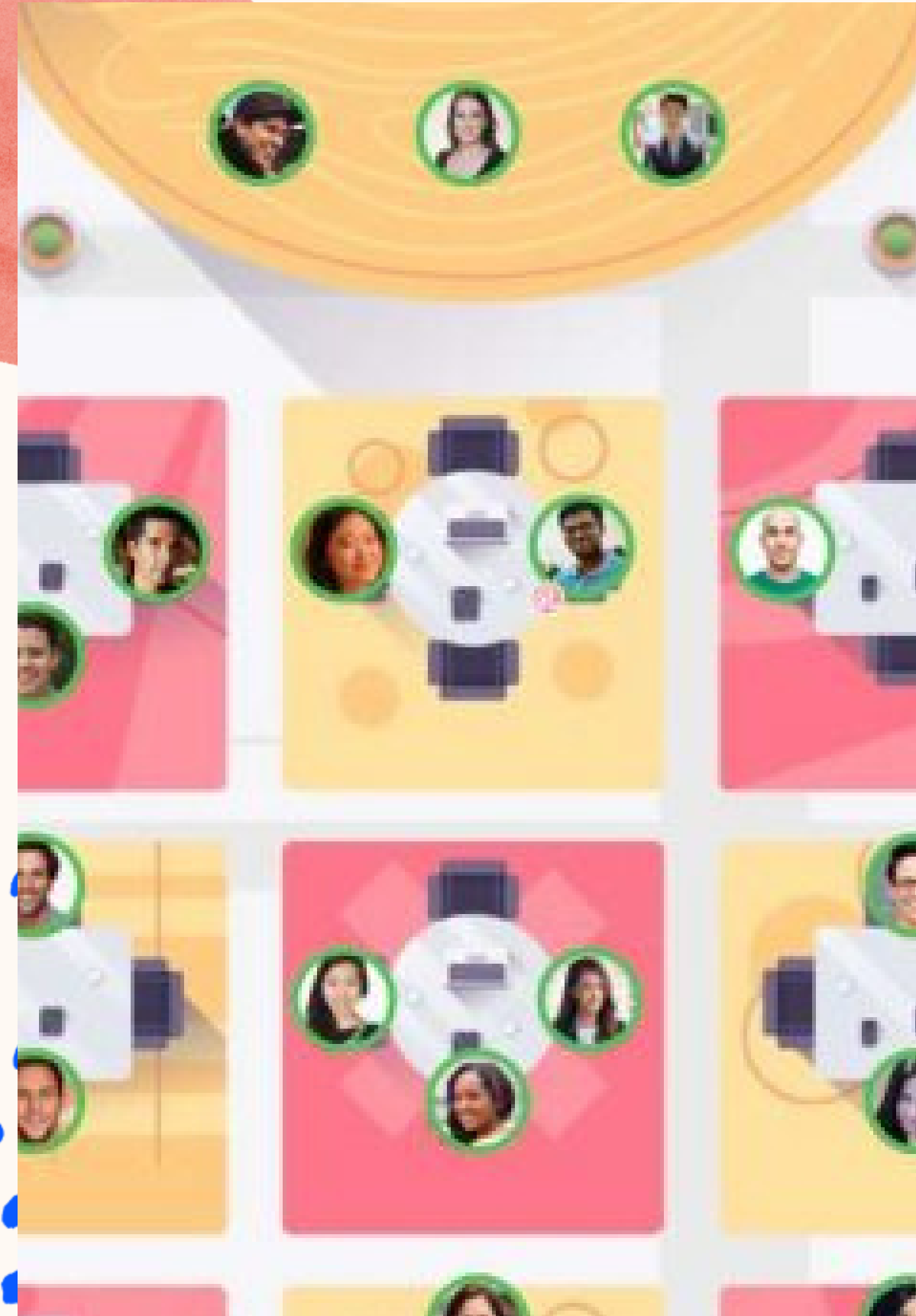
Headline, Company Name, and Job Title
- 4

Links

LinkedIn, Facebook,meeting Scheduling link and Eight/Sansan and Website (optional)

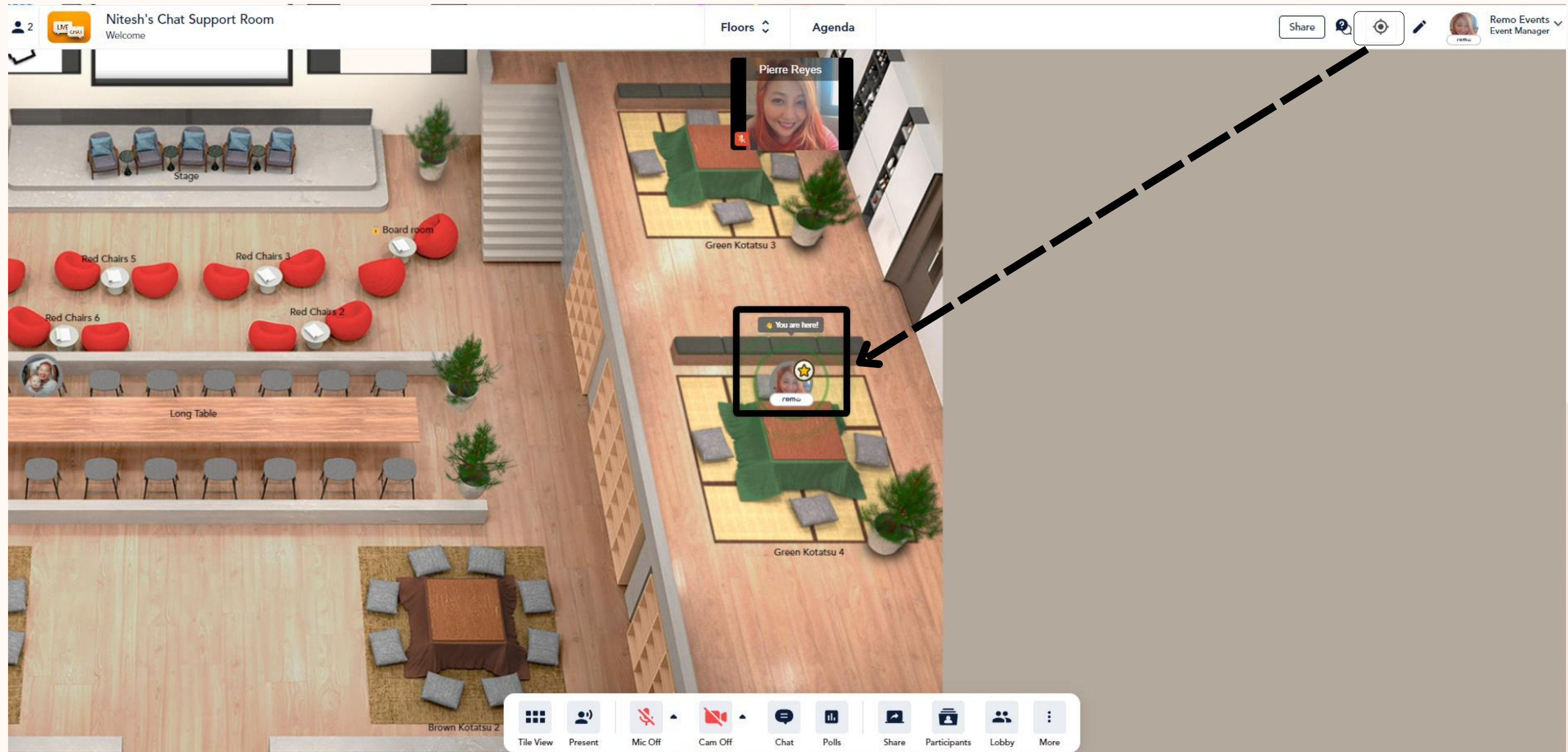
3

During
the event



Where am I?

You might get lost as soon as you enter the event! No worries, you can locate yourself with the Where am I feature. All you need is to click the target icon on the top right corner of your screen and your icon will be zoomed in on the map.



Conversation mode

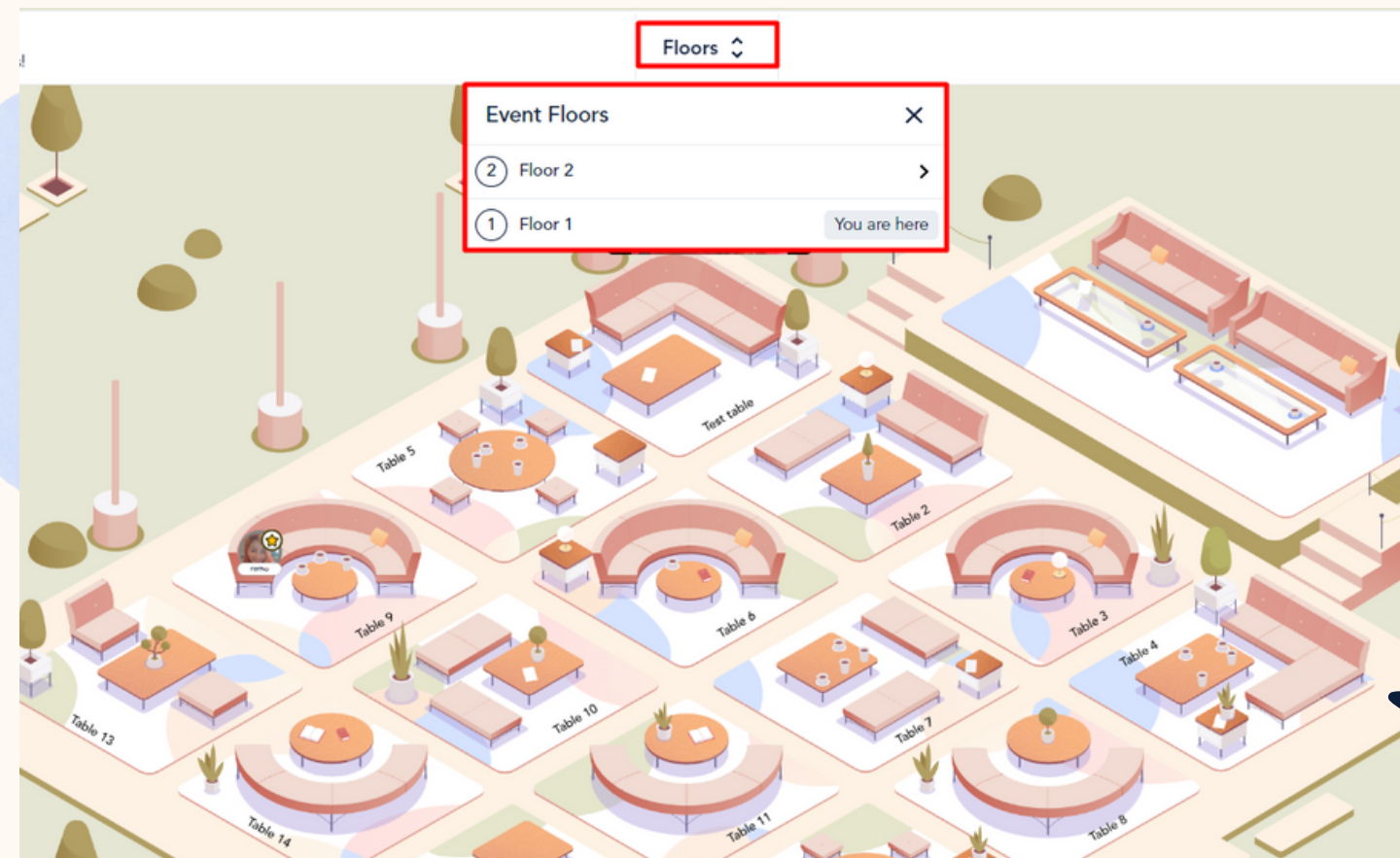
During conversation mode, attendees can move freely to different tables by **double-clicking** on a table. You can join the table as long as it has an empty seat.

When you click on a table you have two options, You can **join** the table or share the table link.

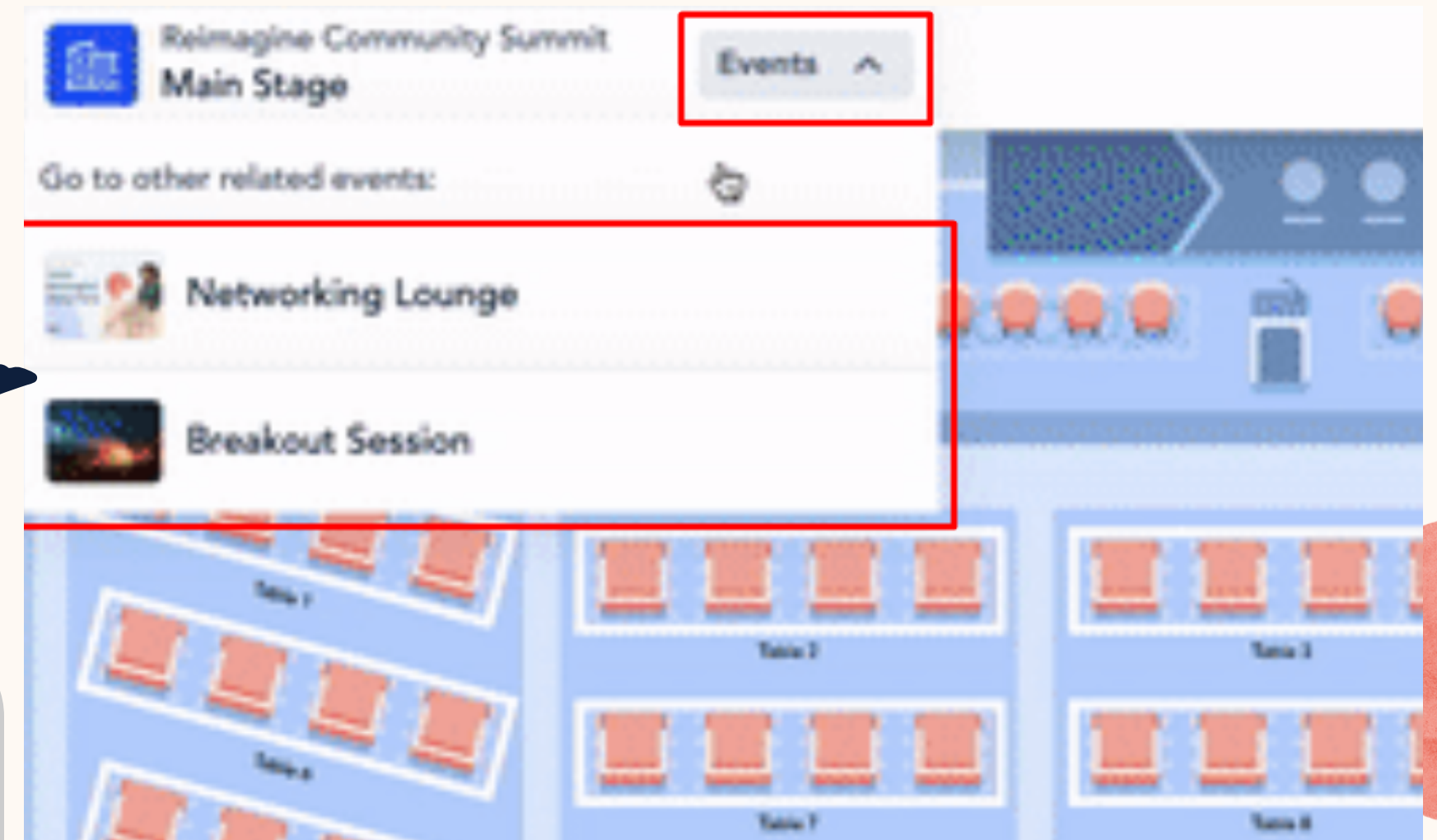
Learn more about how table links work [here](#)



Navigating the event space



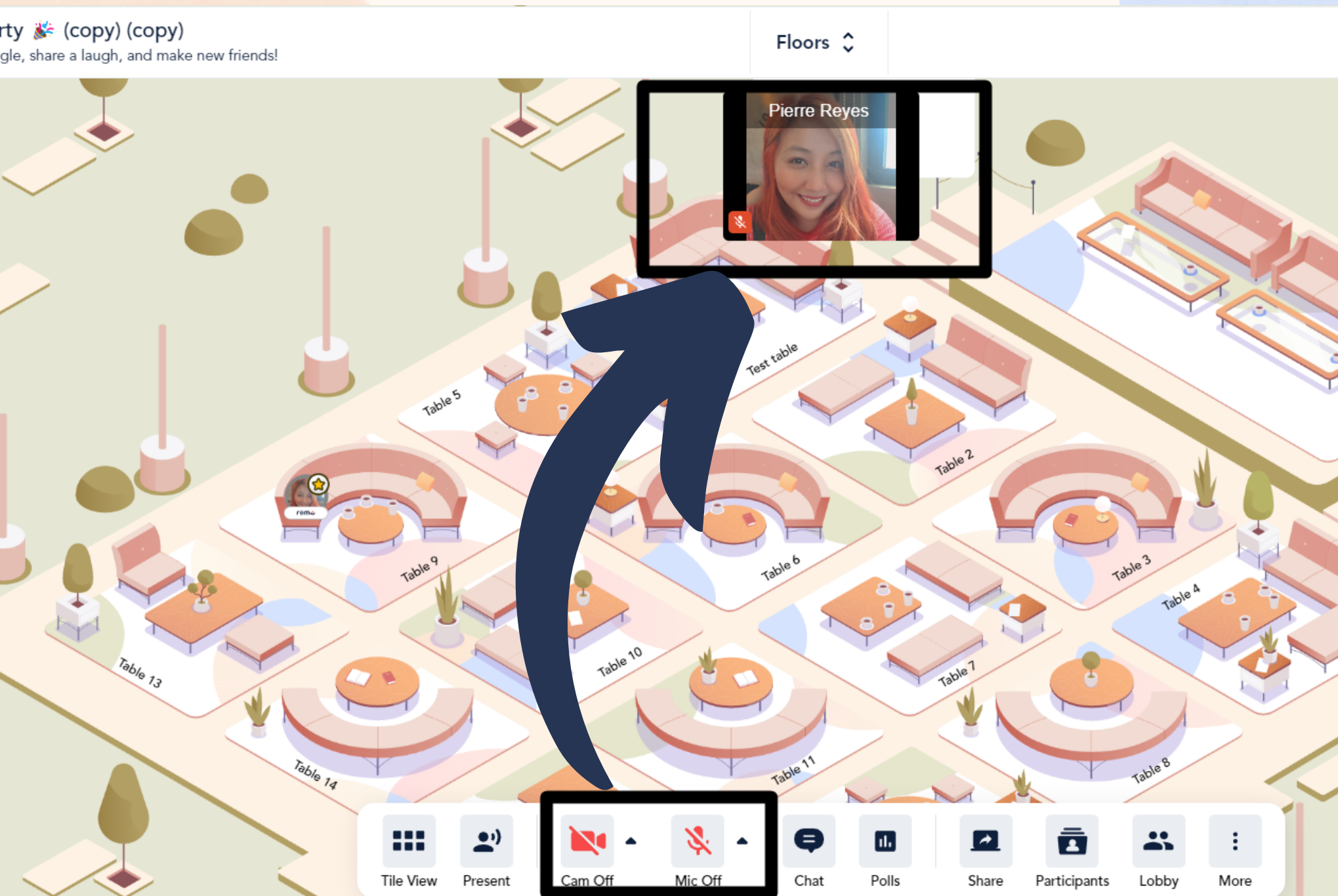
There are some events with multiple floors, you can easily move to another floor by simply clicking floors on the top bar.



Some have simultaneous events, you can move swiftly from one event to another by clicking on the drop down list found on the top bar.

Mic & Cam

Remember for a truly interactive experience, please turn on your mic & cam



...If you're having mic-cam problems
Click [here](#) or access our
troubleshooting guides [here](#)

Step 1: Click on the 'Cam' and 'Mic' buttons in the menu on the bottom of your screen

Step 2: Enjoy connecting with Remo!

Chat

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

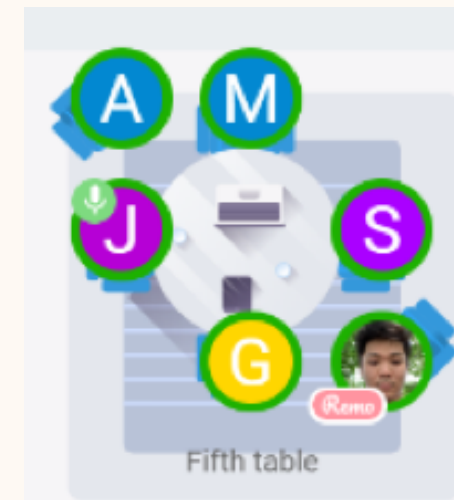
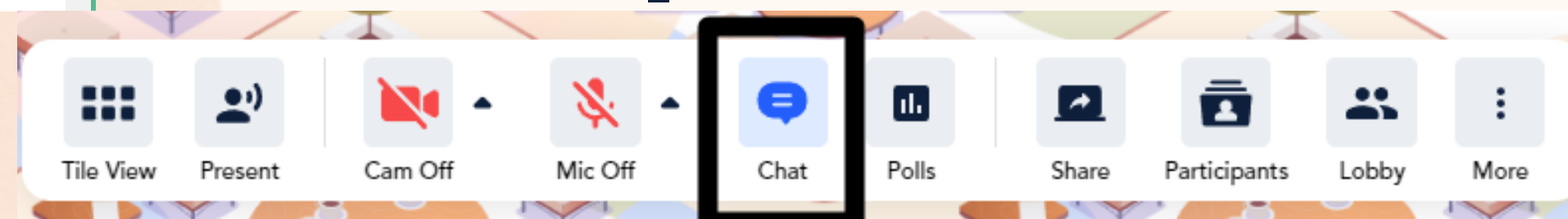
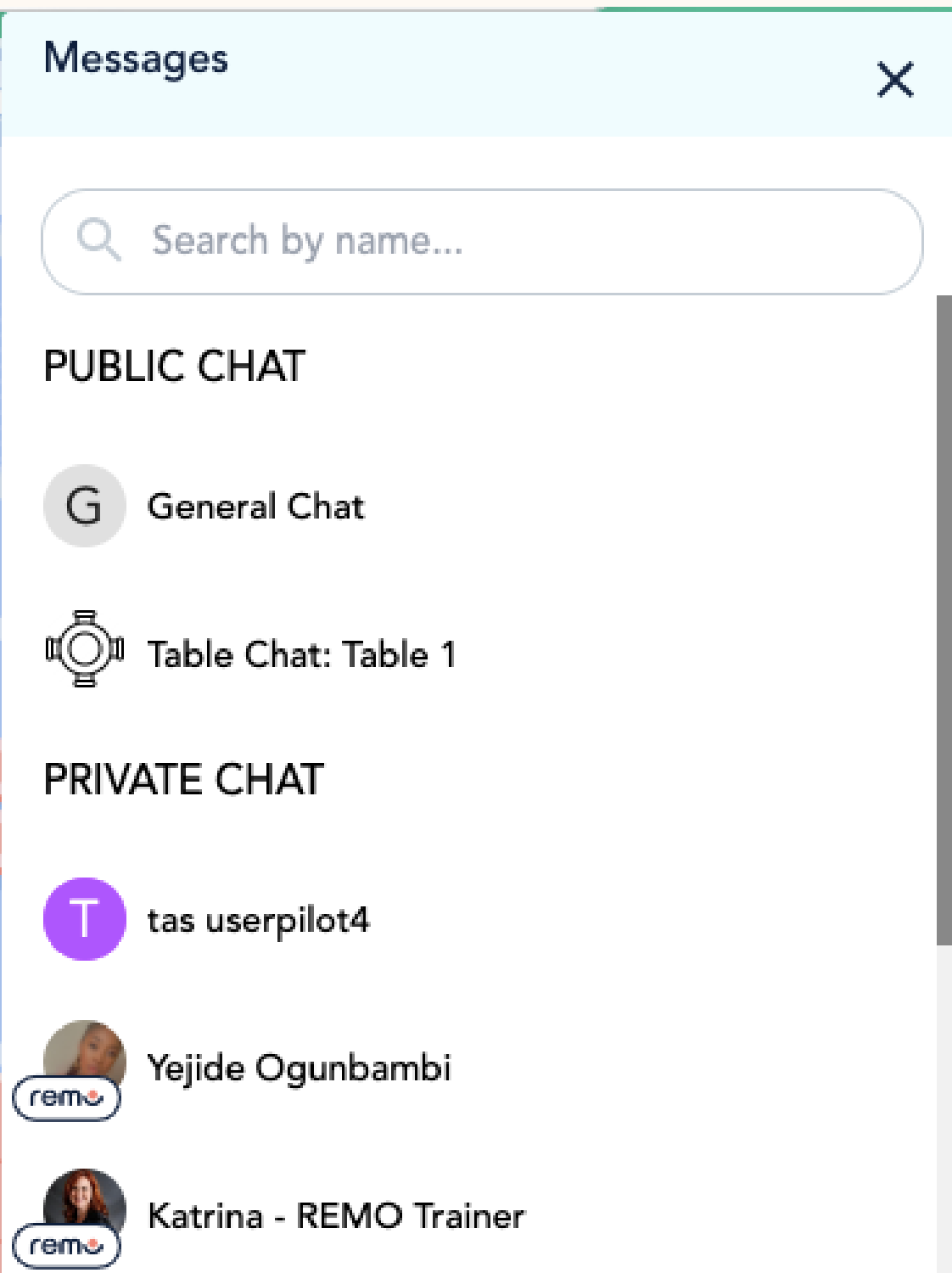
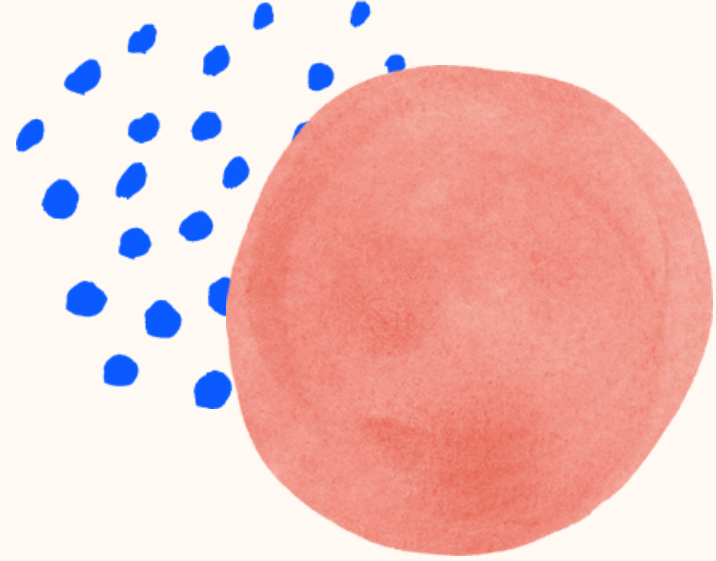


TABLE CHAT:
Visible to only
members in your
current table



PRIVATE CHAT:
Direct message to
specific guests (You
can search using the
search bar)





Share Screen

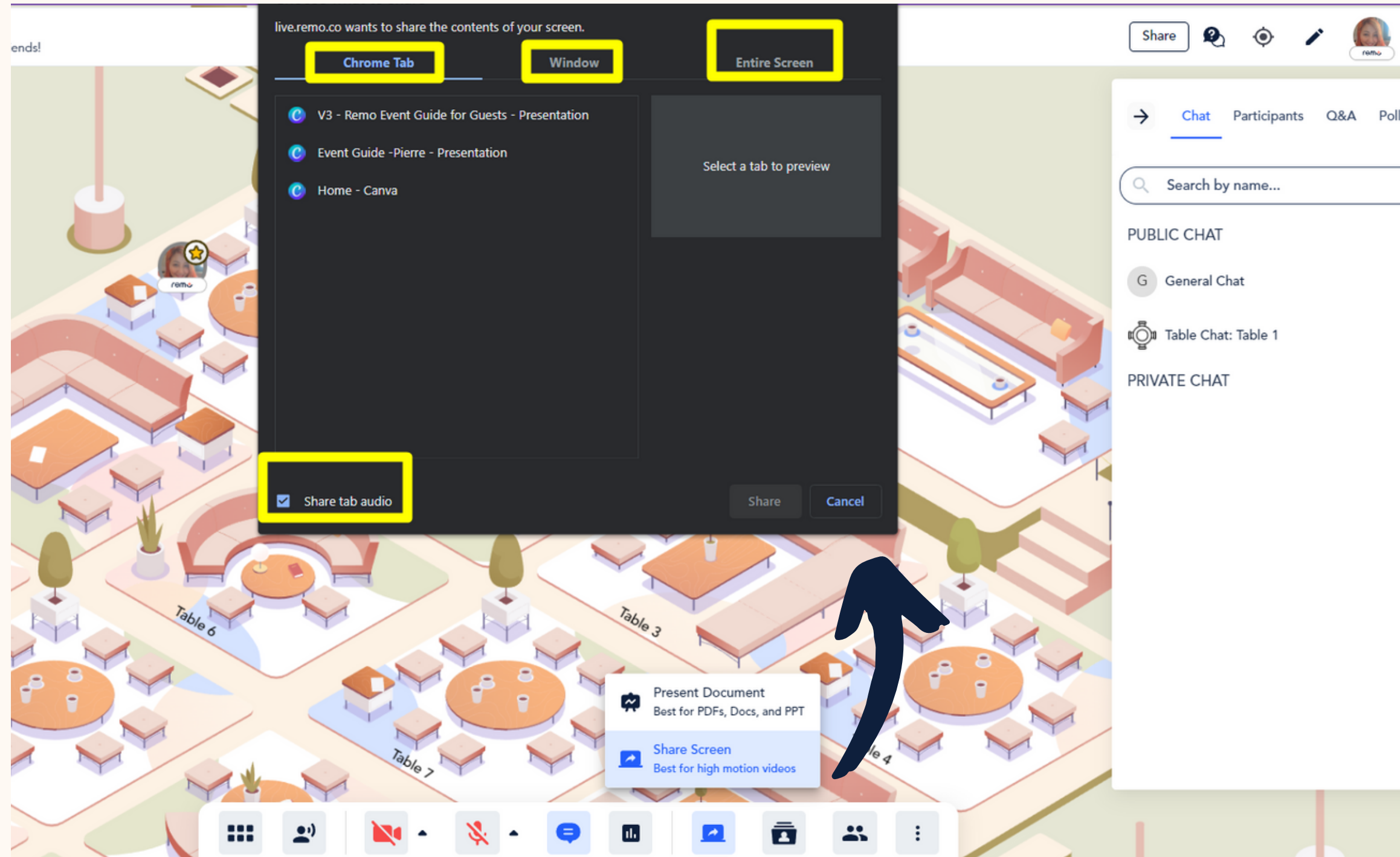
You can also choose to **share screen** with the other guests at your table.

Step 1: Click on the '**Share**' button in the menu on the bottom of your screen (or press Alt + S)

Step 2: Select what you want to share (your **entire screen**, a **specific application**, or an **individual browser tab**). You also have the option to share the tab audio

Step 3: Hit the blue '**Share**' button

*depends on which browser used



Whiteboards

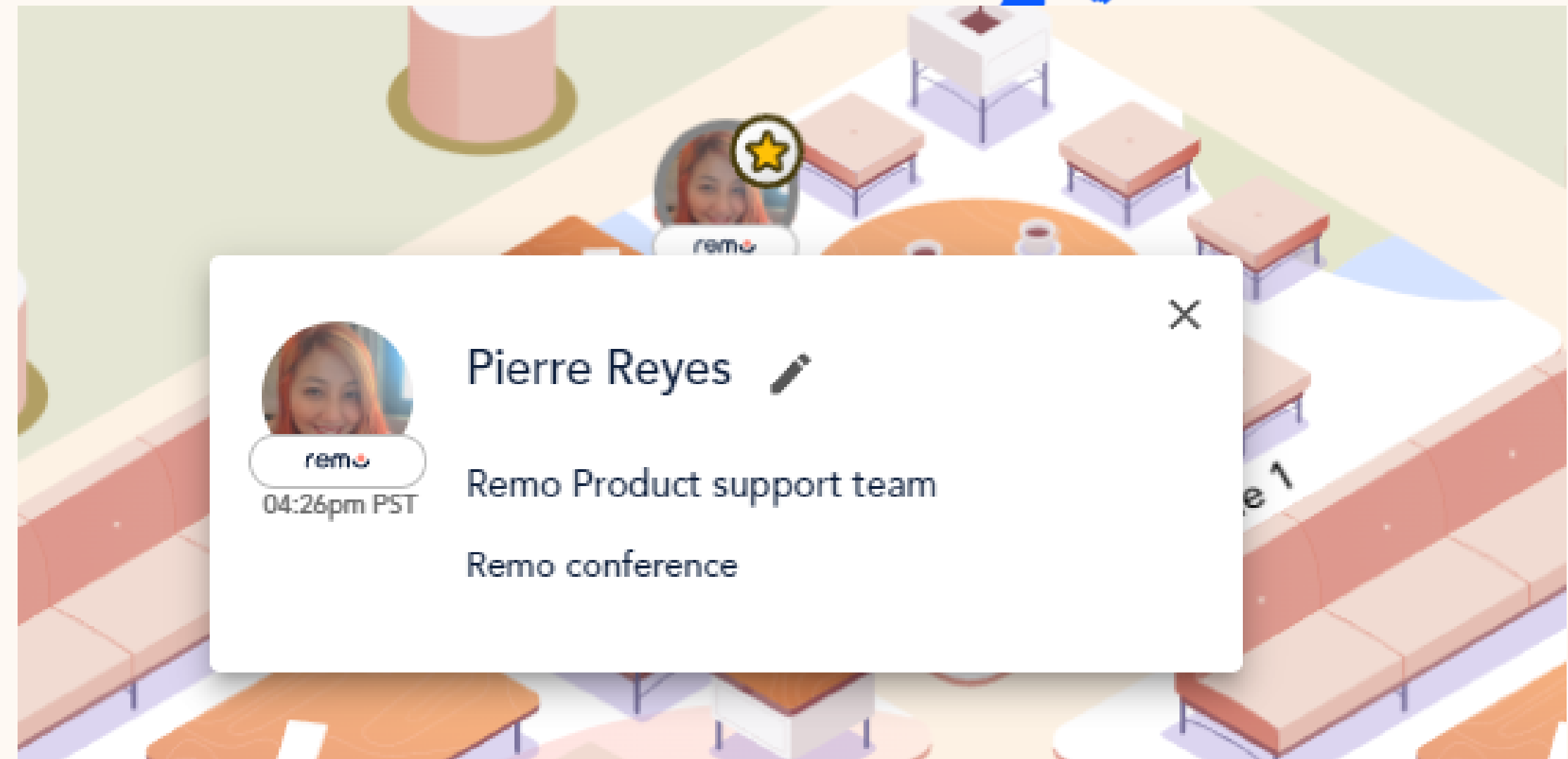
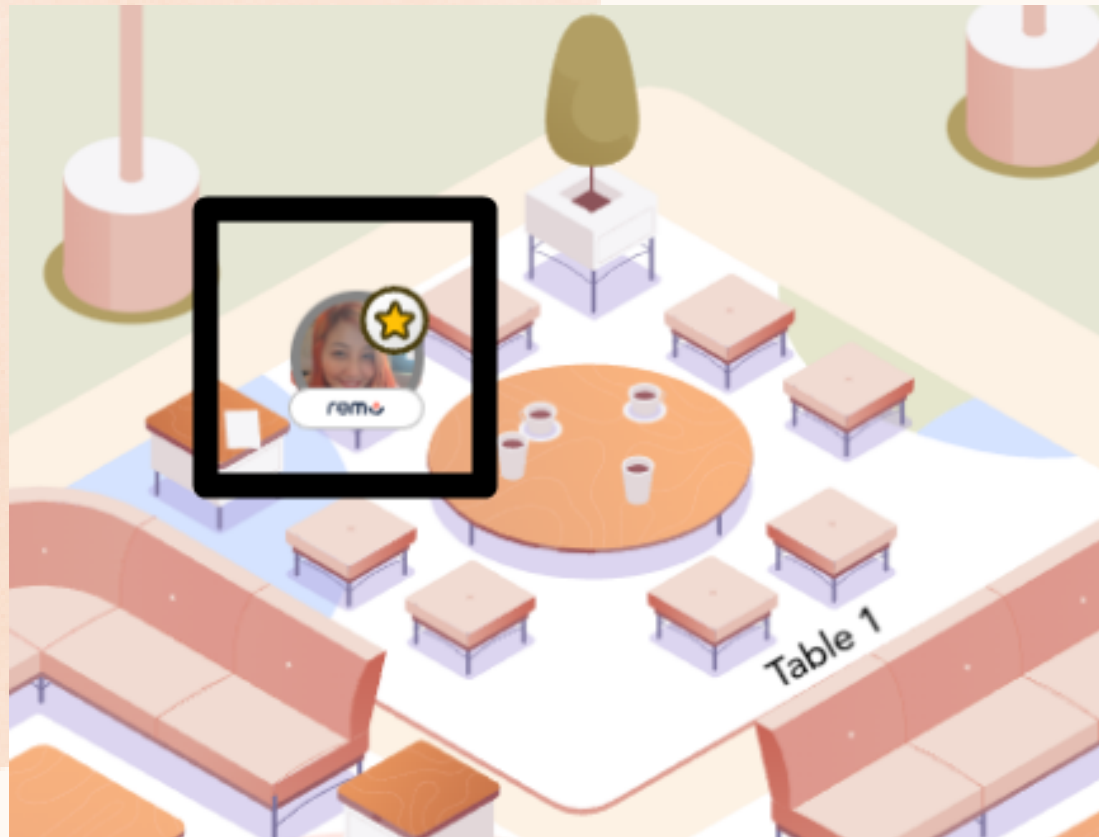
You can use the whiteboard to collaborate with the other members of your table or view information your Event Host has displayed for you!

The screenshot displays the Remo virtual event interface. At the top, a header bar includes the event title "Party" with a subtitle "Mingle, share a laugh, and make new friends!", a "Share" button, and a user profile for "pierre Host". Below this, a Miro whiteboard is active, showing a grid with an orange box containing the text "Welcome to Remo conference", a green squiggly line, a rectangular box, and a circular diagram with an arrow. A video feed of a participant, Pierre Reyes, is visible in the top right of the whiteboard area. On the right side, a sidebar contains tabs for "Chat", "Participants", "Q&A", and "Polls", along with a search bar and a list of chat channels including "General Chat" and "Table Chat: Table 1". At the bottom, a navigation bar features icons for "Tile View", "Mic Off", "Cam Off", "Chat", "Polls" (with a red notification badge), "Share", "Participants", "Whiteboard" (which is highlighted with a dark blue border), and "Quit Event".

View Profiles

If you'd like to find out some more information about another guest, click on their avatar (profile picture or initial) to open their virtual business card.

*The avatar with a star on top means that they are the event hosts.



Presentation Mode

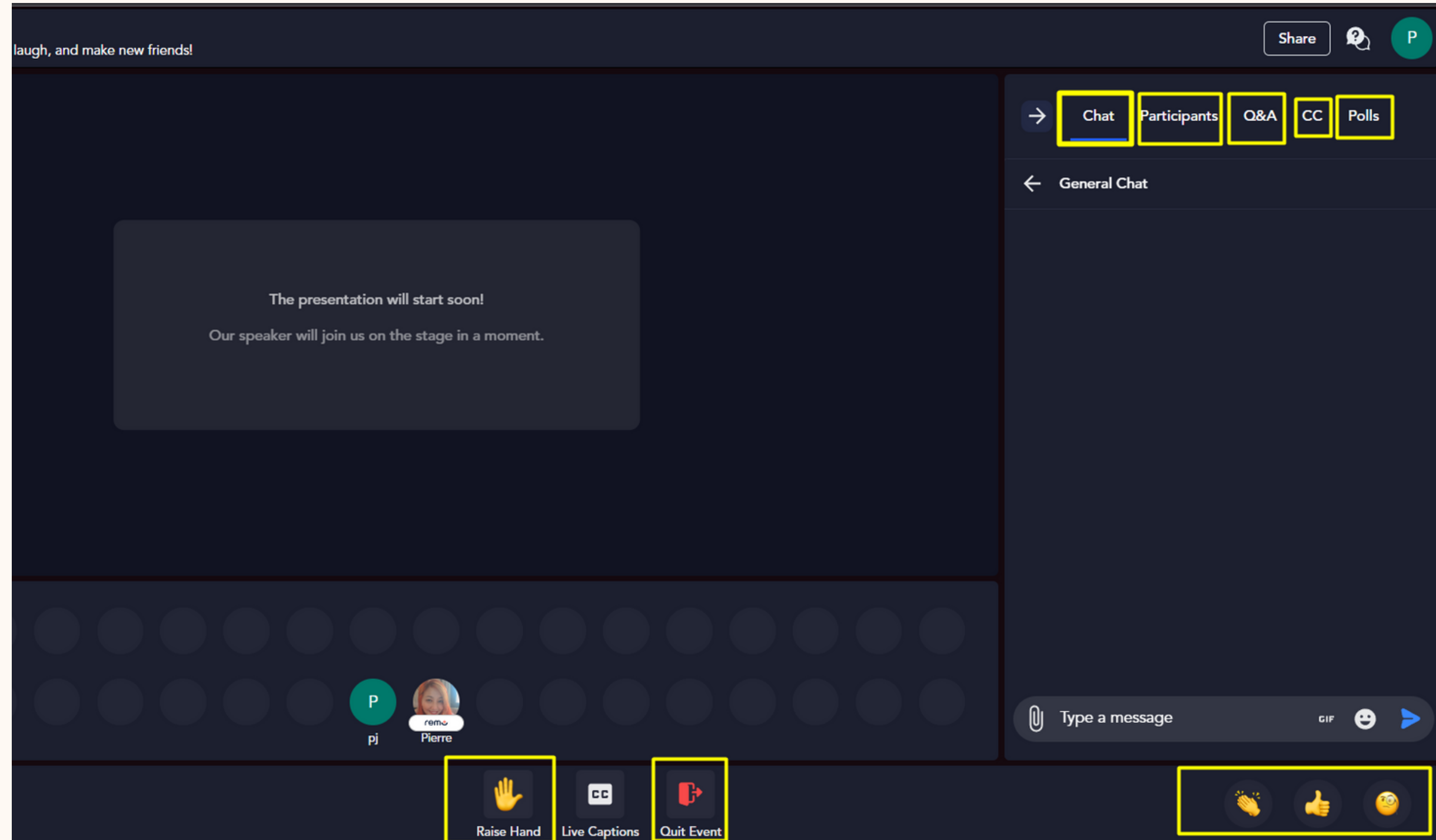
In Presentation Mode, you can watch the Presentation your Event Hosts have prepared.

You can...

- Raise your Hand
- Chat with others
- Ask Questions in the Q&A, respond to polls
- React to presentation content using the Remojis
- Have close captions by going to the close caption tab



You will no longer have access to your Camera and Microphone unless the Event Host invites you onto stage

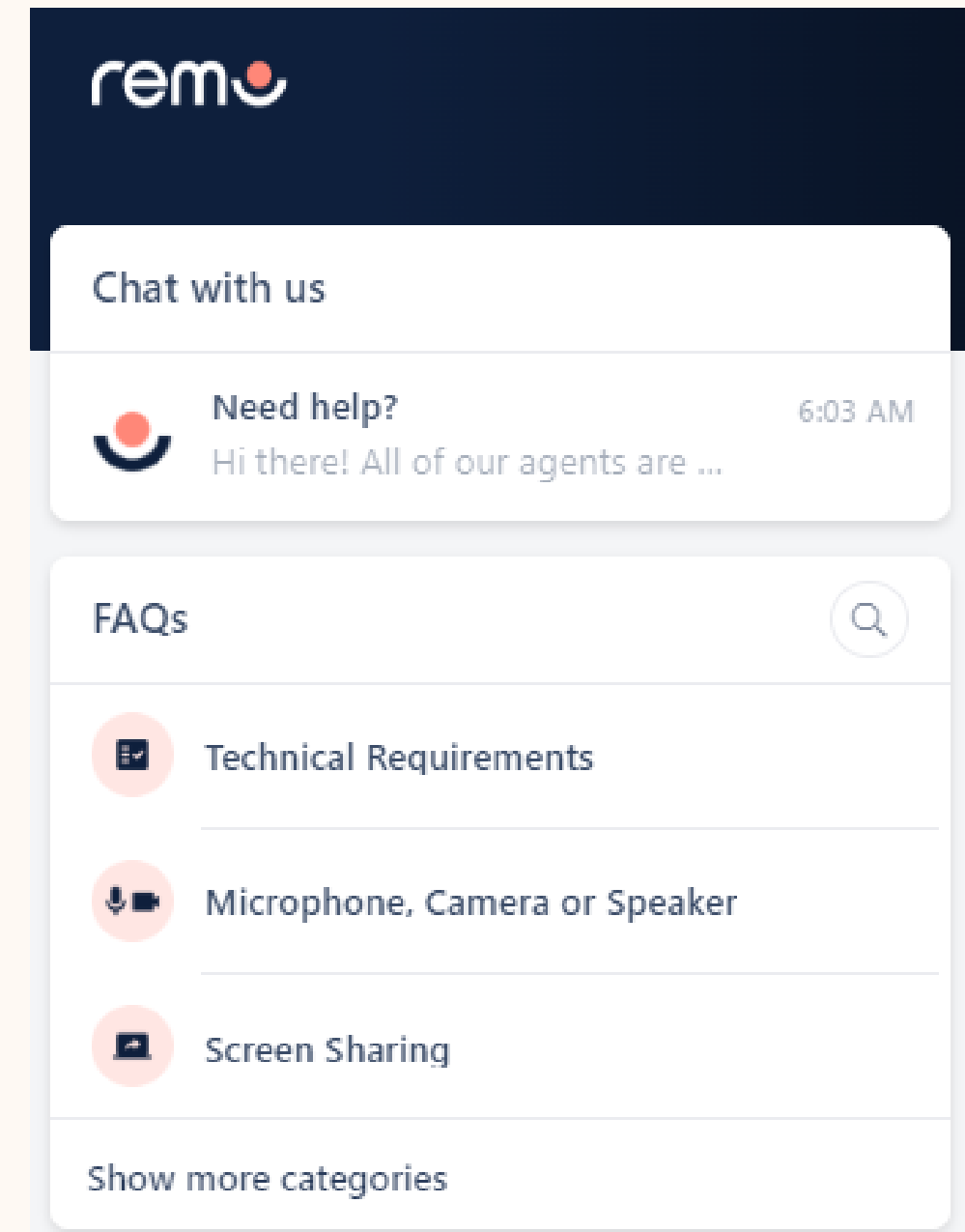


If at any point during the event, you experience difficulties or technical issues, feel free to contact our Remo support team Found at the top right corner of your screen.



Step 1: Click the '**Need help**' icon in the top right corner of your screen

Step 2: Search our help articles to see if they answer your question - or-
Chat with our team directly!

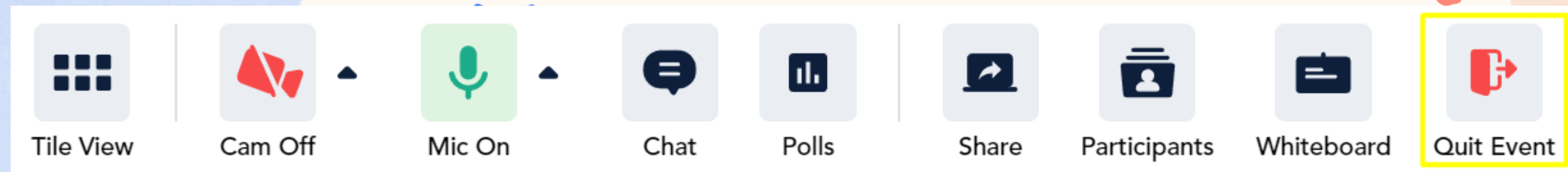


Product support team

Leave the Event

Your event's ended? Hope you enjoyed it!

To leave the event, just click on “**Quit Event**” in the bottom toolbar.



Thanks and enjoy your
event!

remo

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Experiences That People Can't Stop Talking About

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