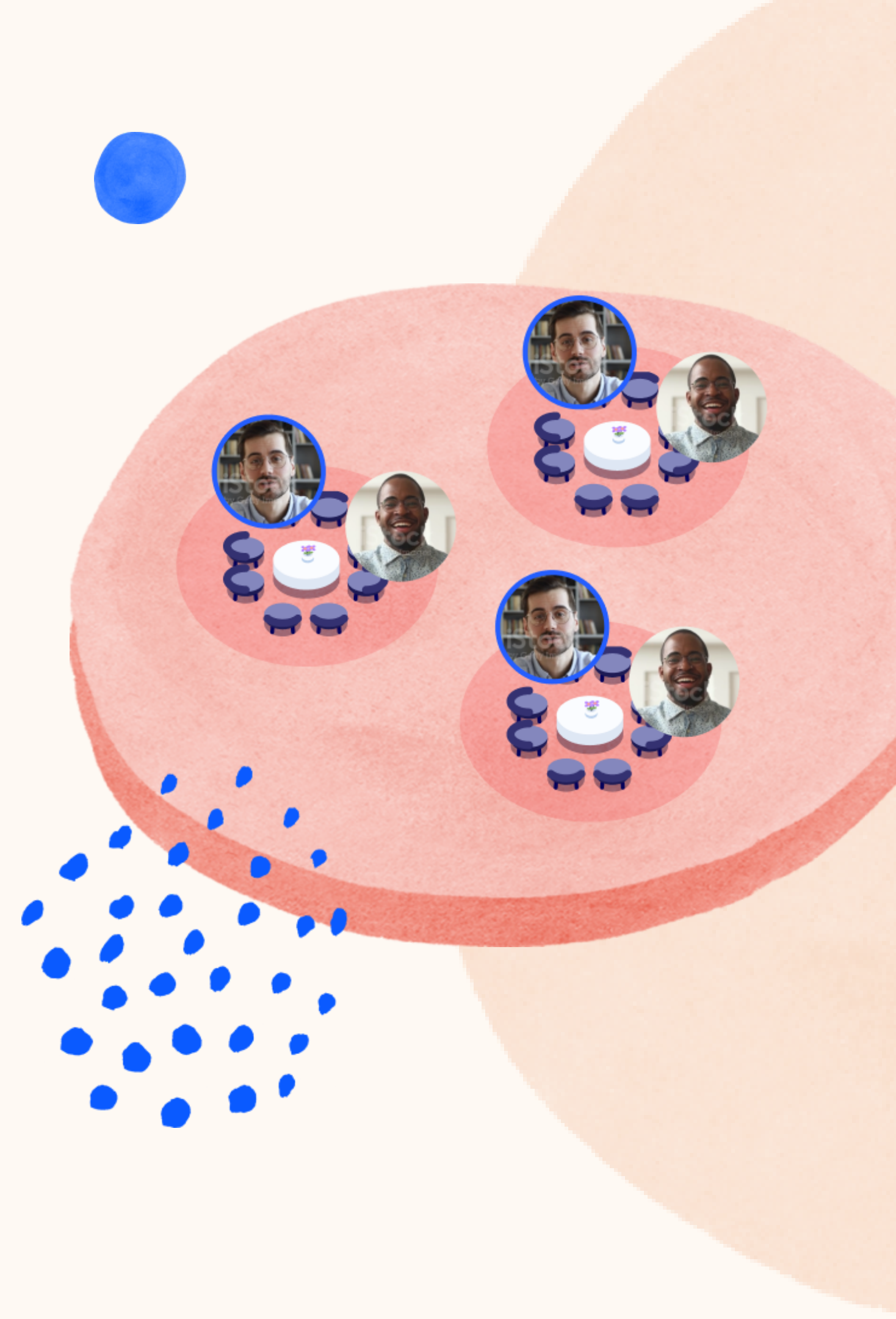# remo

Event Guide for Hosts

All the tips & tricks you need to know when creating your events on Remo

1

Create your Event!

remo

Creating your first event...

1. Login at live.remo.co

2. Press 'Create Event' in your My Events page

Log in to Remo Conference

G Log in with Google

Email Address*

Password*   Forgot password?

Log in

Don't have an account? Sign up now

My Events

Create Event

Ongoing (3)

remo
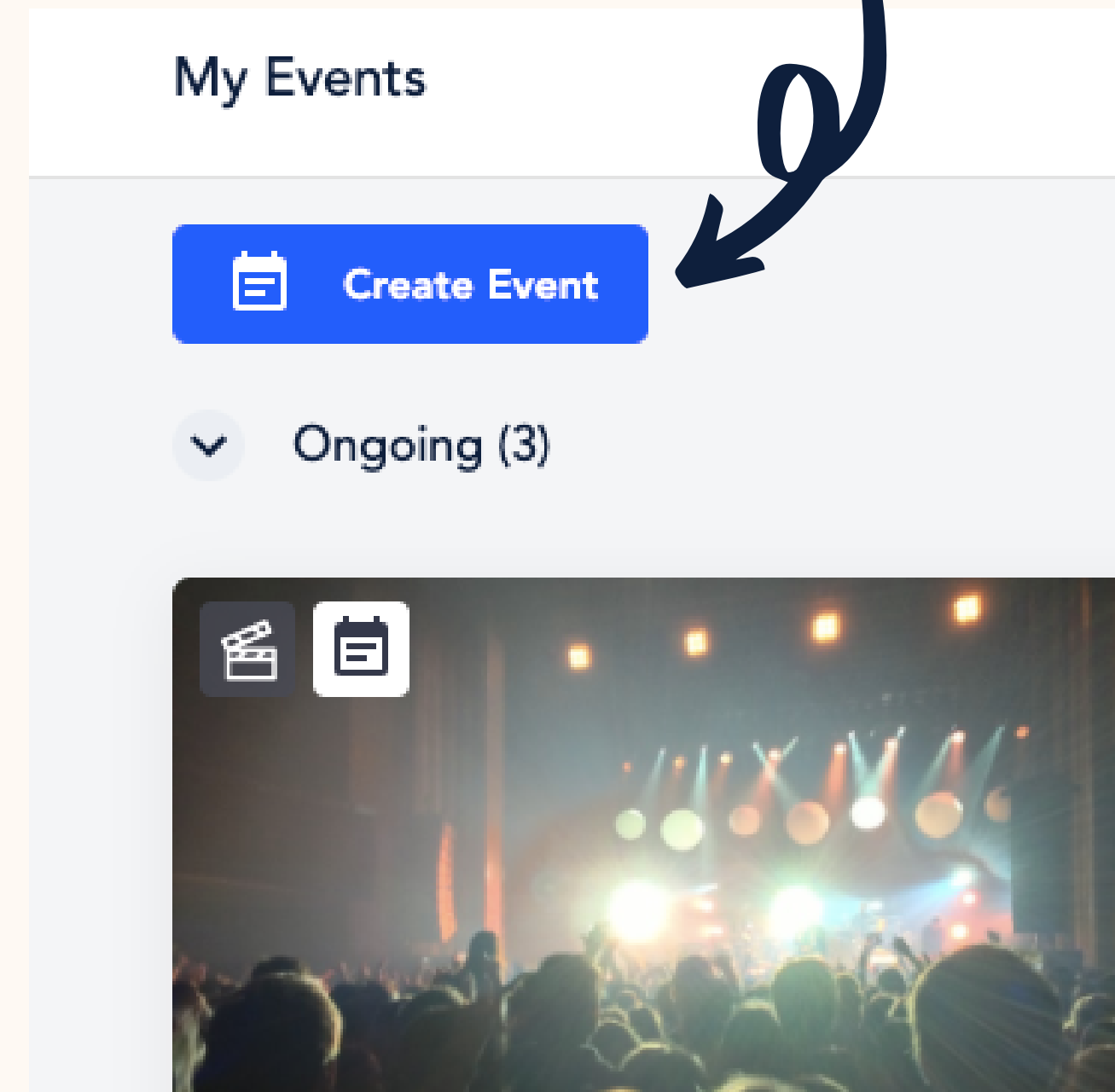
3. Set the title, date, time and other general details of the event

Prepare

Event Details

Floor Plan

Sponsors

Agenda

Invitations

Extras

Summary

Alright, let's lay down the details of your event!

⦿ Public Event   ○ Private Event

Event Title

> Enter the event's title

100 Characters Remaining

Event Tagline

> Please provide tagline of the event

100 Characters Remaining

Start Time
> May 19th 06:00 pm

End Time
> May 19th 07:00 pm

Start and end time is in your local timezone: HKT

A landing page for your event will be generated based on the event title, tagline, timing, cover and event description!

Your event URL will be automatically generated based on the event title.

You can write emojis in the event title. The system converts them to text in the URL.

🔒 live.remo.co/e/carmens-room-sparkles

Carmen's room ✨

Thanks for coming!
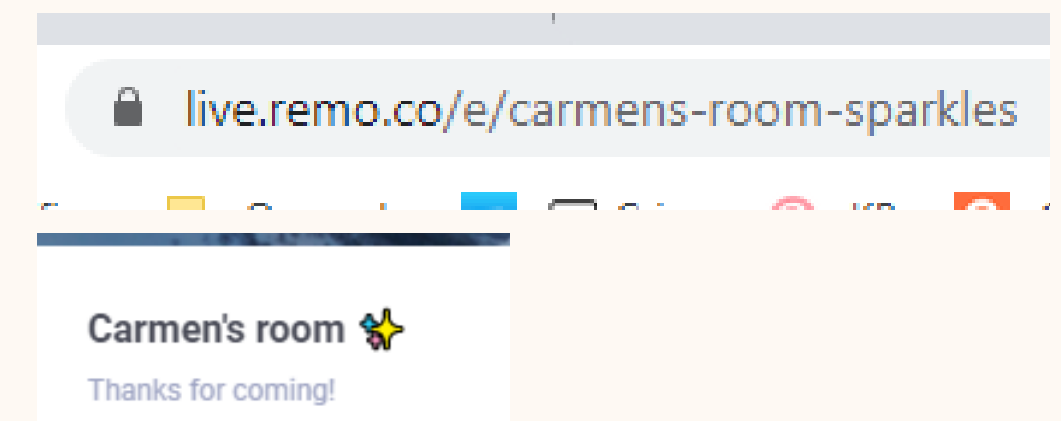
remo

4. Select your floor plan

You can select from our Standard Remo Templates, <u>Browse our Marketplace</u> or <u>Design your own</u>!

Select the look of your floor plan

This is the fun part where you get to choose your floor plan and customize it the way you want.

Remo Floor Plans	Custom Floor Plans (33)

Floor Plan Theme

Floor Plan Layout

Modern Purple

Modern Brown

Fill in your expected number of guests, this determines how many floors you'll have
*This number CANNOT be edited during the event, so make sure to add some buffer

Set up your left video billboard (Youtube, Twitch, Vimeo Video).
Examples: Sponsor Video, Event Promo, Remo Demonstration, Background Music

Set up your right text billboard

Sidebar Navigation
- Prepare
- Event Details
- **Floor Plan**
- Sponsors
- Agenda
- Invitations
- Extras
- Summary

remo

Add sponsors banners to your floor plan

Sponsors love supporting the events you host because they can display their ads as images or video to grow their email lists and/or schedule consultations.

Event Sponsorship

Save Sponsor   Cancel Action

Sponsor Name and Banner

Sponsor company name

How to Play a Game on Remo?

3 Characters Remaining

Banner image ⓘ

🖼 Event%2FEventSponsor%... 🗑   🖼
Best: 215x109px   Hover for preview

Sponsor Advertisement Display

○ Video URL   ○ Image URL   ● Upload image

🖼 Event%2FEventSponsor%... 🗑   🖼
Best: 435x300px   Hover for preview

Call to action button label

Click Here to Learn How

7 Characters Remaining

Call to action link

https://remo.co/blog/how-can-you-run-an-online-clue-hunt/

Optional. If this field left empty, user can still click the CTA button.

Select the banner location   4/4 Sponsors ⓘ

Banner Slot 1 ⌄

Prepare

Event Details

Floor Plan

Sponsors

Agenda

Invitations

Extras

Summary

5. Set up the Sponsor Banners
(Make sure you've selected a floor plan with Sponsor Banner Slots)

How to Play a Game on Remo?   ✕

WELCOME TO...

REMO CLUE HUNT

CAN YOU FIND ALL THE ANSWERS?

Click Here to Learn How

Back to event

Guest View

Sponsor Company Name

Image on the Floor Plan

Sponsor Advertisement (Image or Video)

Customize the text on the Call To Action Button, and add the link your guests will be taken too when they click

Select the location of your Sponsor Banner on the Floor Plan

💡 Sponsor Banners aren't just for Sponsors. Check this out for ideas on how else you can use them

ⓘ Click the blue ⓘ button to find out how many Sponsor Banners your plan allows for

ⓘ You can use this Sponsor's Guide to demonstrate the value of sponsoring your Remo event

remo

6. Invite your Speakers
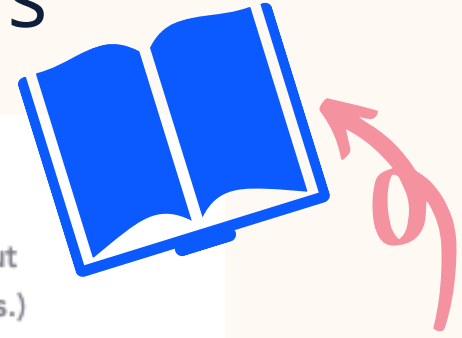
Invite your event speakers

Invited speakers can automatically join you in Presentation Mode. (But don't worry, you can still allow guests to speak after your event starts.)
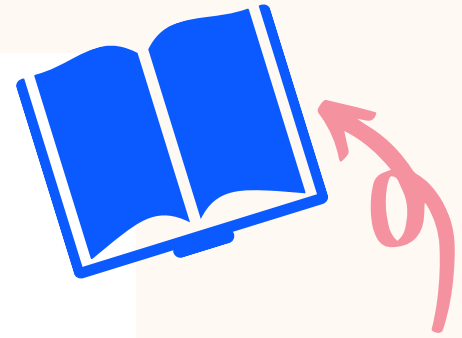
Speaker Email

helpdocsample@gmail.com ✕ |

9 email(s) remaining

Add to Speakers List

Navigation sidebar:
- Prepare
- Agenda
- **Invitations**
- Speakers
- Guests
- Extras
- Summary

Add your speakers' emails in the box provided (10 at a time), and press '**Add to Speaker's List**'

ℹ️ Anyone you invite as a Speaker will have a microphone icon to distinguish them, and they will be able to join/ leave the stage freely in Presentation Mode

💡 Pass this Speaker's Guide to your Speakers so they can prepare before your event!

7. Invite your Guests

Invite your guests

You can invite as many guests as you want, 200 people at a time. But remember that if more guests try to attend your event than your plan allows, they will see an "Event Full" message.

☑️ Send event reminder emails ℹ️

Guest Emails

helpdocsample@gmail.com ✕ |

199 email(s) remaining

Add to Guest List

☐ Do not send invitation emails to guests

Add your guests' emails in the box (200 at a time), and press '**Add to Guest List**'

ℹ️ If your event is **Public**, you don't need to invite Guests, they can join through the landing page.
If your event is **Private**, you **MUST** add their emails here.
You need to understand the difference between a Private and Public event!

💡 If you are using a third party software for registration, turn off our emails and reminders

remo

Features NEW

Customize the visibility of interactive features inside your Remo event. Changes will affect all guests inside this event.

Show Audience View

Show Remoji Reactions

Prepare

Agenda

Invitations

Extras

Features

Onboarding

Stream

Lobby

Summary

8. Decide which features you'd like to enable for your event

Check out our newest features Audience View and Remoji's for real-time interaction at your presentation!

remo

Welcome message

This message will be shown to all your speakers and guests the first time they enter your event

☑ Show your Welcome Message

Customize Welcome Message

Welcome all to the [Event Name]! Thanks for being here today

1

110 Characters Remaining

☐ Use this Welcome Message for my future events.

Add an Image or Video to Your Welcome Message

○ Image ● Video

https://www.youtube.com/watch?v=gxl3I8260RI

☐ Use this image or video for my future events.

---

rem○ Remo virtual events: H...   ⋮

▶

Hello and welcome

Welcome all to the [Event Name]!
Thanks for being here today

Prepare
Agenda
Invitations
Extras
Features
Onboarding
Stream
Lobby
Summary

---
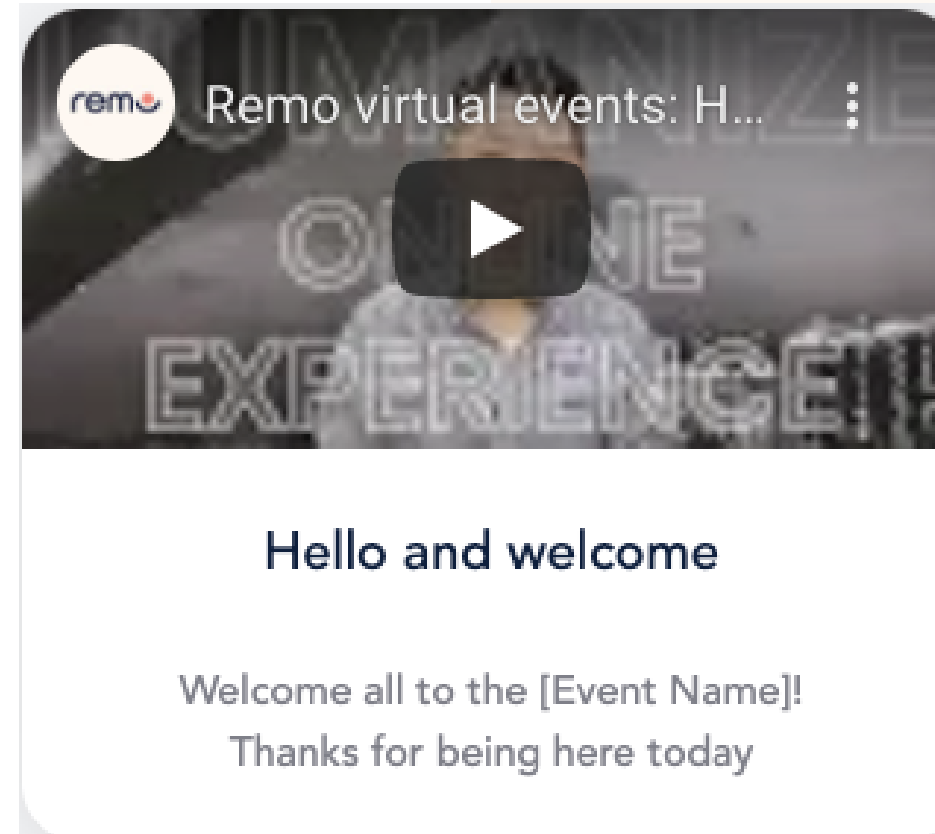
9. Customize the Welcome Message for your guests

Check the box for '**Show your Welcome Message**'

You can type out your message (what your guests will see when they first enter your event space)

You can add an image or video to accompany your message

💡 You can have the video automatically start playing by adding "&autoplay=1" or "/autoplay=1"

rem○

Prepare

Agenda

Invitations

Extras

Features

Onboarding

Stream

Lobby

Summary

Lobby   NEW

When enabled, the Lobby feature allows the Host to select which participants can enter the event space as well as control when they enter.

Enable Guest Lobby ⬤

Customize Message

Welcome to our event, please wait until one of the hosts will let you in. Thanks for your patience.

71 Characters Remaining

LOBBY

Please wait for the host to let you in

Remo Events

Welcome to our event, please wait until one of the hosts will let you in. Thanks for your patience.

ⓘ The Lobby is enabled by default and will be open 20 minutes before your event starts.
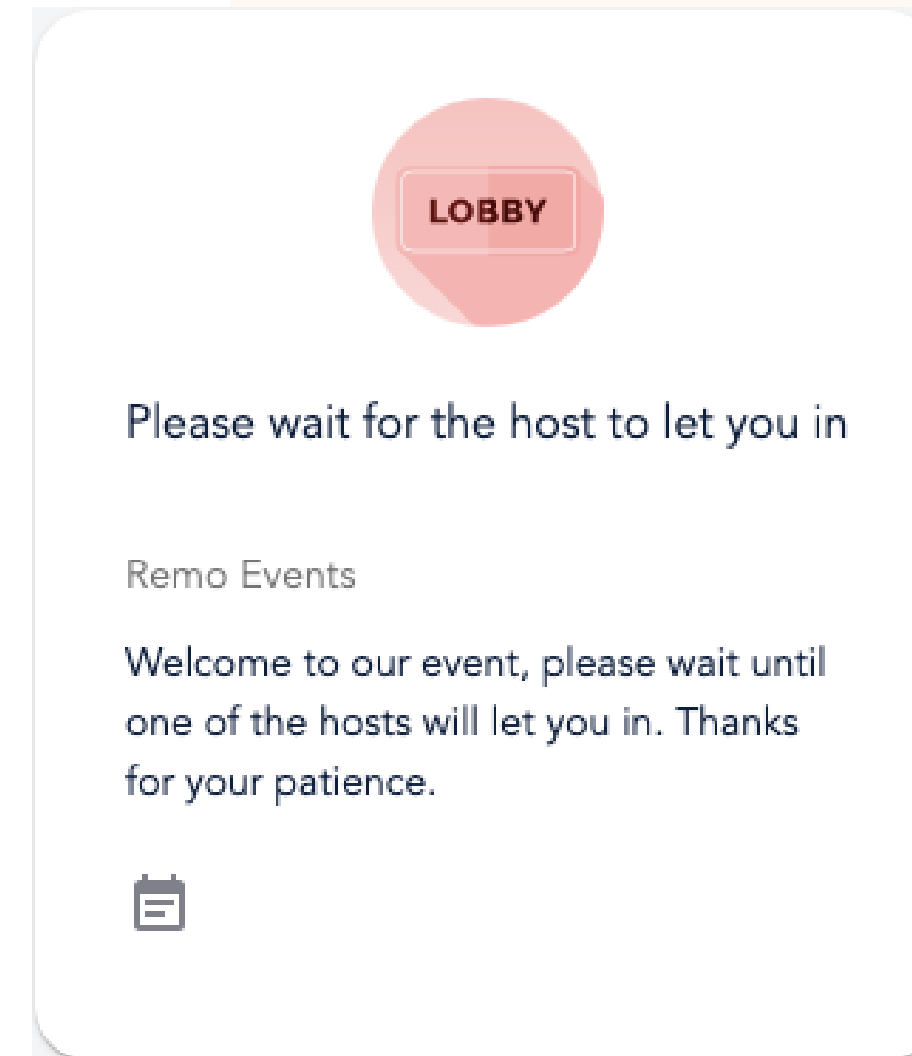
Under Customize Message, you can decide what message you want your guests to see when waiting in the lobby

ⓘ While waiting in the Lobby, your guests will listen to some smooth, relaxing jazz music ;)

remo

11. Once you're done adding all your details, click the '**Summary**' tab

12. Click 'Save & Publish Event'

Prepare

Agenda

Invitations

Extras

Summary

Guess what? You created your event!

The details of your event is summarized in the right side panel. At this point, you have two options:

1) Start inviting guests and speakers to your event (recommended)
2) Add extra customization to your event

Prepare Event

Event details, floor plan and sponsors...

Edit

Agenda

Event Agenda, Run of Show...

Edit

< Back

Save and Publish Event

remo

13. After Saving your Event, you can add your Agenda and Run of Show!

Find the event, click the pencil icon or 'Edit Event' and click the 'Agenda' tab
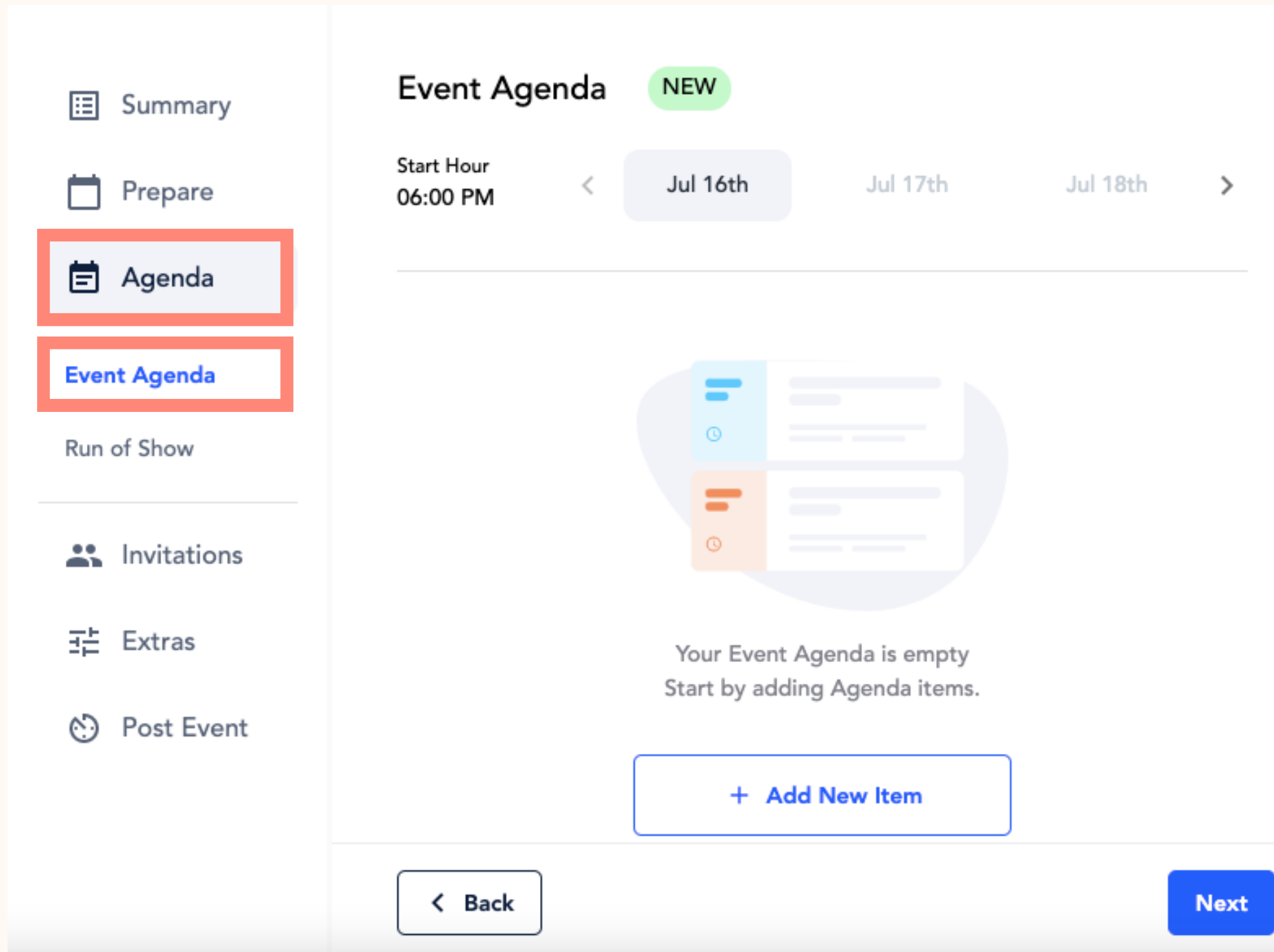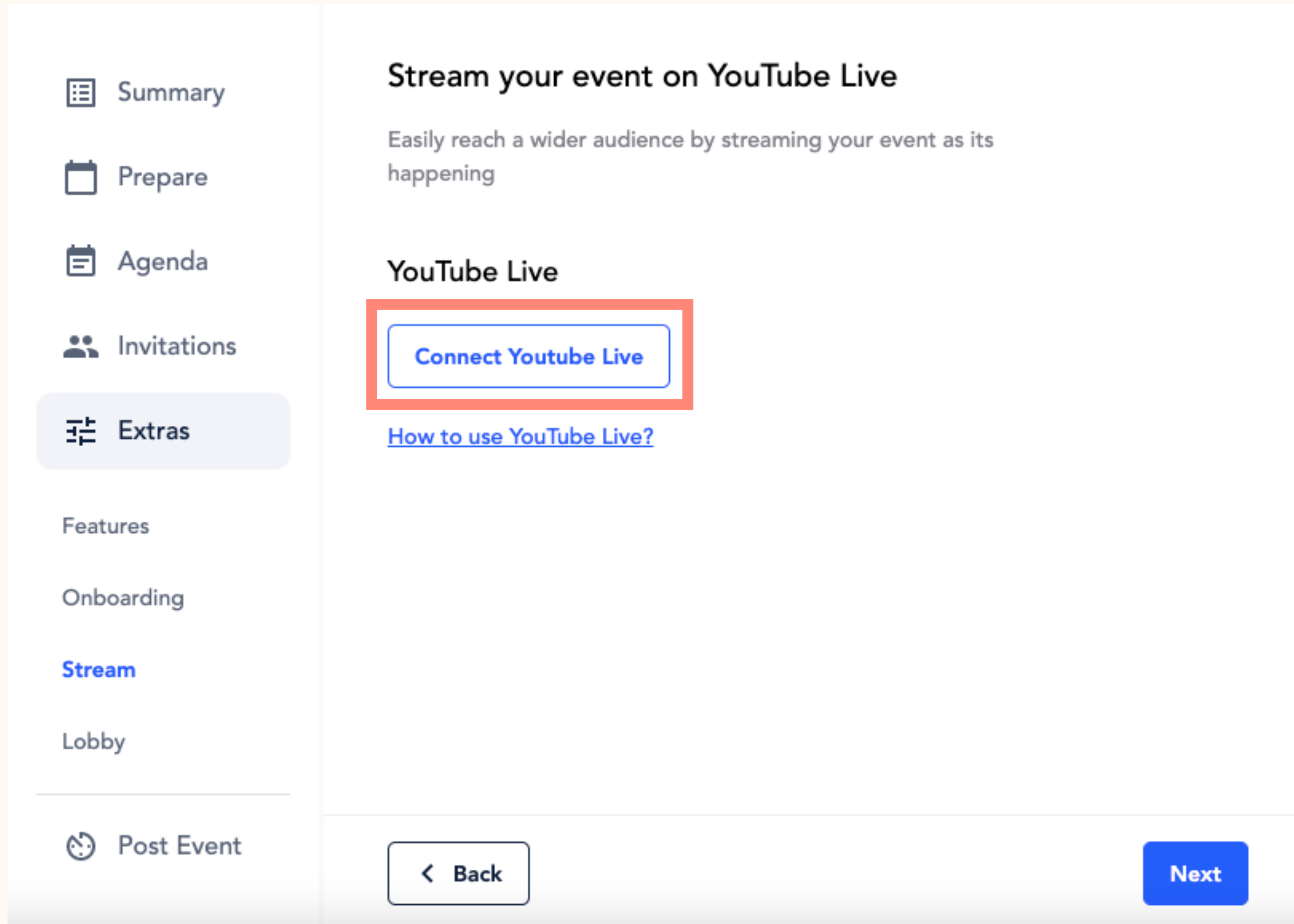
Here's how you can create an agenda!
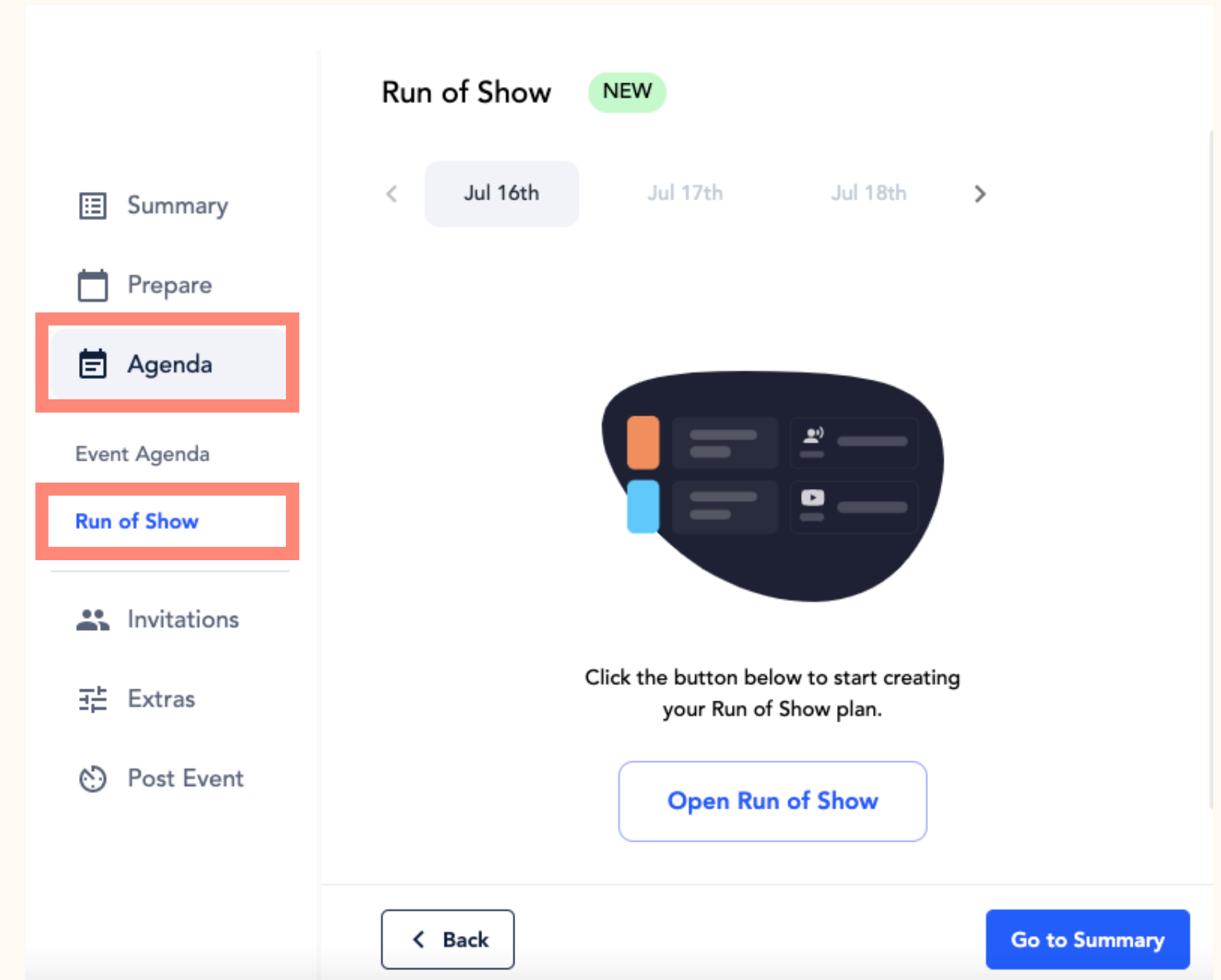
Check this out for how to use the Run of Show!

14. You can also connect your event to Youtube Live!

Stream your event on YouTube Live

Easily reach a wider audience by streaming your event as its happening

YouTube Live

Connect Youtube Live

How to use YouTube Live?

Summary

Prepare

Agenda

Invitations

Extras

Features

Onboarding

Stream

Lobby

Post Event

< Back

Next

Click '**Connect Youtube Live**'
(this can only be done after the event is saved & published first)

When connected to Youtube Live, when you start Presentation Mode, your presentation will automatically be streamed to Youtube Live

More about how to setup the integration with Youtube Live here!

remo

Tips & tricks!

When you create an event, all limitations for characters and image sizes are indicated. Just follow the indications!

Event Tagline

Thanks for meeting with me!

73 Characters Remaining
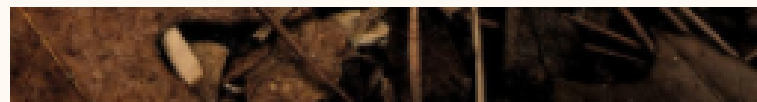
Ideal dimensions: 780X490 px
Max file size: 1 MB

It's like background music!

You can set the video billboard to autoplay by checking the 'Autoplay' box next to the Video Billboard option

Enter event
Edit this event
Clone this event
View Event Landing Page
Copy invite URL
Delete event
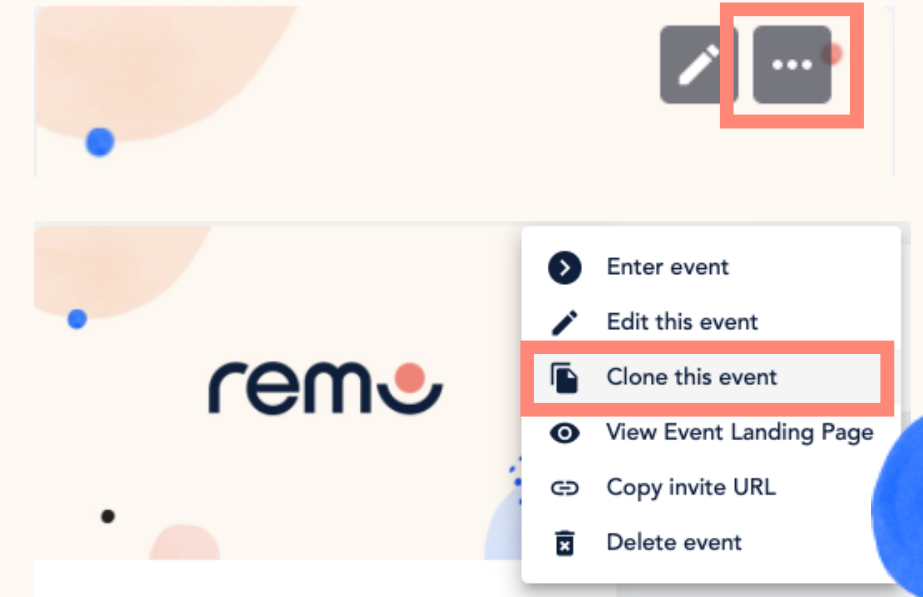
It's possible to duplicate an event after creating it. But, note not everything gets copied (including start and end time, speakers and guest list).

The cover image is the image on the event landing page and the small image we see in the banner inside the event. (This can be expanded if guests click it!)

Welcome to Remo!
Humanizing the online exper

Welcome to Remo!
Humanizing the online experience

17 May 2021, 06:00pm (HKT)
17 May 2021, 08:00pm (HKT)

Welcome to R
May 17th, 06:00pm
May 17th, 07:00pm

For an authentic ex
camera are recomm

Event has sta

Join

Event Directory Example
Remo Demo Room   Events

Go to other related events:

Remo Revolution Community
Gathering Space
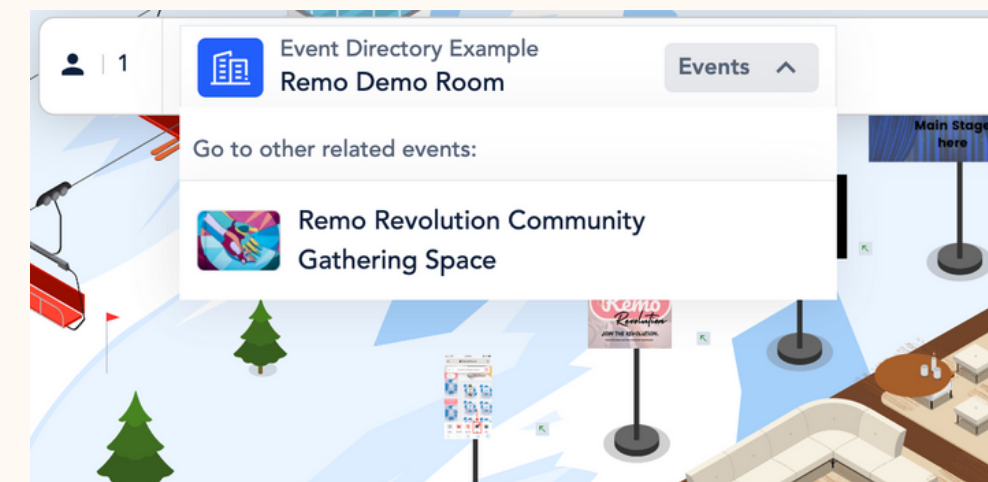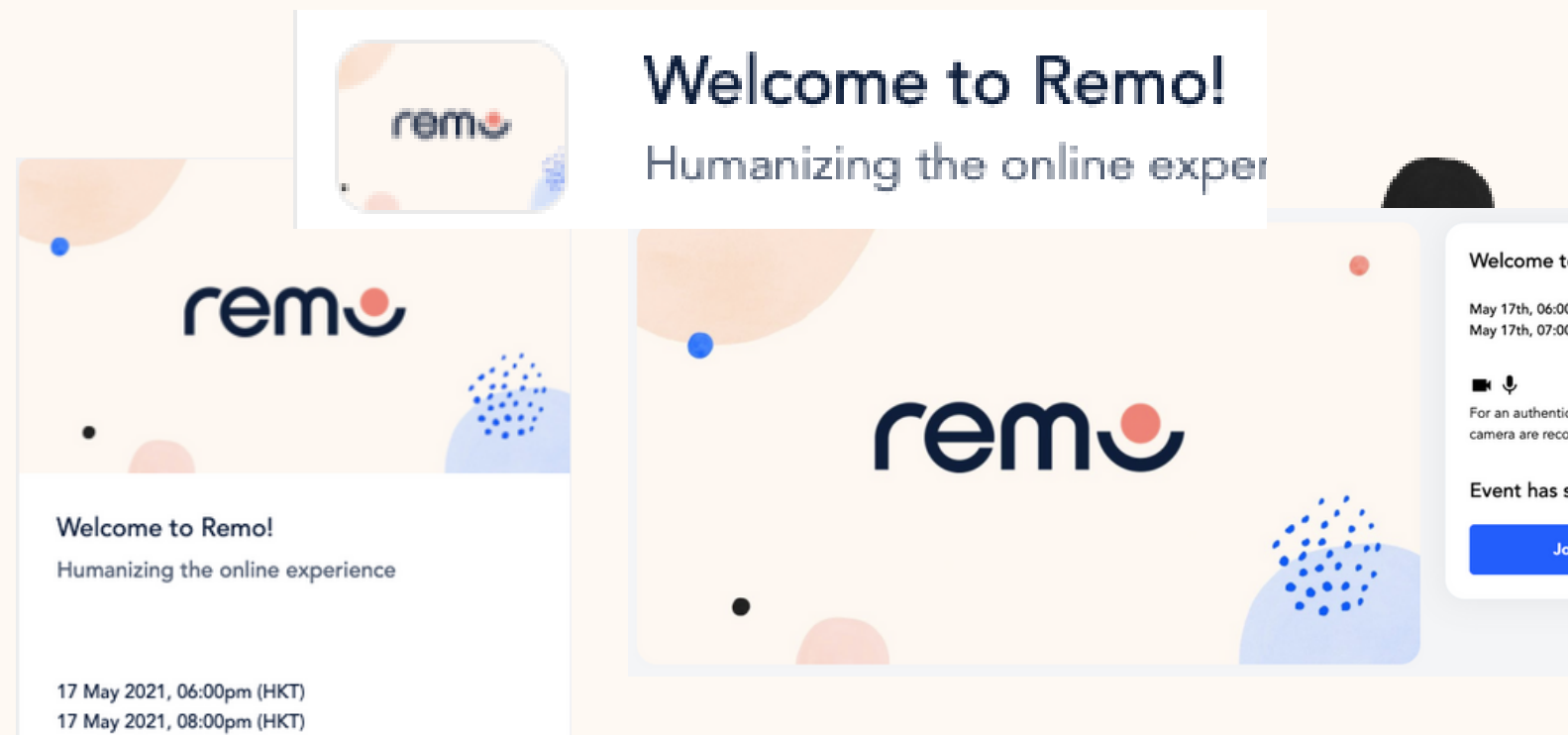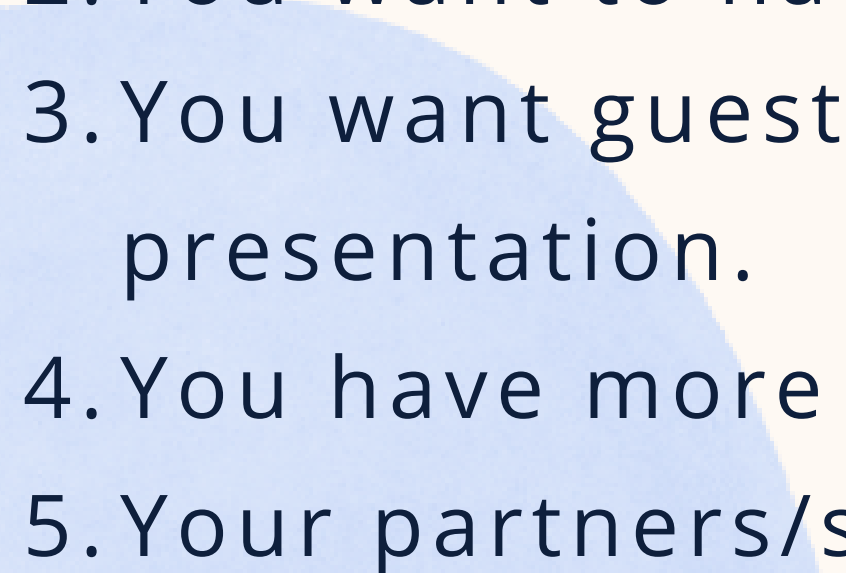
You can set up events to run simultaneously - Click here for more information

Why might you need to run events simultaneously?

1. Your event has parallel sessions. Different speakers will lead presentations at the same time. And each guest is free to choose the panel/presentation he/she wants to join.
2. You want to have a breakout room.
3. You want guests to network when they are not listening to a presentation.
4. You have more guests than your plan allows per event.
5. Your partners/sponsors need a room to have private meetings.

remo

2

Remo Features

Remo has two main modes...

Conversation Mode
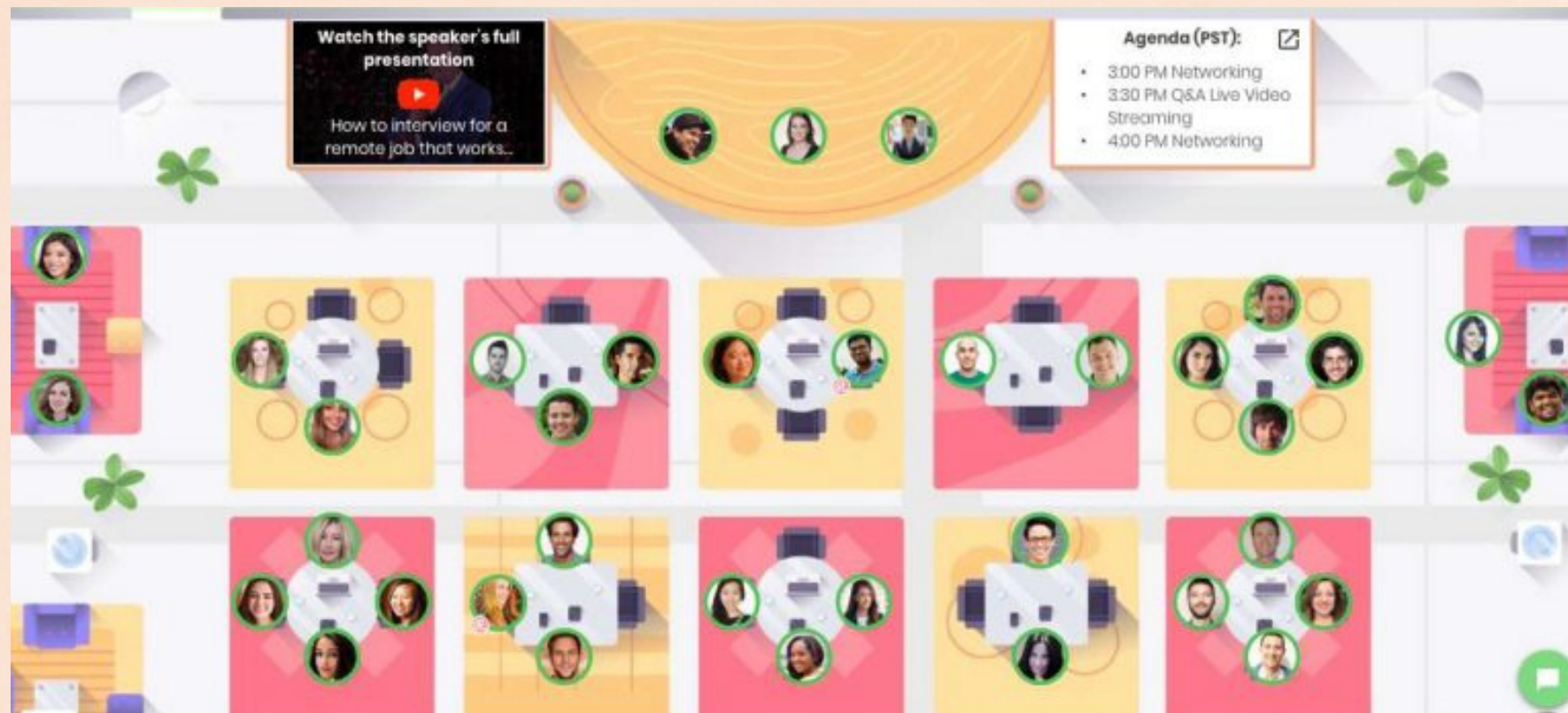
Guests can have **private** audio-video conversations with small groups of people

Guests can move around freely, and interact with each other

Presentation Mode
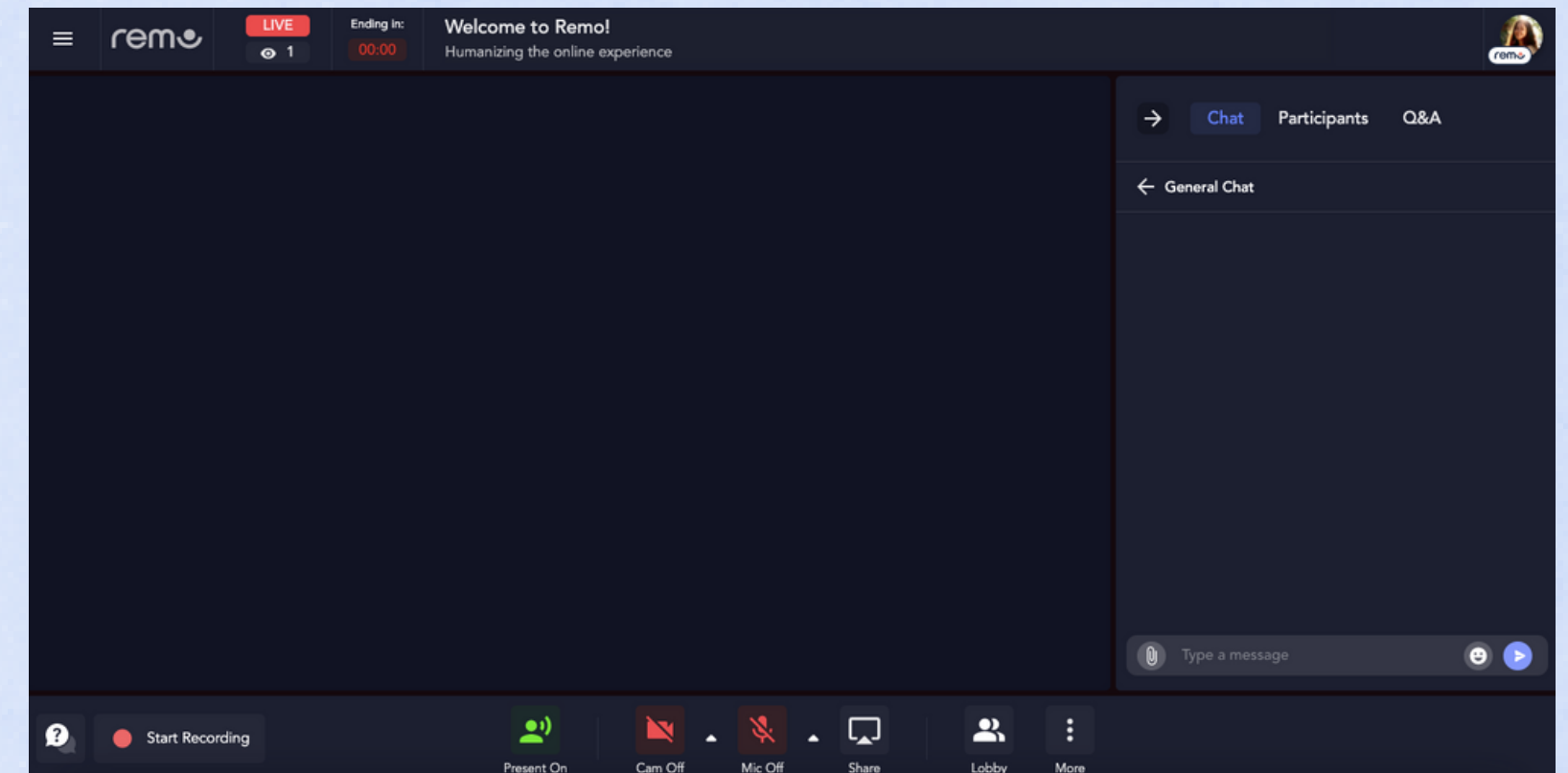
You (and your speakers) can present to everyone in the event at once

All guests watch the one presentation

remo

2A

Conversation Mode
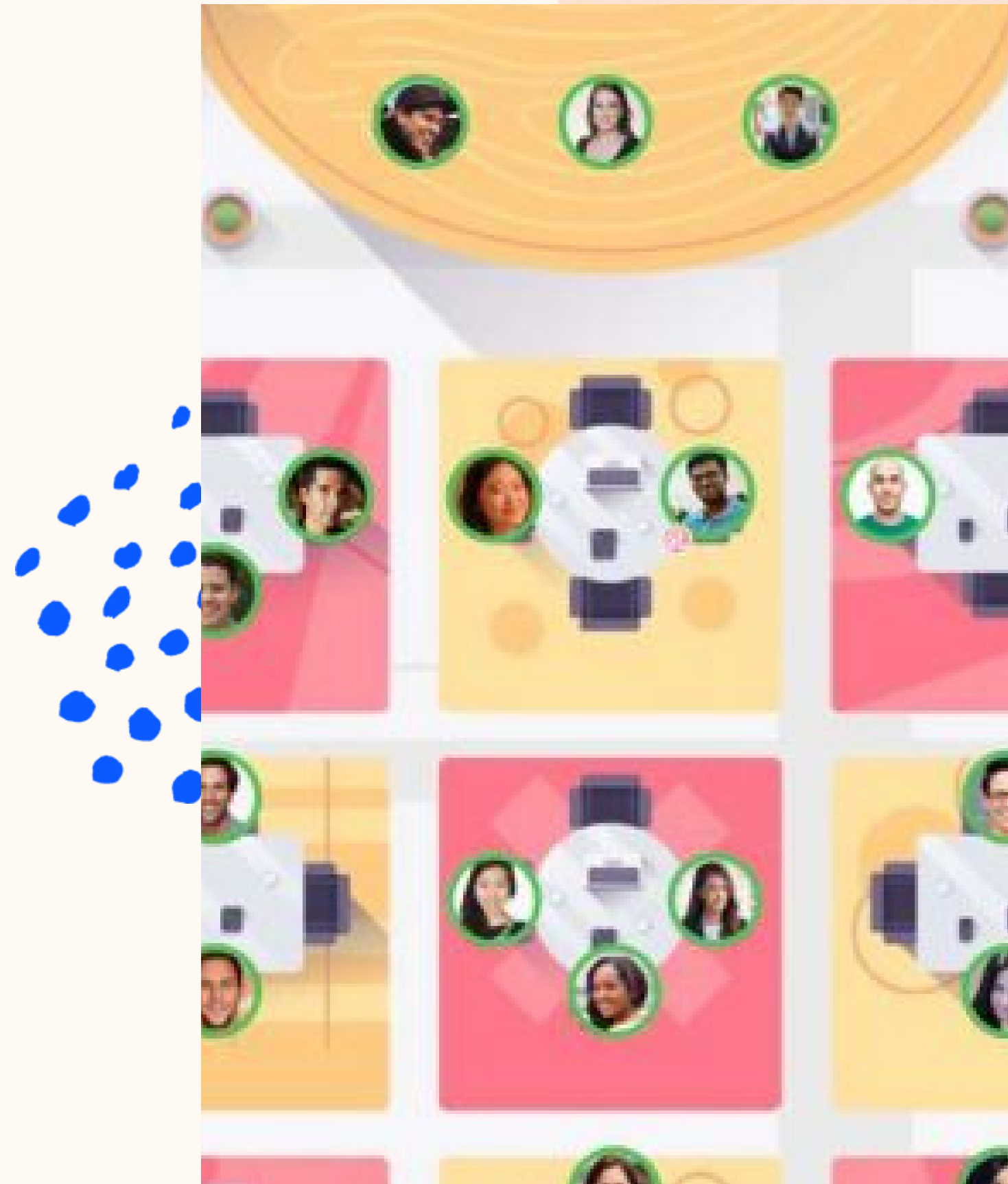
Floor View

This is what you'll see when you enter an event

Demo Event

Powered by Remo
Virtual networking and events

George C. Hua... Gary Yang

TABLE/ ROOM

First table   Second table   Third table   Fourth table   Fifth table

Left top table   Right top table

Sixth table   Seventh table   Eighth table   Ninth table   Tenth table

SEAT

Left bottom table   Right bottom table

Eleventh table   Twelfth table   Thirteenth table   Fourteenth table   Fifteenth table

Need help?

CAM & MIC CONTROLS

Tile view   Cam On   Mic On   Chat   Share Screen   Whiteboard   Quit Event

CHAT

remo

Moving around Remo

Guests will be placed at a table in pairs, when they first join, but they are free to move around as they please.

Simply double-click on the table you wish to join.

Maximum no. of people per table depends on your plan

Tables have an admin seat to allow you to join them at any time.

Changing Table Names

Event Hosts can change the table names!

Right-click on the table -or- click the pencil icon, and enter the desired name of your table. Click 'Save'

If you'd like the table named the same way on every floor, check the box

Examples: Ice-breaker topics, Discussion topics, Sponsors, Countries, Hobbies

Table 1

Table 1

Change table name

Table 1

Change table name

In-N-Out Burger

Cancel   Ok

Elevator

Floor

9	10
7	8
5	6
3	4
1	2
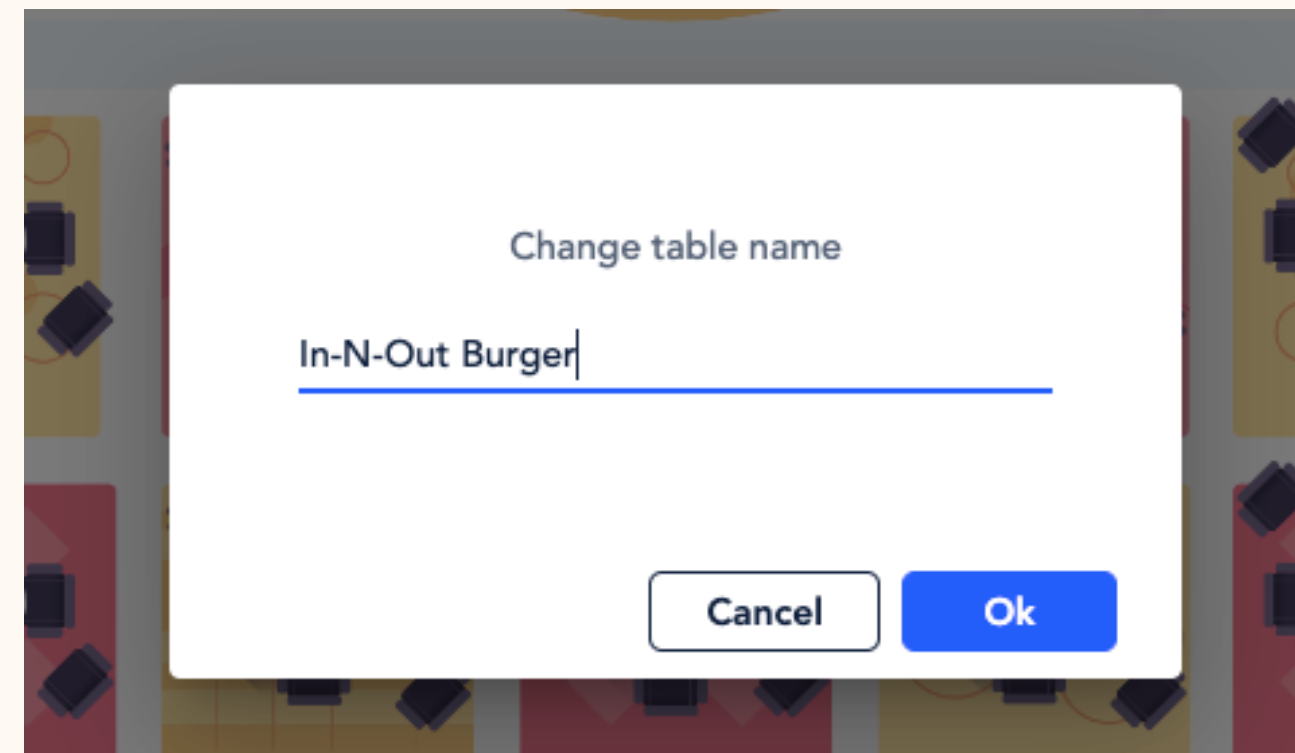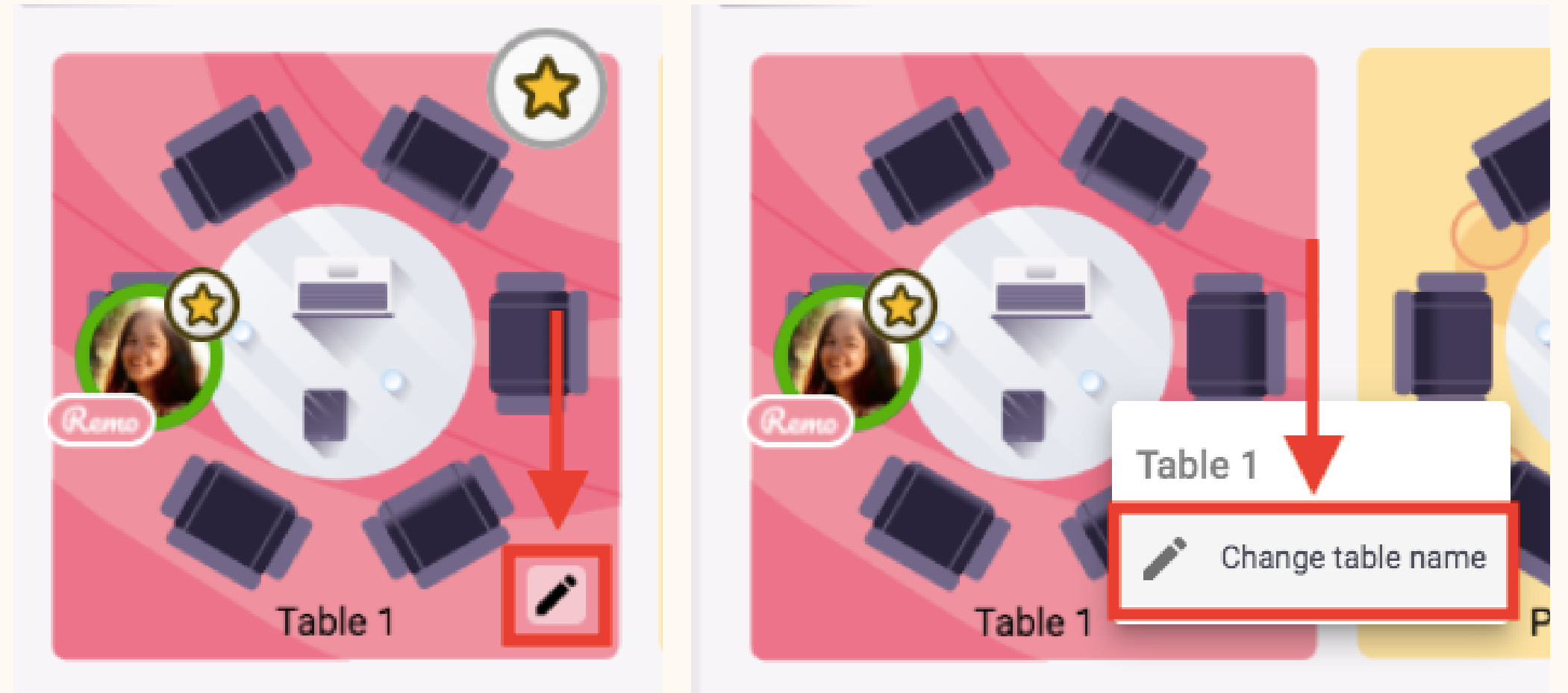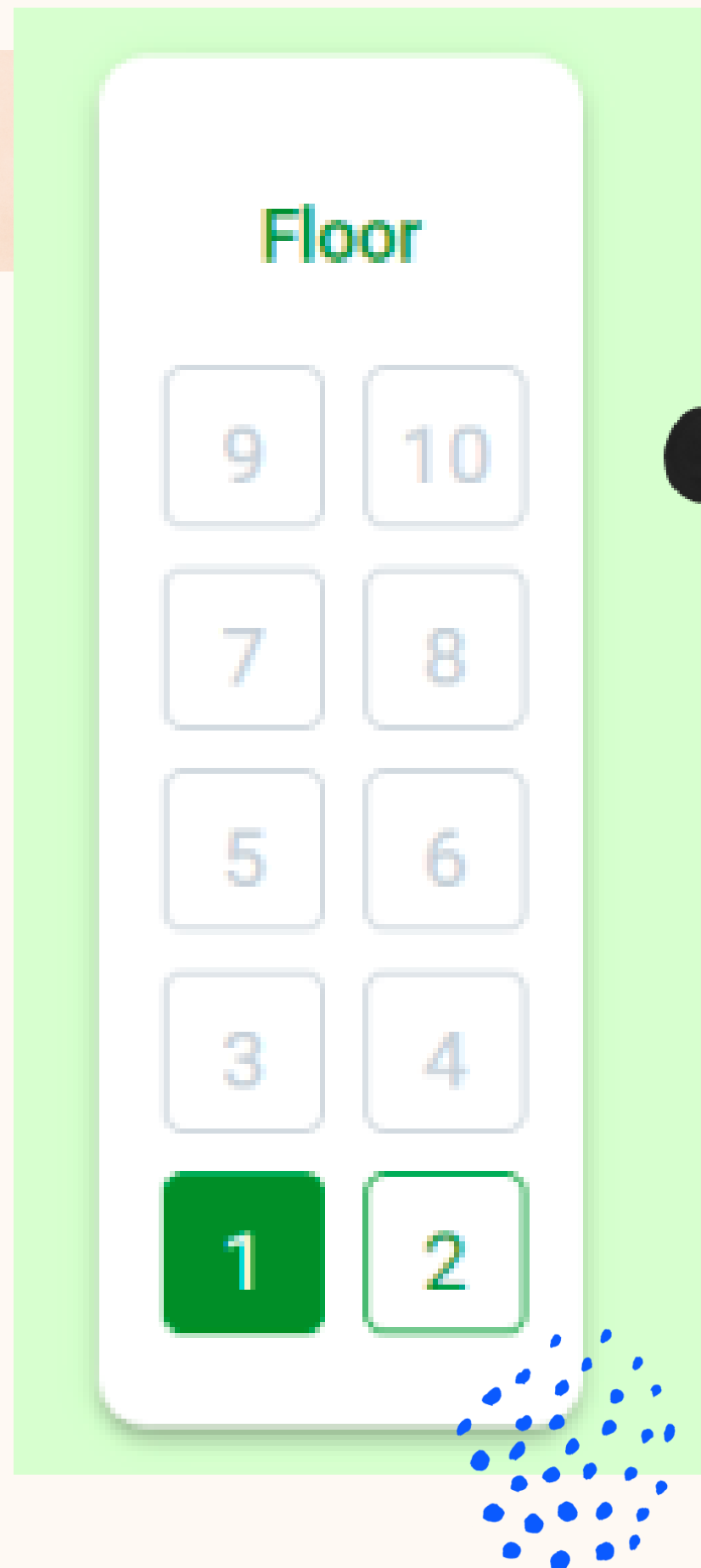
1 You can navigate between floors using the elevator dial on the left side of your screen

2 To see how many guests are on a particular floor, hover your cursor over the floor button.

3 This only appears if you've set an expected attendance above the floor's capacity

remo

Green Room

Only Event Hosts and Registered Speakers can enter the Green Room (just double-click!)

You can invite guests to enter as well by right-clicking on their avatar and clicking 'Invite to Green Room'

You can use this area as a private meeting room!

remo

Mic & Cam

REMEMBER FOR A TRULY INTERACTIVE EXPERIENCE, PLEASE TURN ON YOUR **MIC & CAM**
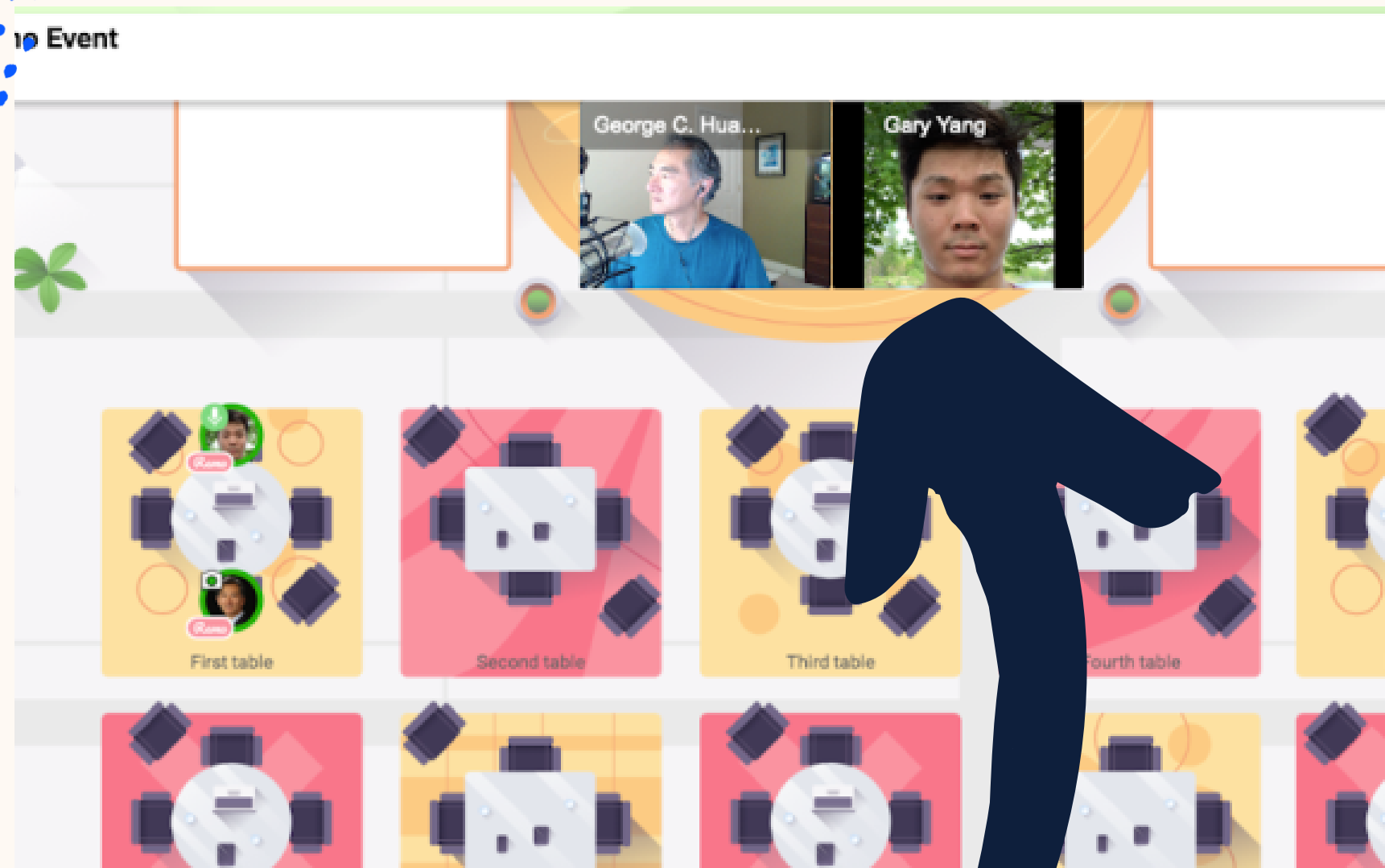
Step 1: Click on the '**Cam**' and '**Mic**' buttons in the menu on the bottom of your screen

Step 2: Enjoy connecting with Remo!

...If you're having mic-cam problems
Click here or access our troubleshooting guides here
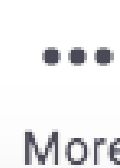
Chat

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:

Messages ✕

🔍 Search by name...

PUBLIC CHAT

Ⓖ General Chat

⊕ Table Chat: Table 1

PRIVATE CHAT

Ⓣ tas userpilot4

Yejide Ogunbambi
remo

Katrina - REMO Trainer
remo
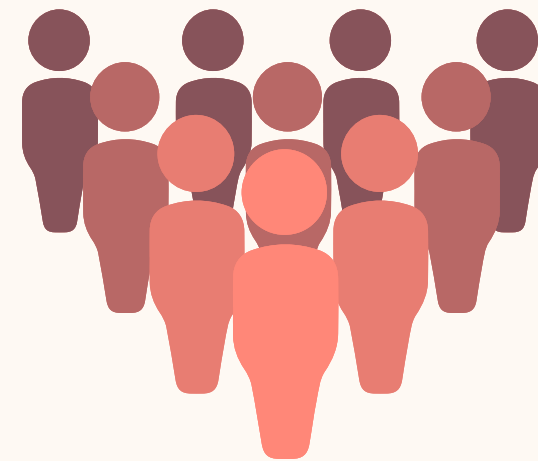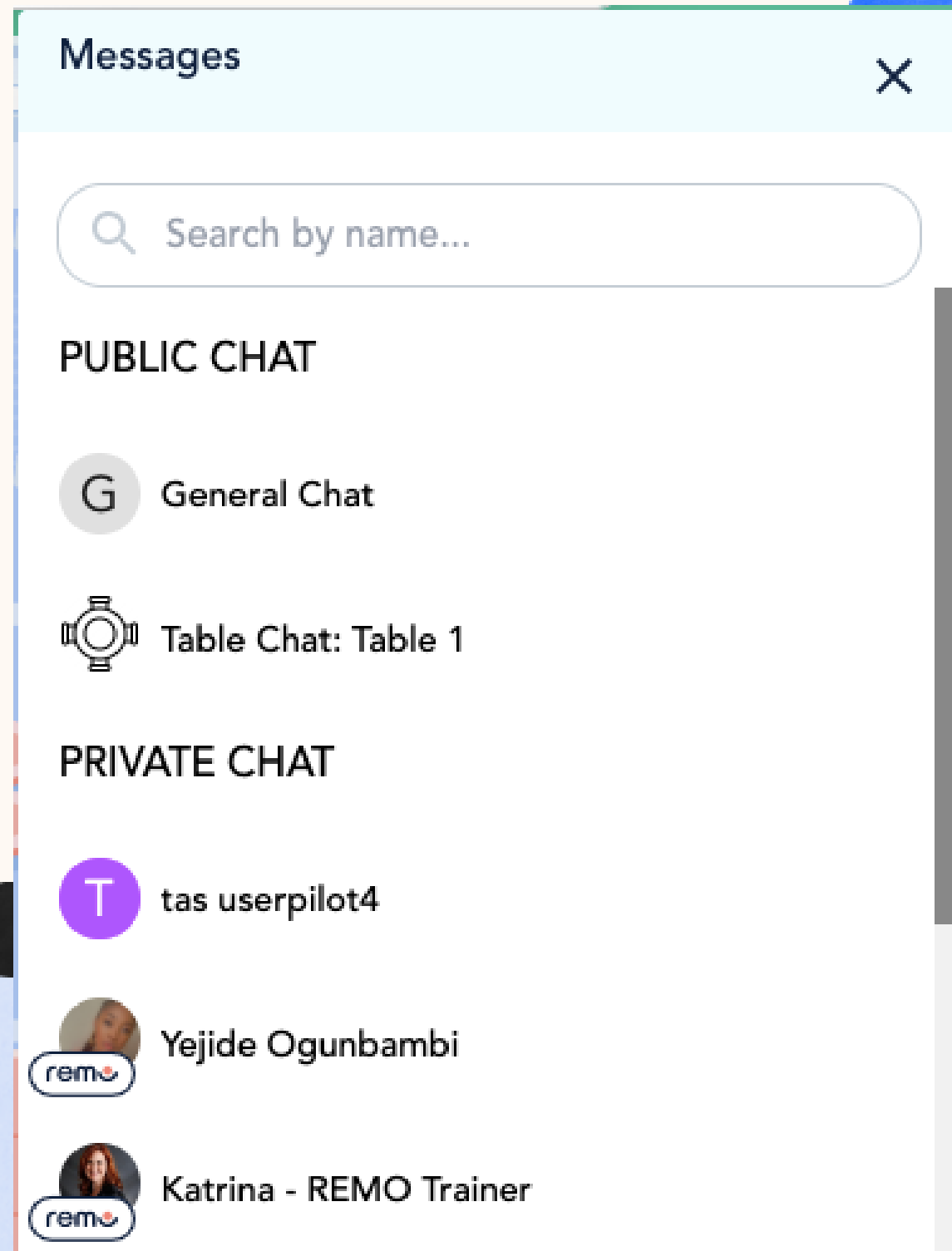
GENERAL CHAT:
Visible to all guests
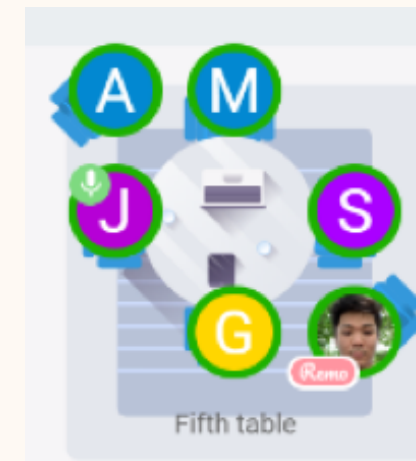
TABLE CHAT:
Visible to only members in your current table

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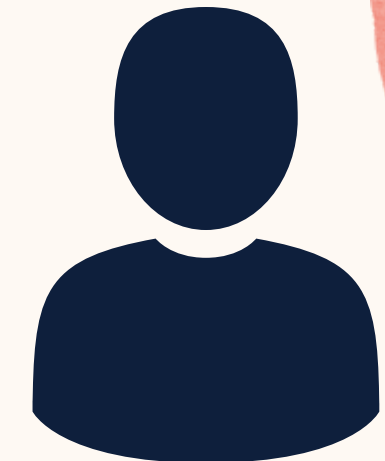
PRIVATE CHAT:
Direct message to specific guests (You can search using the search bar)

Step 3: Chat away!

Present | Cam Off | Mic Off | **Chat** | Share Screen | Lobby | More

remo
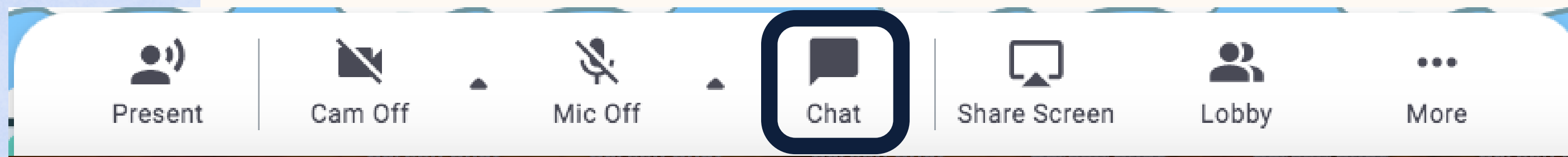
Share Screen

You can also choose to **share screen** with 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)*

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

*depends on which browser used

Share your screen

live.remo.co wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen | Application Window | Chrome Tab

Cancel | Share

Present | Cam Off | Mic Off | Chat | Share Screen | Lobby | More

remo
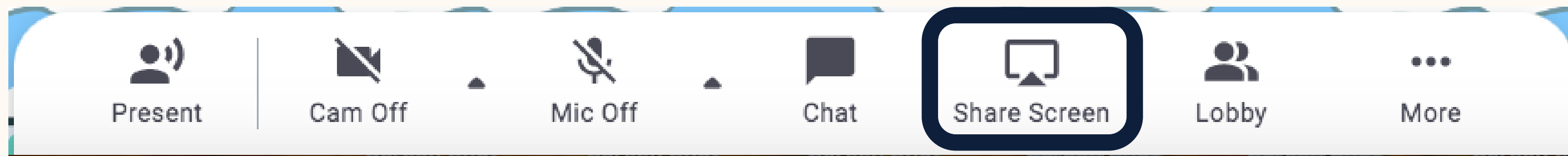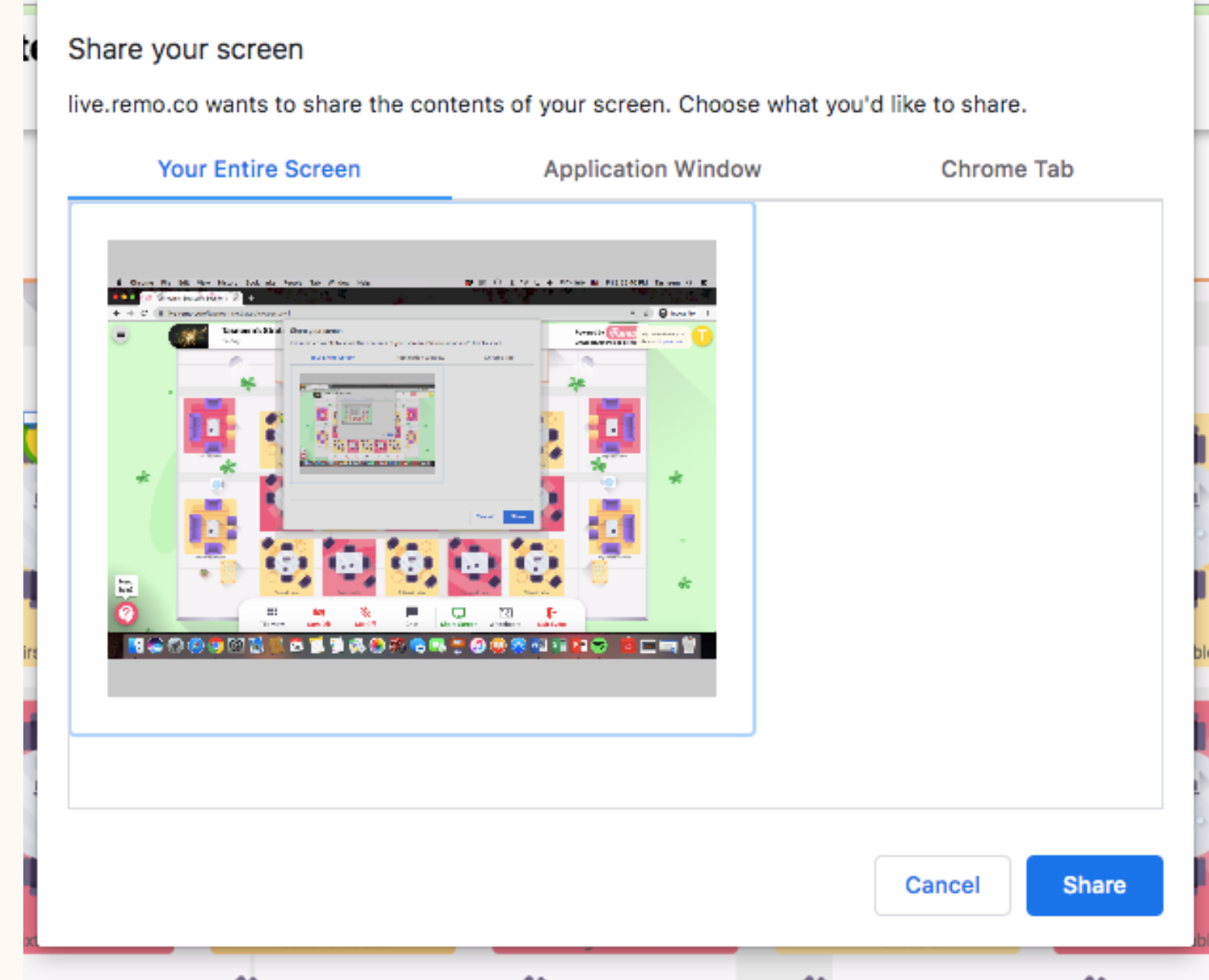
Lobby

When someone enters the lobby, you are notified

GUEST has entered the Lobby | View | Admit | ✕

✕

ℹ Guest Lobby ●

Waiting to enter (2) | Admit All

🔍 Search for guests

S SPEAKER | Admit

G GUEST

Step 1: Click 'Lobby'
Step 2: Click 'Admit All' to admit everyone at once
-OR-
Click 'Admit' to admit guests one by one

If you have enabled the lobby... you can control who enters your event when

Present | Cam Off | Mic Off | Chat | Share Screen | **Lobby** | More

remo

Whiteboards

Whiteboards are great for collaboration or displaying information!

Step 1: Click '**More**'

Step 2: Click '**Whiteboard**'

Announcement

Announcements are great to say something important to everyone in the space

They appear as a pop-up for guests along with a bell sound to alert them

Supports text and links!
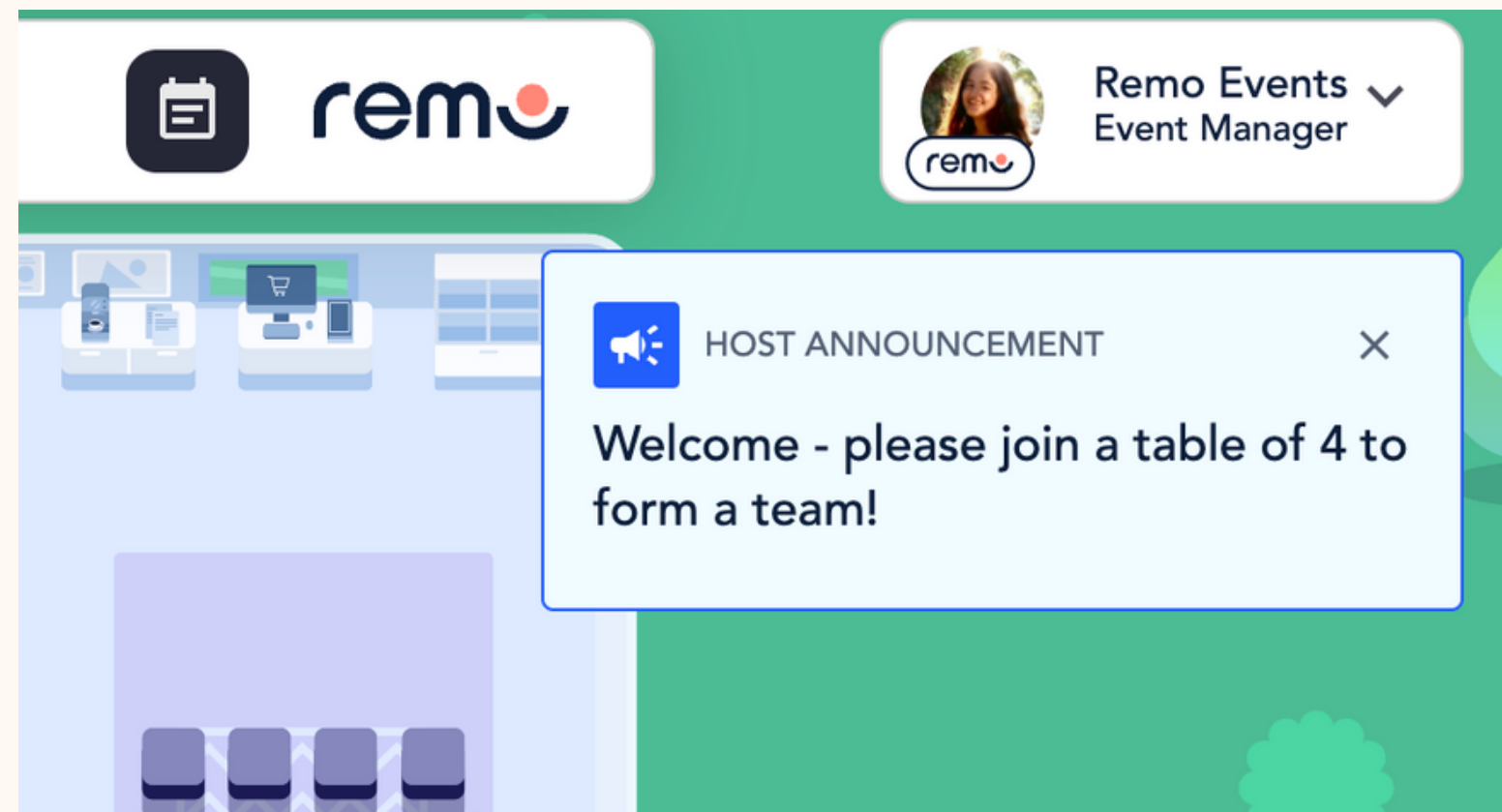
Step 1: Click '**More**'

Step 2: Click '**Announcement**'

Step 3: Type your announcement

Step 4: Click '**Announce Now**'
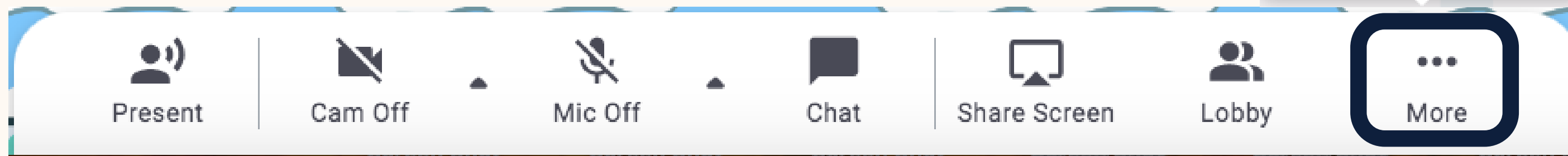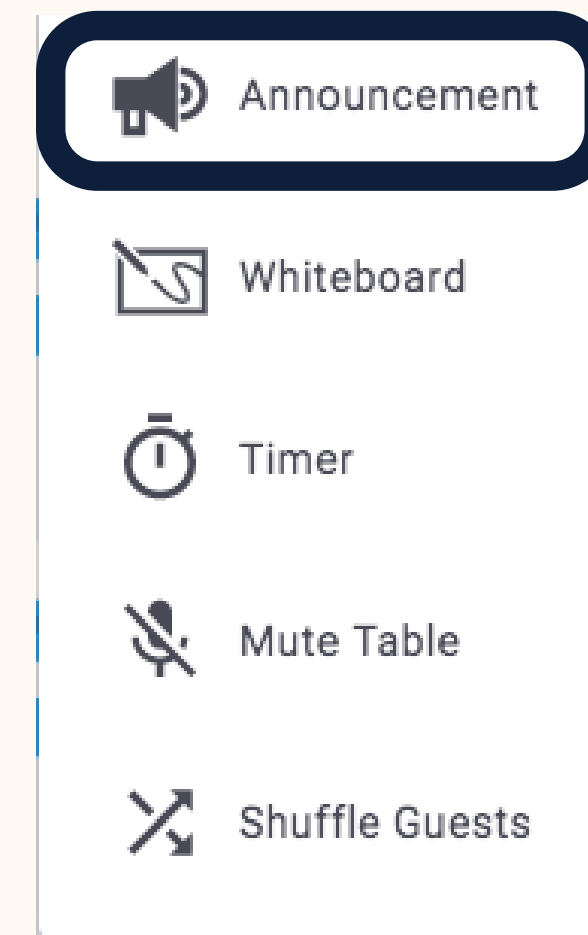
Timer

Step 1: Click '**More**'

Step 2: Click '**Timer**'

Step 3: Set up the timer (no. of rounds, duration of each round, and buffer time between rounds

Step 4: Click '**Set**'

Step 5: Click the green **play button**

You can use the timer for speed networking, to indicate the duration of a break, or just add some structure to your event

Number of sessions: 6

Duration of each session (min): 10

Breaks between each session (min): 1

Set

Announcement

Whiteboard

Timer

Mute Table

Shuffle Guests

Present

Cam Off

Mic Off

Chat

Share Screen

Lobby

More

remo
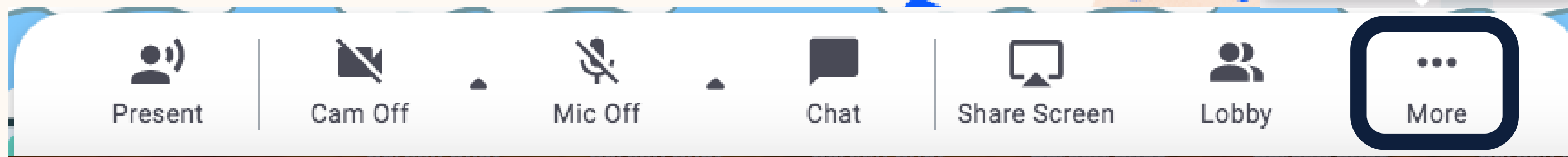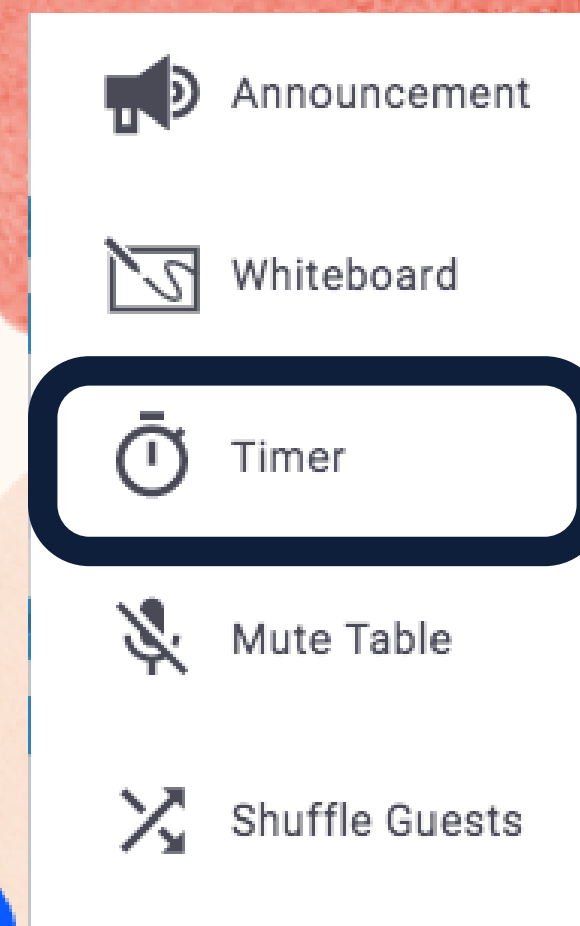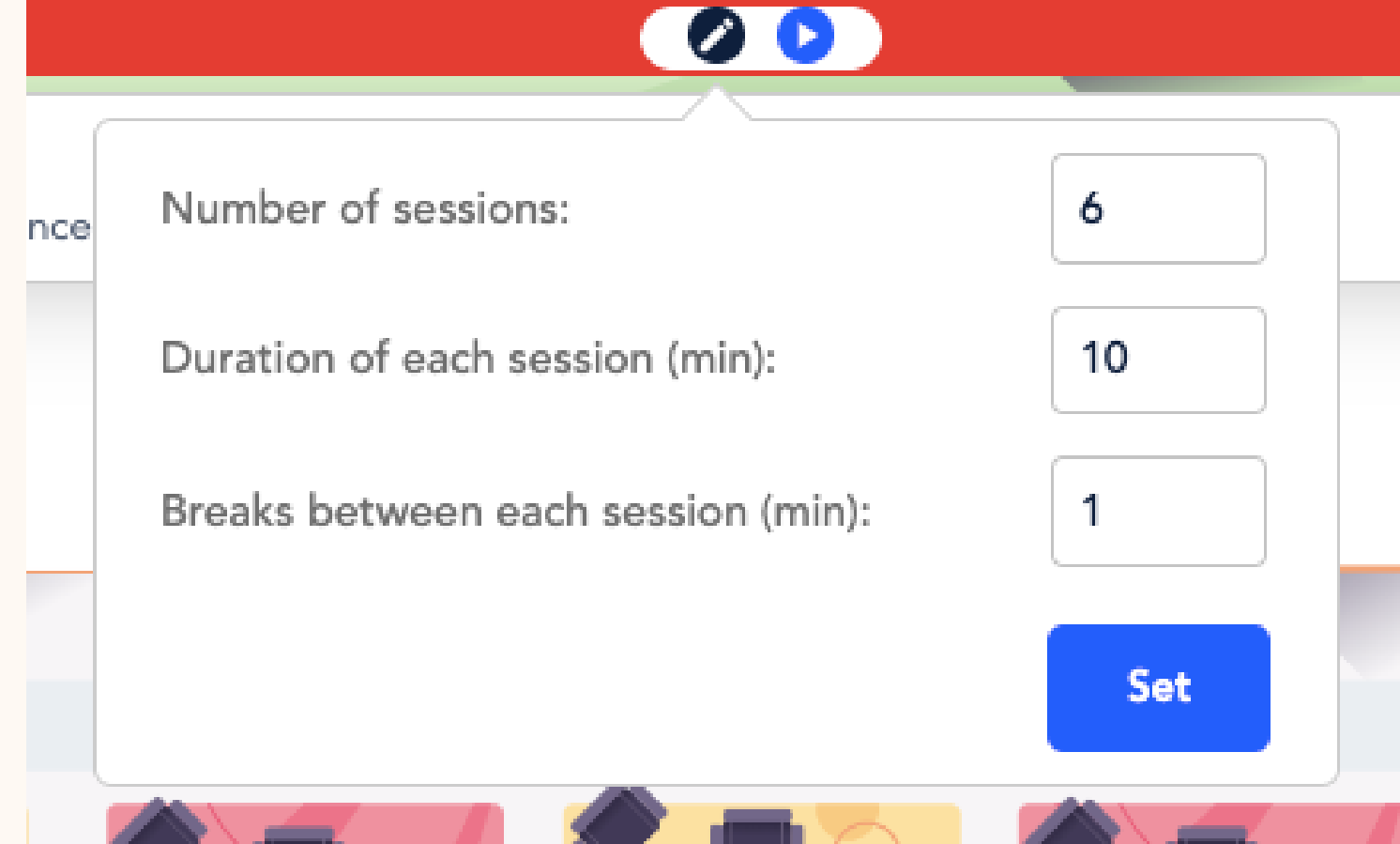
Shuffle Guests

With the 'Shuffle Guests' feature you can randomly shuffle your guests around your event space with a few clicks of your mouse!

Step 1: Click '**More**'

Step 2: Click '**Shuffle Guests**'

Step 3: Enter your ideal guests per table post-shuffle

Step 4: Click 'Start Shuffling'

Step 5: A 30-second timer will begin, after which everyone will be moved
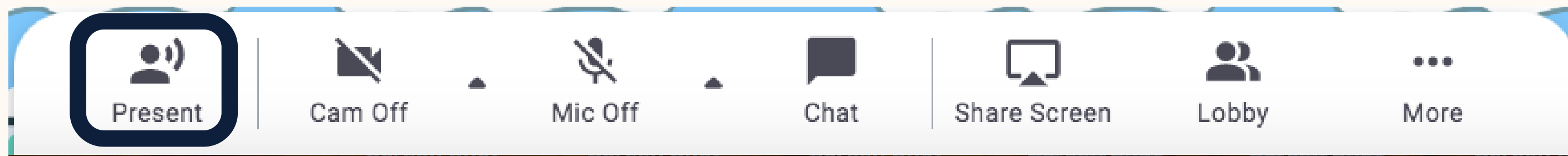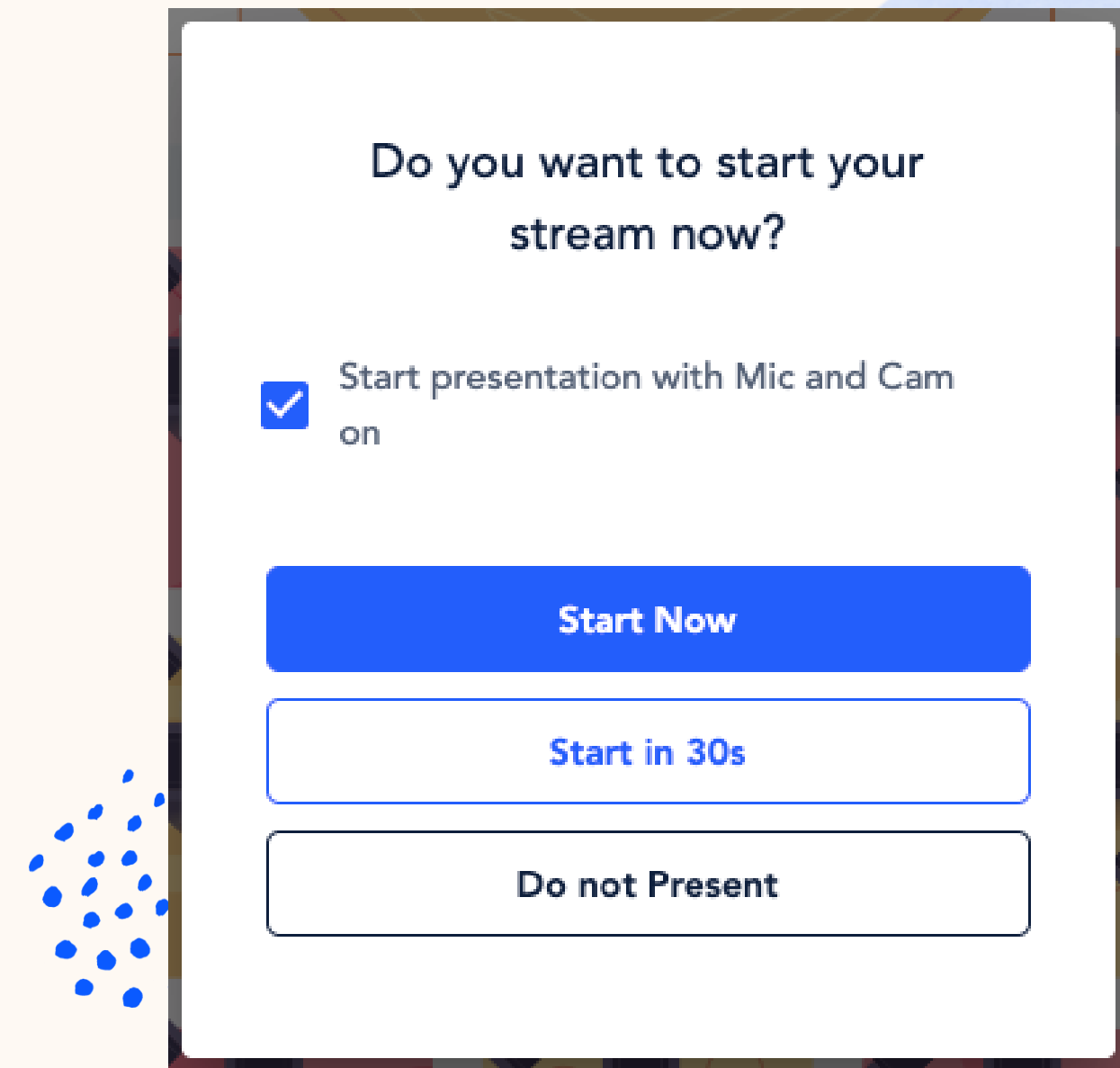
Check this out for more information on Shuffle Guests
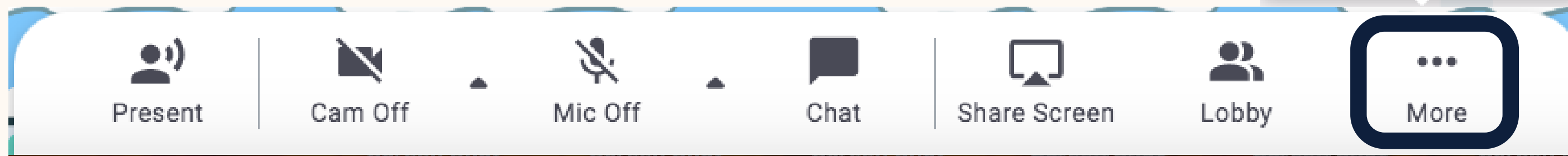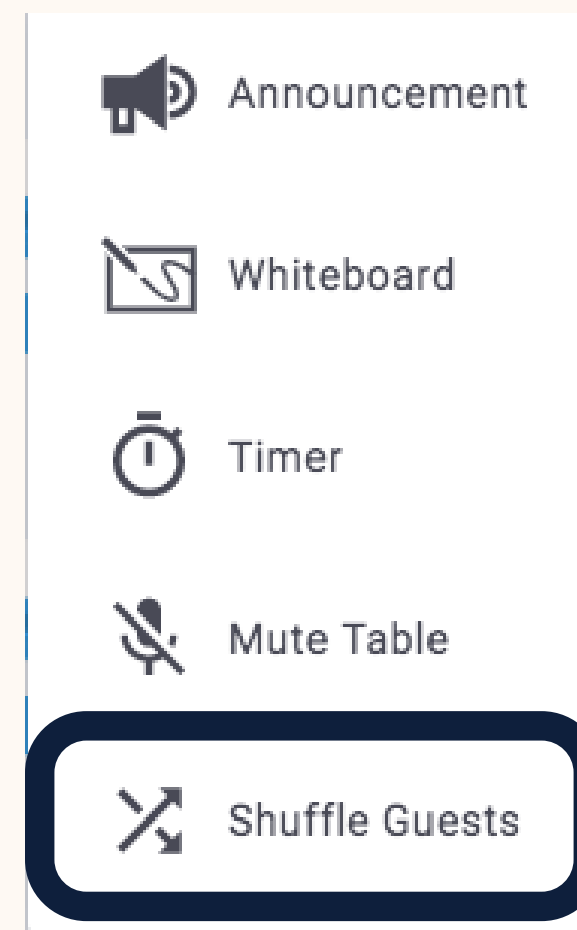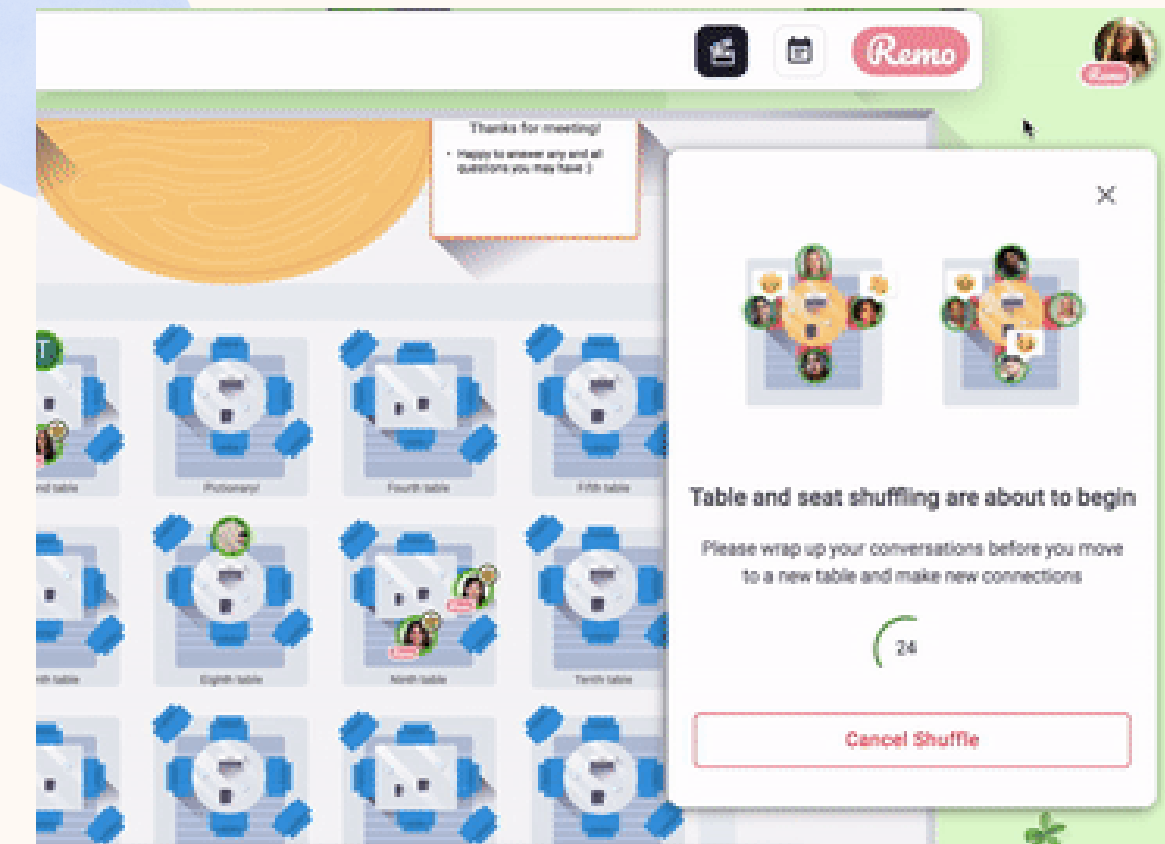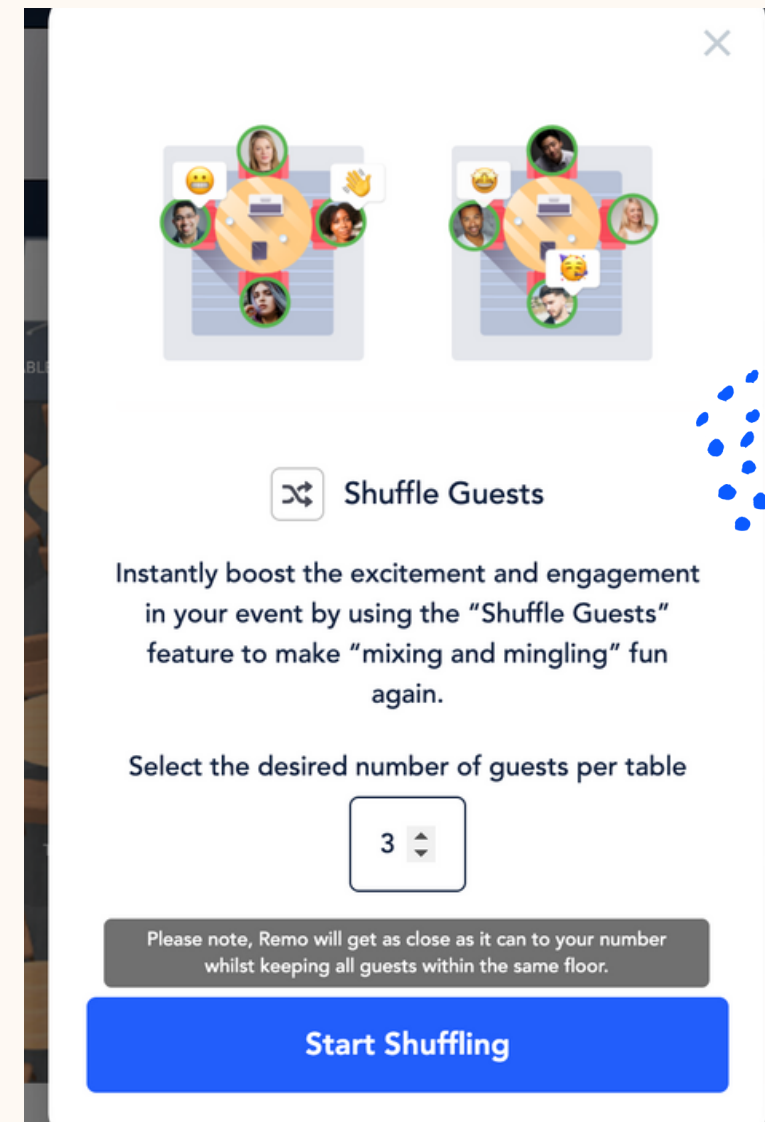
Enter Presentation Mode...

Use this button when you're ready to leave Conversation Mode, and enter Presentation Mode (i.e. present to everyone in the audience)

Step 1: Click '**Present**'

Step 2: Decide if you'd like to start the presentation with your cam and mic turned on or not

Step 3: Select whether to '**Start Now**' or '**Start in 30s**'

Do you want to start your stream now?

☑ Start presentation with Mic and Cam on

Start Now

Start in 30s

Do not Present

Present | Cam Off | Mic Off | Chat | Share Screen | Lobby | More

remo

If at any point during the event you experience difficulties, feel free to contact our remo support team

Step 1: Click the '**Need help**' icon in the bottom left corner of your screen

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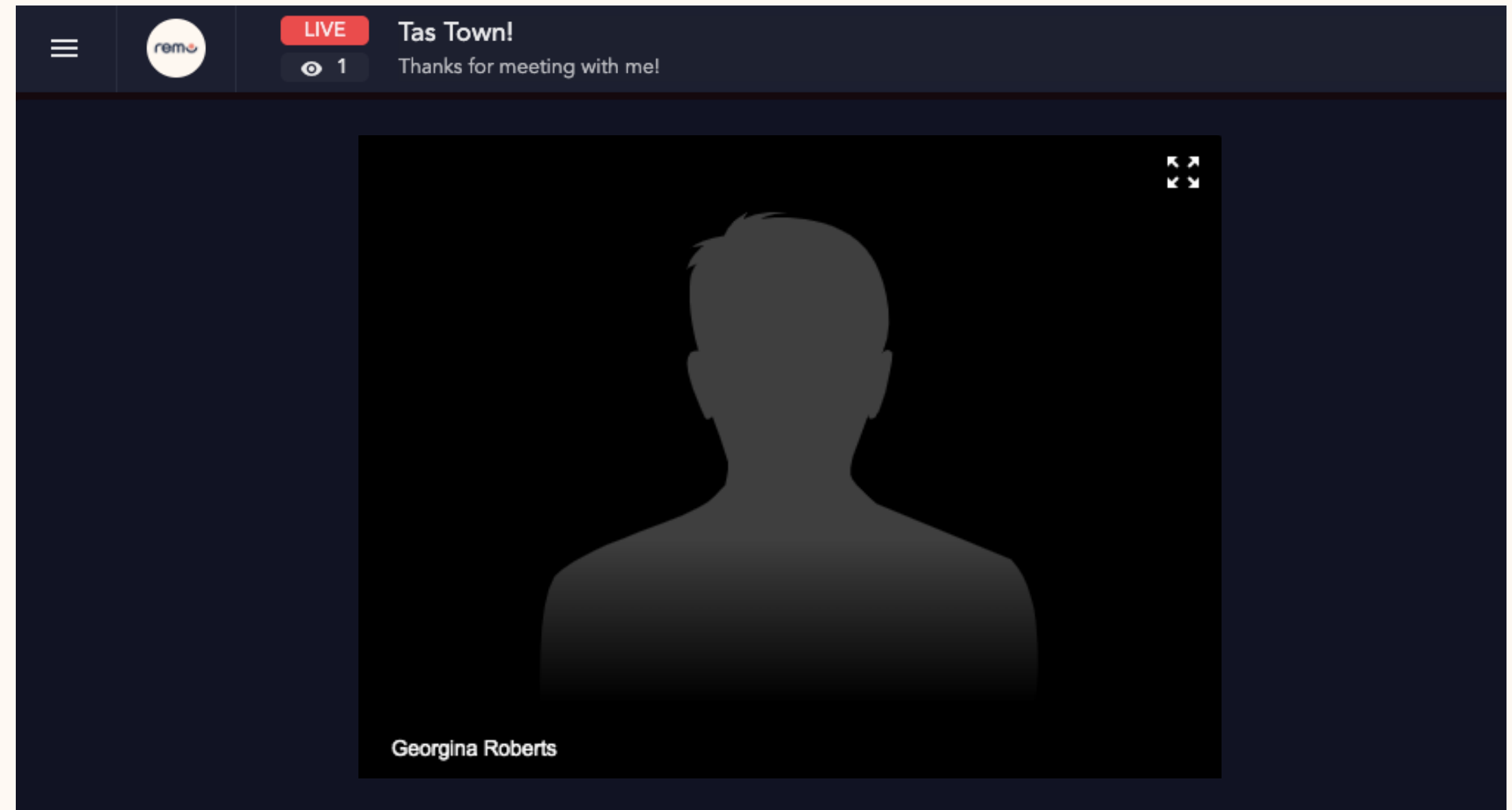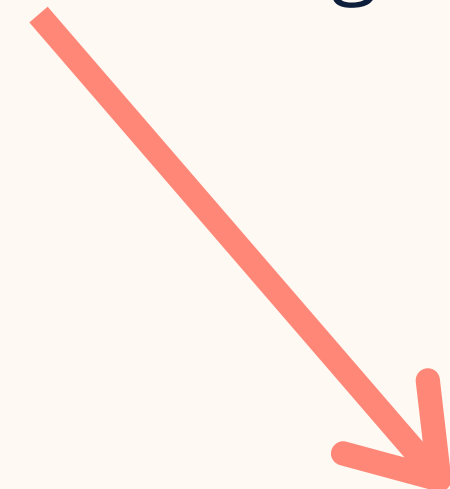
Chat Support

remo
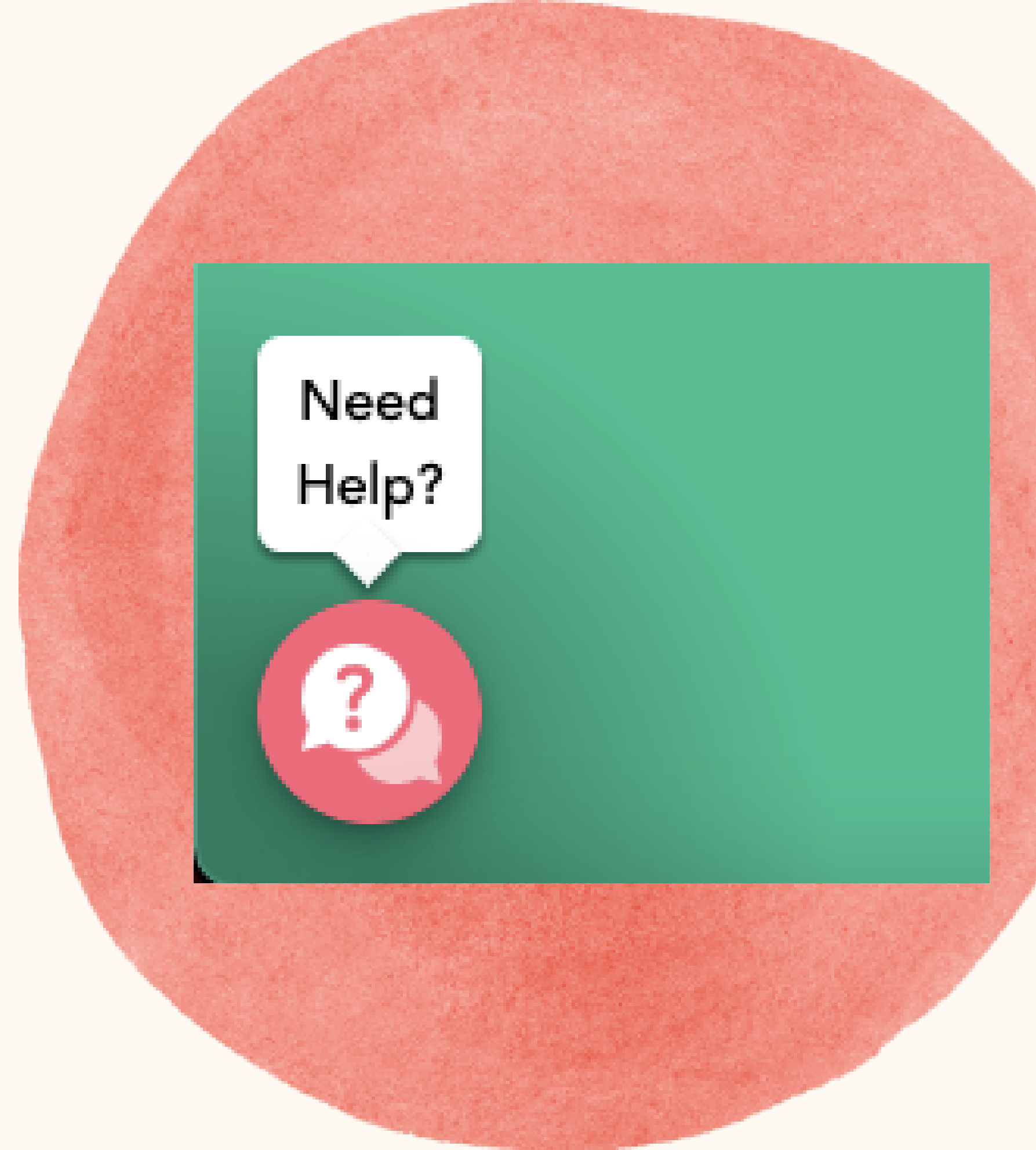
2B

Presentation Mode

remo
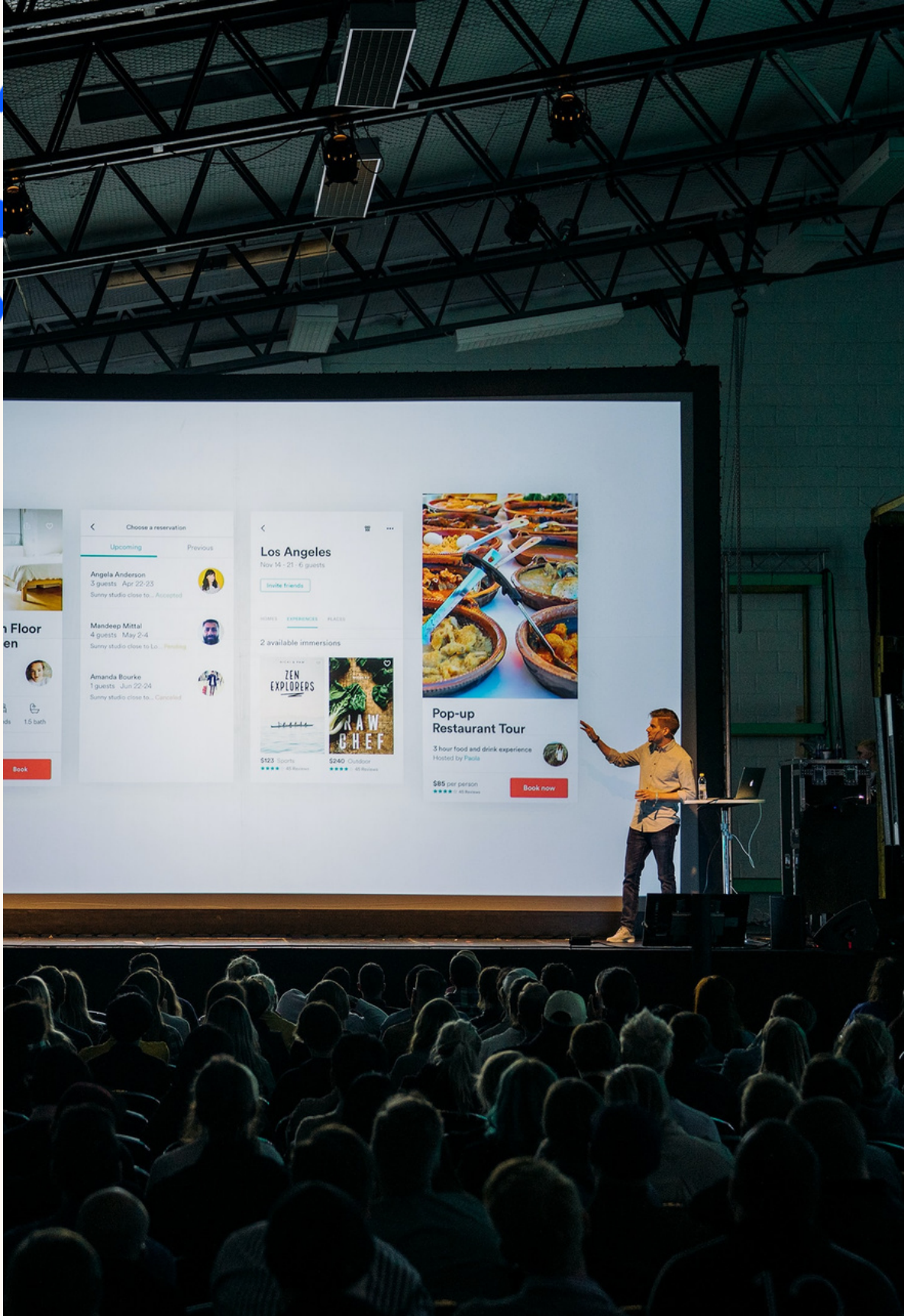
Mic & Cam

The number of people you can have presenting on stage at once depends on your plan. Check our pricing page for more details on this

Turning on or off your Mic and Cam is how you can enter or leave the presentation stage
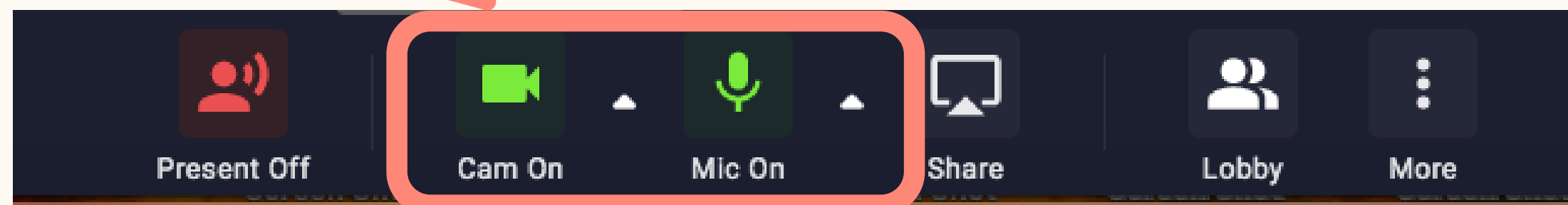
Audience View*

Stop presenting to "the void" during presentations!
With Remo's Audience View you can see in real-time how your audience feels through emojis (or what we like to call Remojis!)
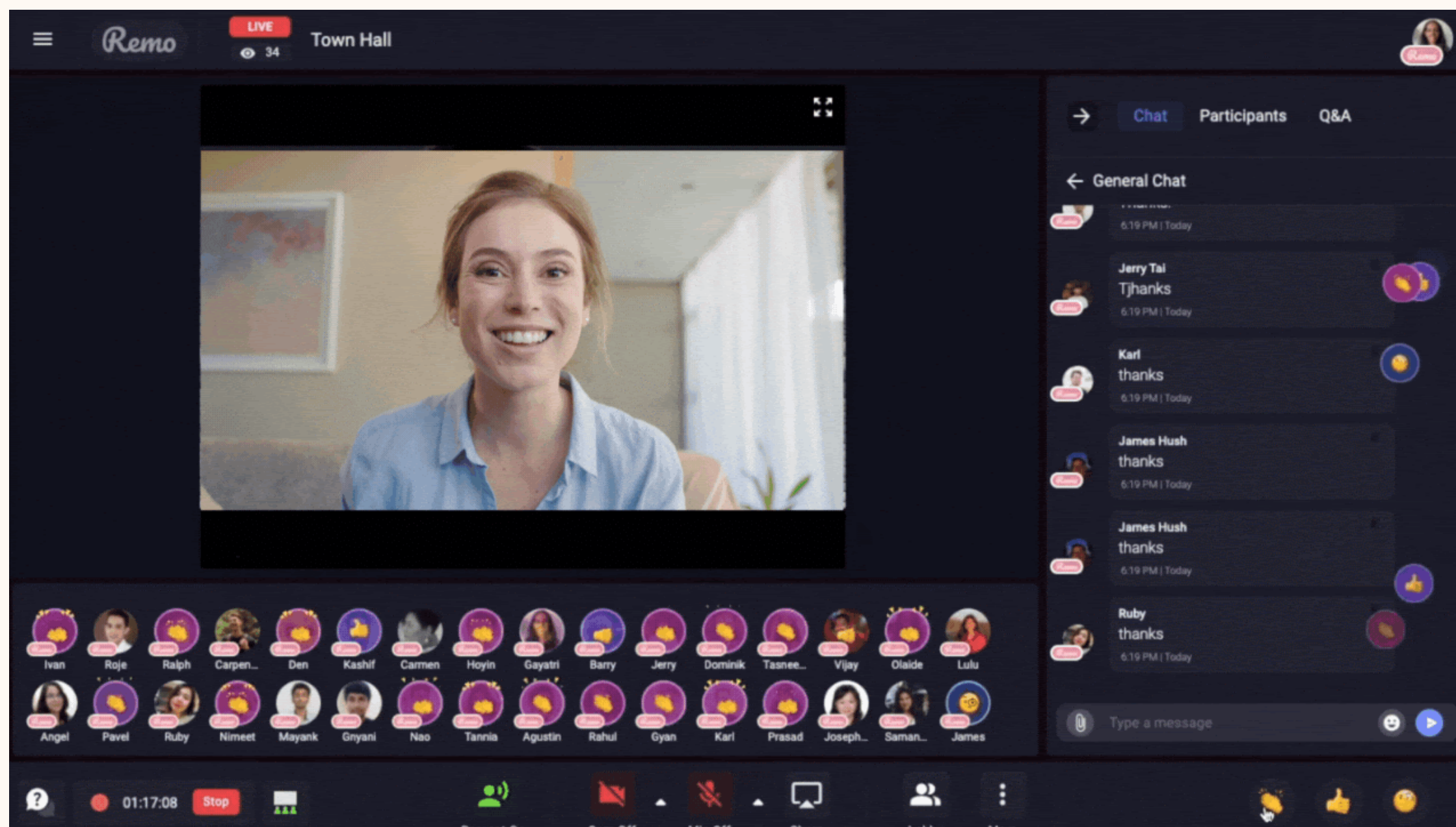
As users start reacting to a presentation using the Remoji Reactions, their reaction will appear on top of their avatar.

Both Event Hosts and Guests can choose to toggle Audience View **on** or **off** using this button
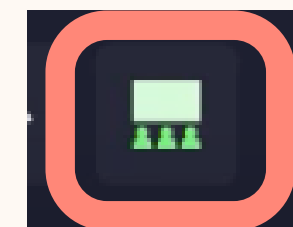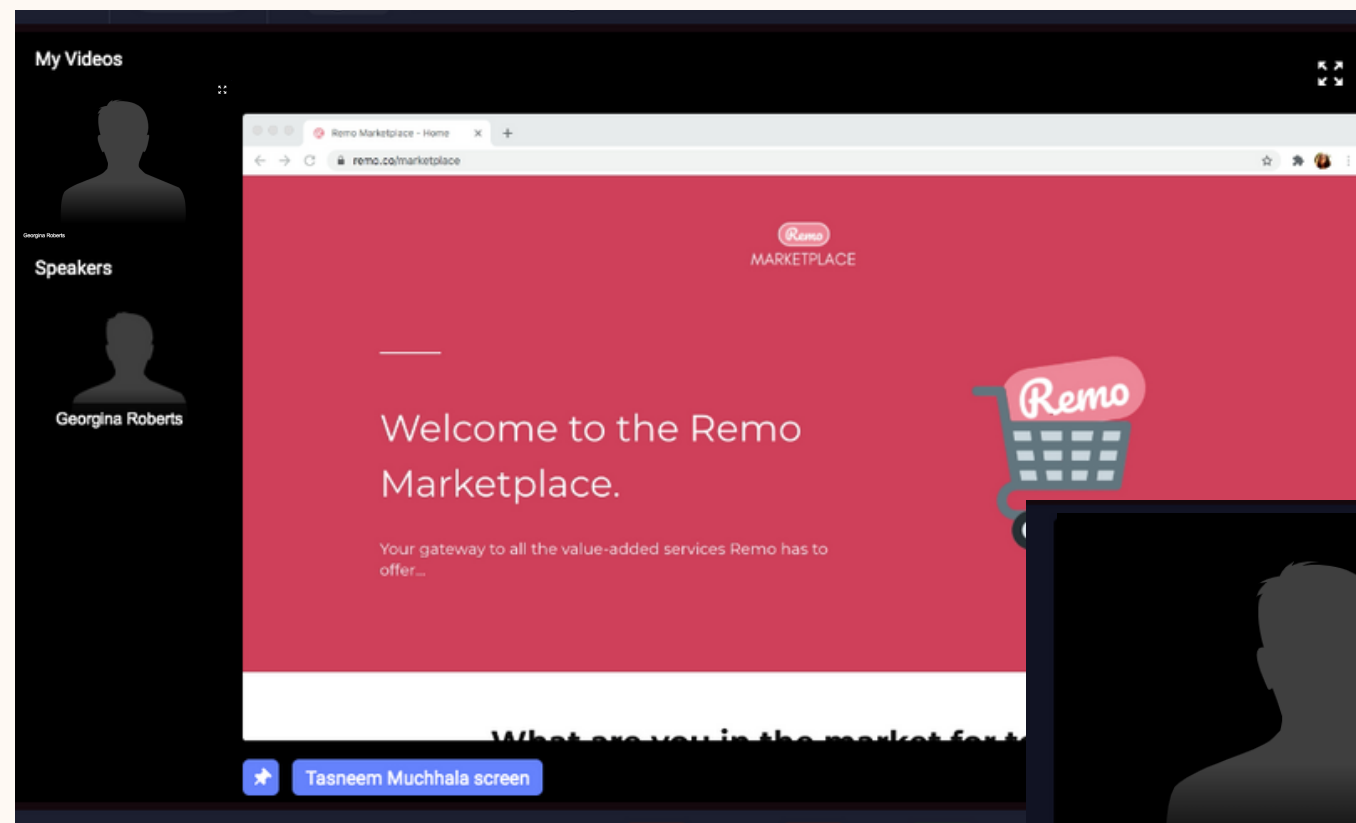
*Remember, this feature can be turned off in your Event Settings

Share Screen

If you have presentation slides, webpages, or other things to show your guests, you can share your screen with everyone at the event in two ways...

Step 1: Click on the '**Share Screen**' button

Step 2: Select what you want to share (your entire screen, a specific application or an individual browser tab)*

Step 3: Hit the blue '**Share**' button
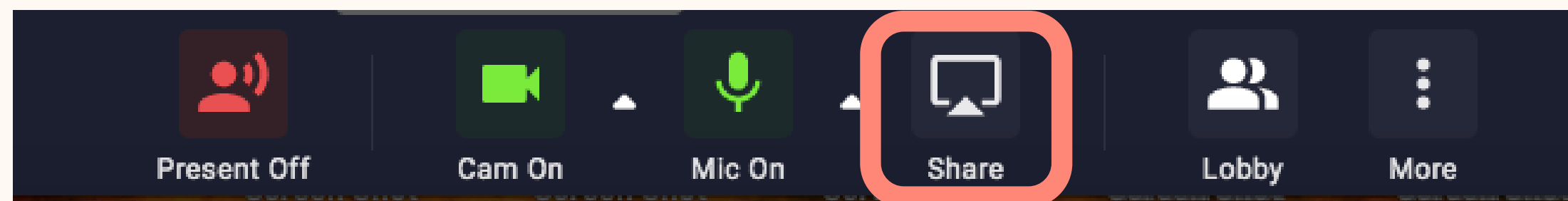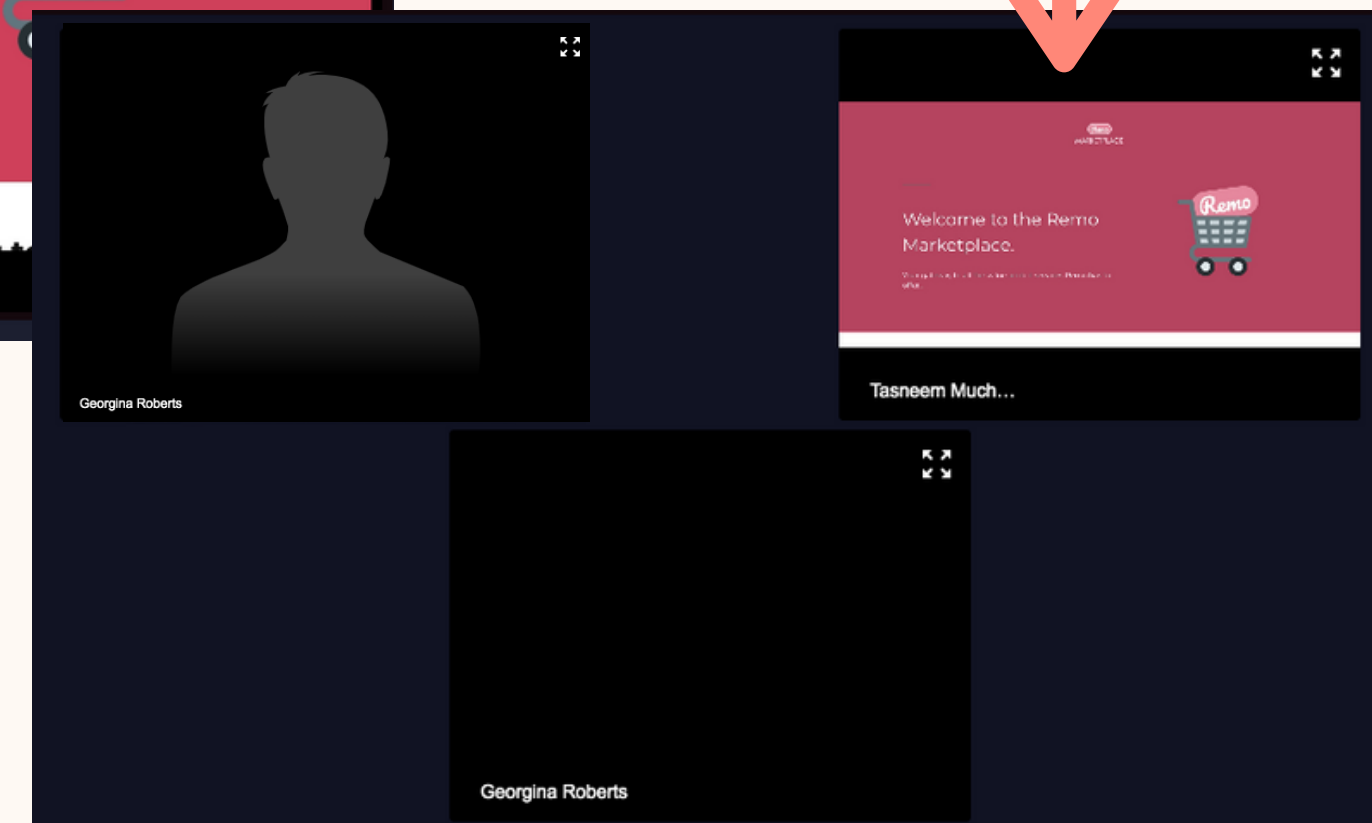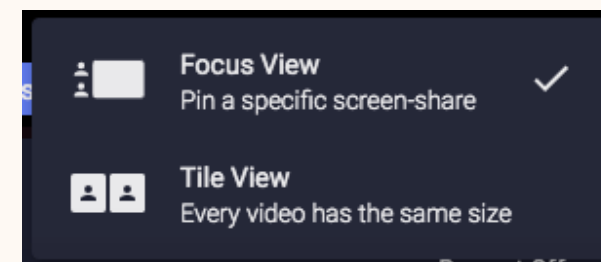
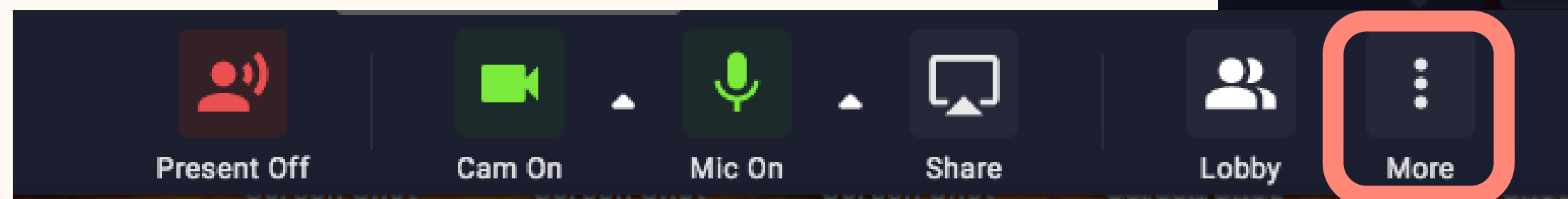*depends on which browser used

FOCUS VIEW

TILE VIEW

As the Event Host, you decide which view you'd like to use

Focus View
Pin a specific screen-share

Tile View
Every video has the same size

Present Off   Cam On   Mic On   Share   Lobby   More

remo

Other features...

In Presentation Mode, you can still use the **whiteboard** (only those currently on stage) and use the **timer** in the same way as **Conversation Mode**

Number of sessions: 6

Duration of each session (min): 10

Breaks between each session (min): 1

Set

Hello!

100%

Share Video

Whiteboard

Timer

Unraise All Hands

Present Off   Cam On   Mic On   Share   Lobby   More
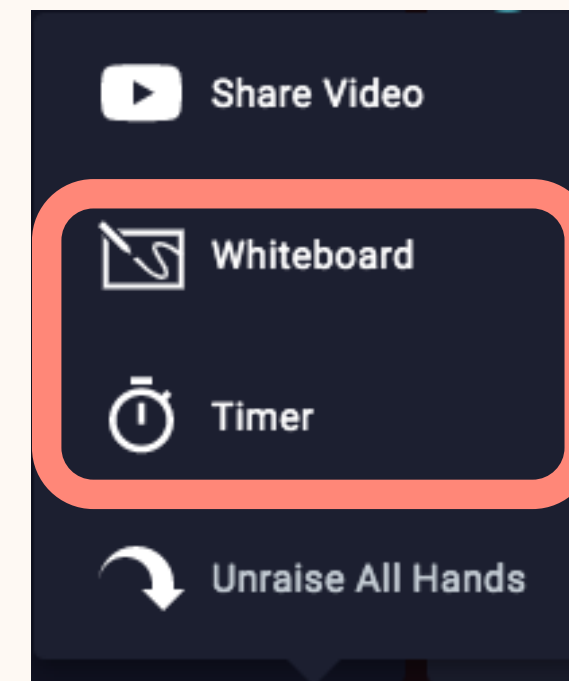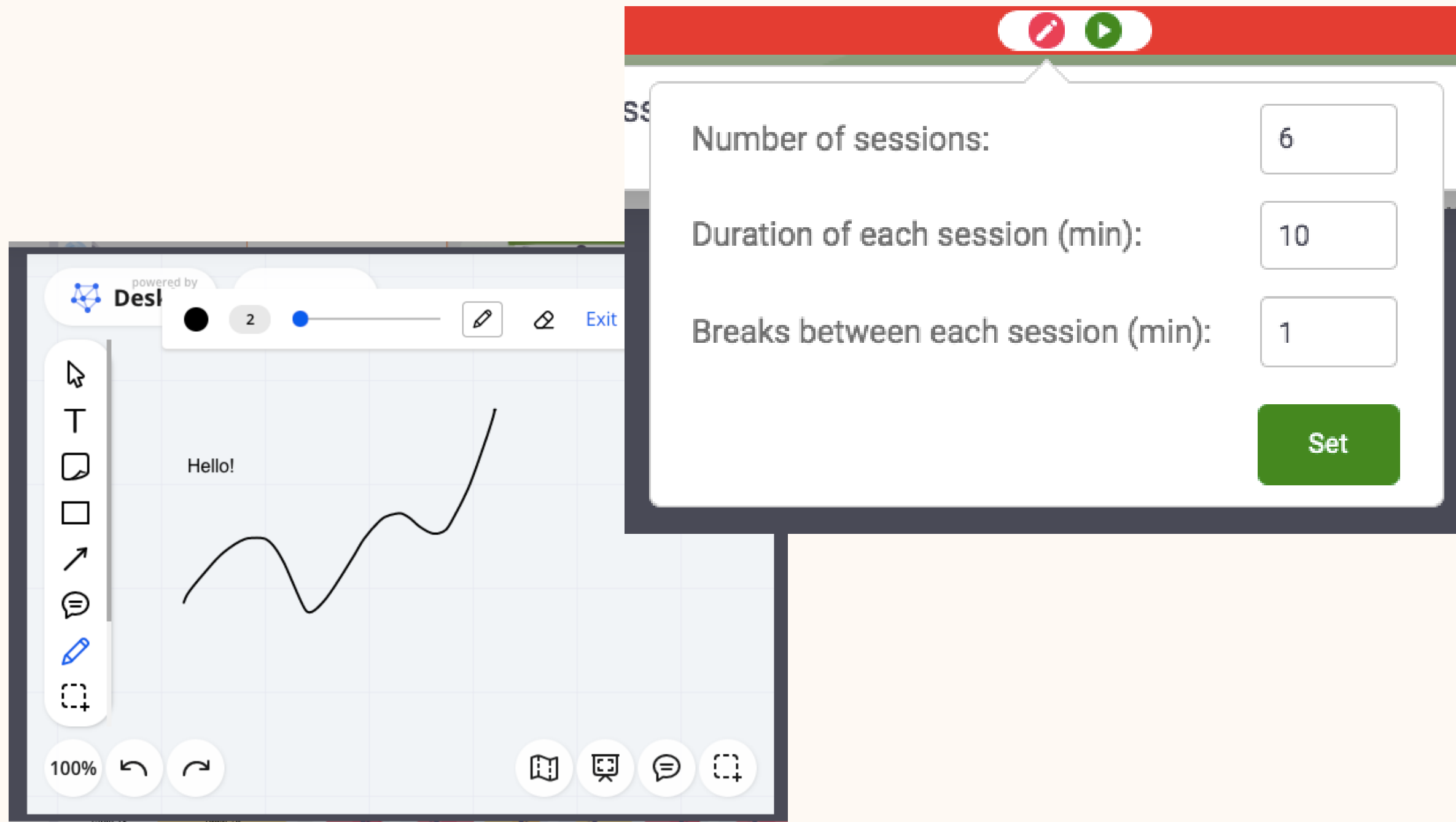
remo

Sharing a Video -&- Streaming

You can stream into Remo's Presentation Mode from **Youtube**, **Twitch**, or **Vimeo** using the '**Share Video**' feature
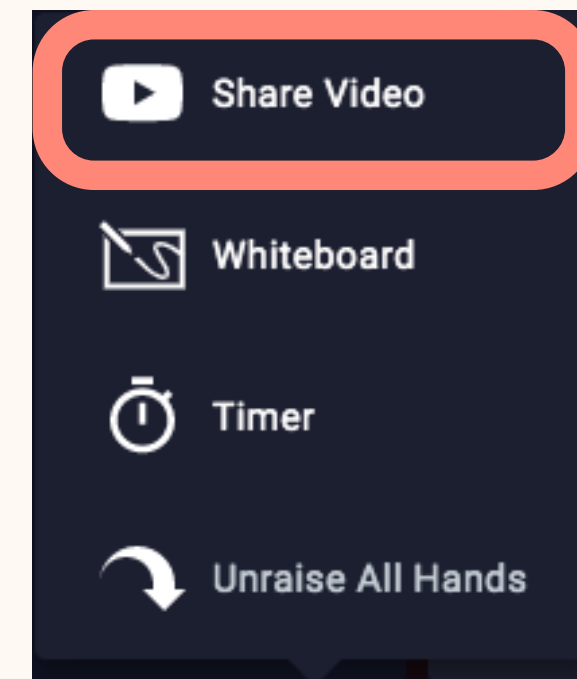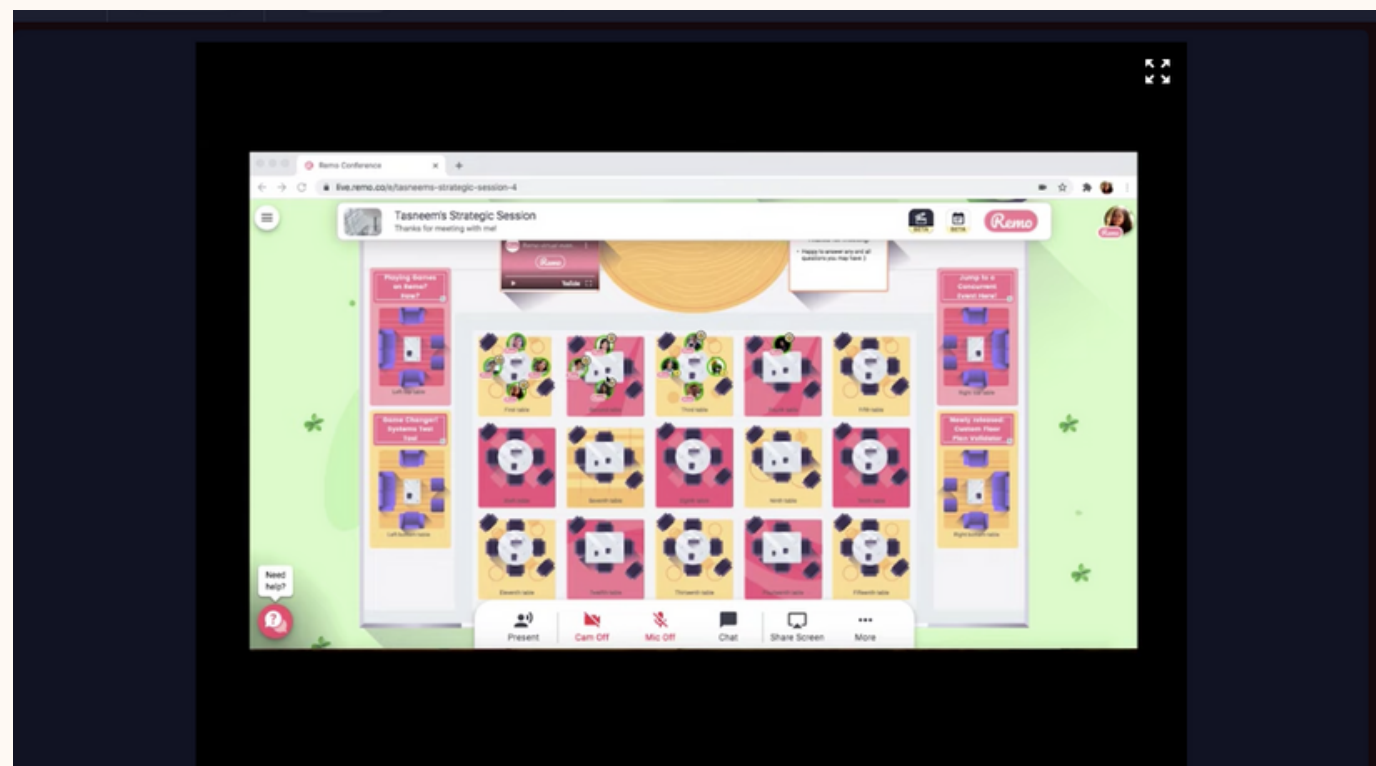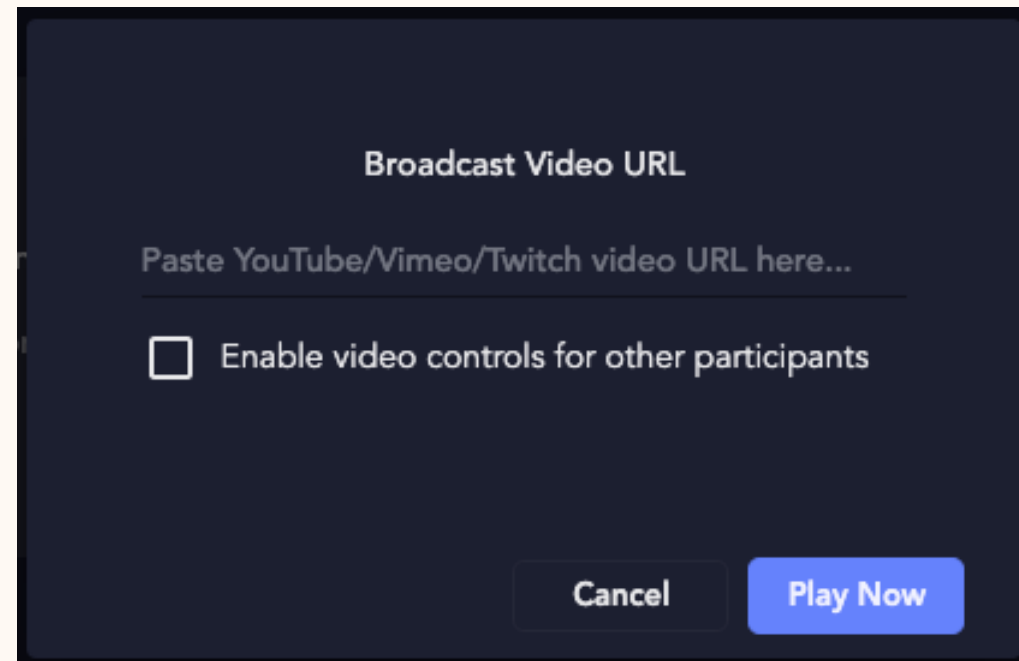
Step 1: Click '**More**'
Step 2: Click '**Share Video**'
Step 3: Paste Youtube, Twitch, or Vimeo video URL
Step 4: Decide whether to enable video controls
Step 5: Click '**Play Now**'

ℹ️ The video will autoplay

Broadcast Video URL

Paste YouTube/Vimeo/Twitch video URL here...

☐ Enable video controls for other participants

Cancel   Play Now

Share Video

Whiteboard

Timer

Unraise All Hands

Present Off   Cam On   Mic On   Share   Lobby   More
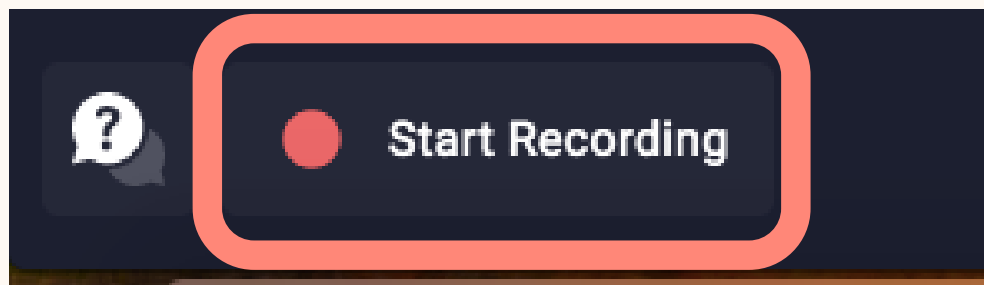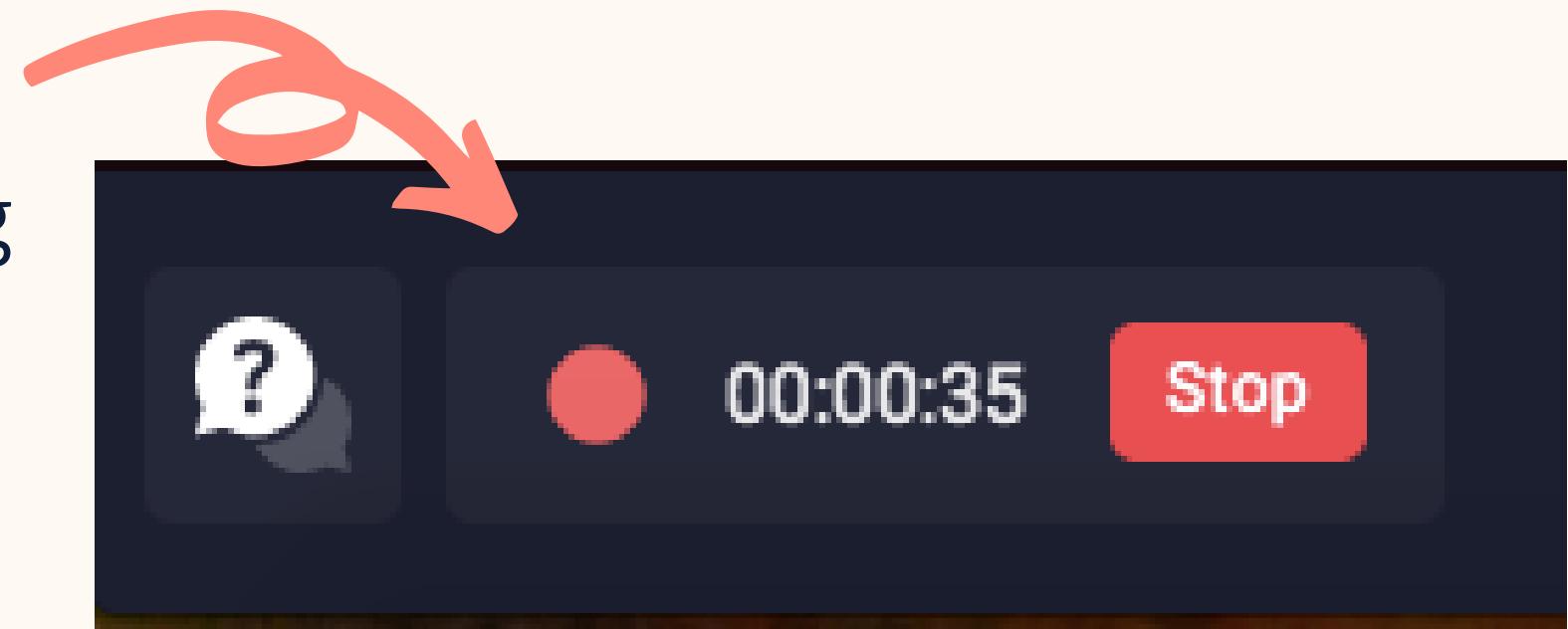
remo
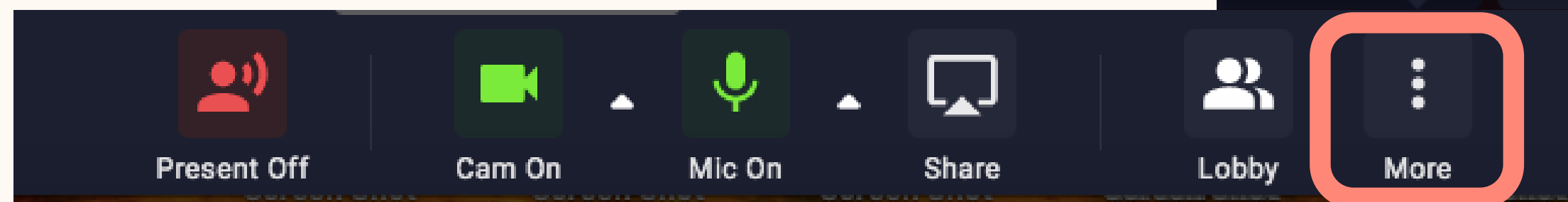
Recording a Presentation

Record your presentations so you can send it to your guests after the event, or keep it for yourself!

Step 1: Click '**Start Recording**'
Step 2: You'll see a timer appear counting the length of the recording
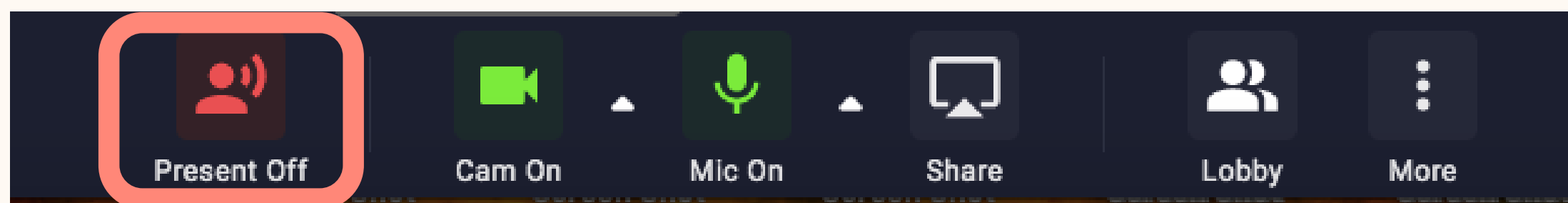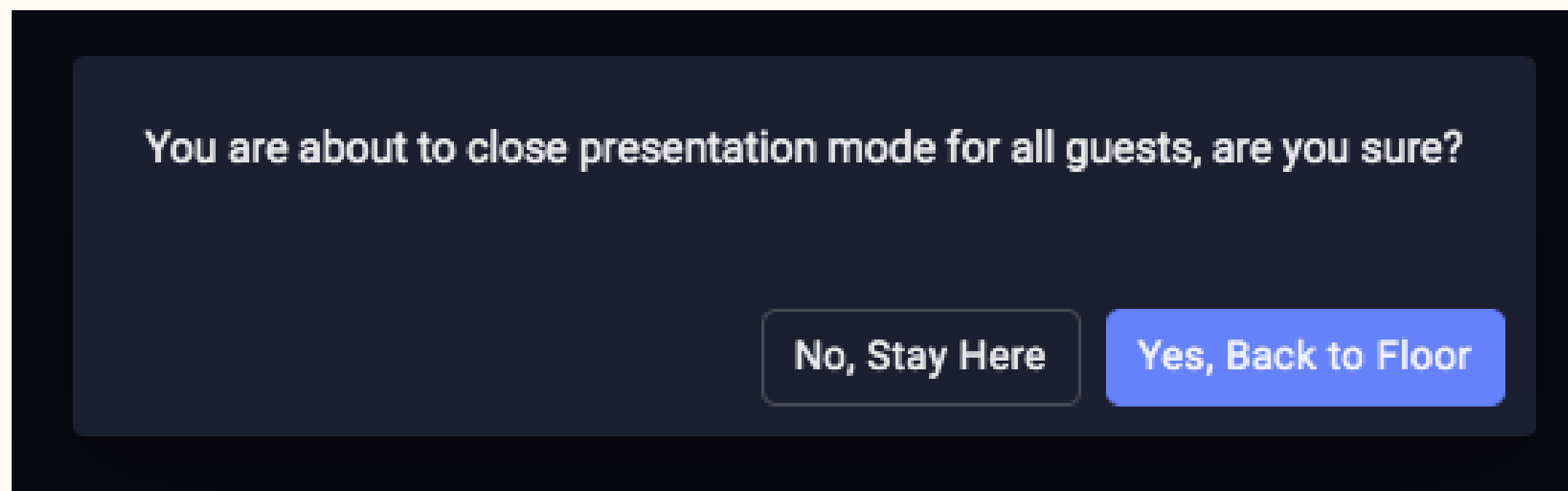**Step 3:** Stop the recording by clicking '**Stop**'

Leaving Presentation Mode...

Once you're finished with the presentations for your event, and you're ready to switch back into Conversation Mode, you can END Presentation Mode.
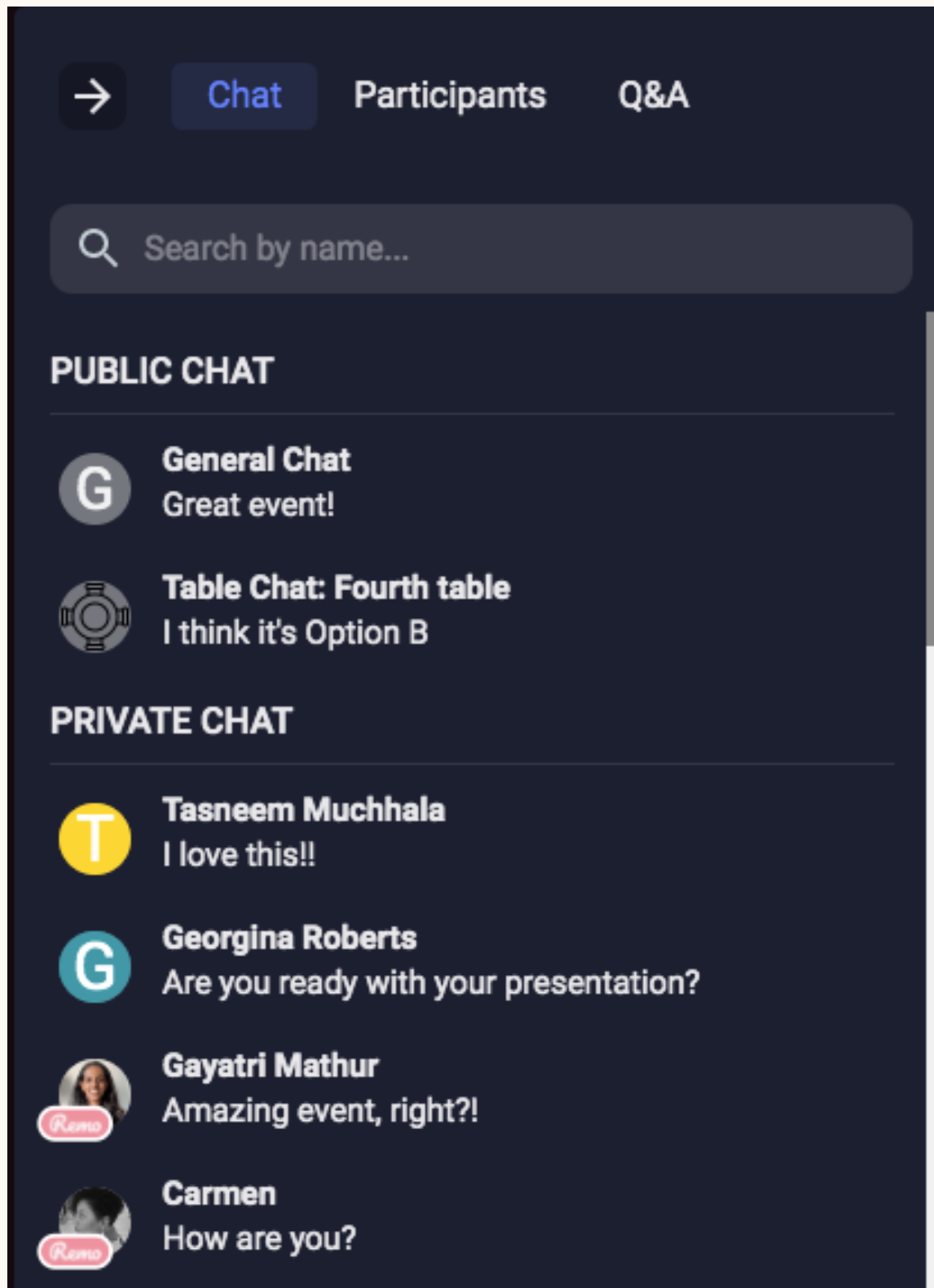
Step 1: Click '**Present Off**'

Step 2: Click '**Yes, Back to Floor**'

Step 3: You're back in Conversation Mode, and guests can move freely around the space!

You are about to close presentation mode for all guests, are you sure?

No, Stay Here   Yes, Back to Floor

Present Off   Cam On   Mic On   Share   Lobby   More
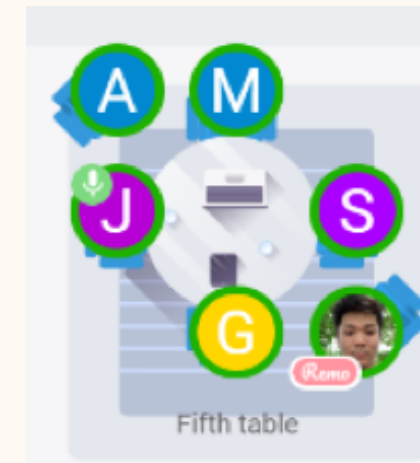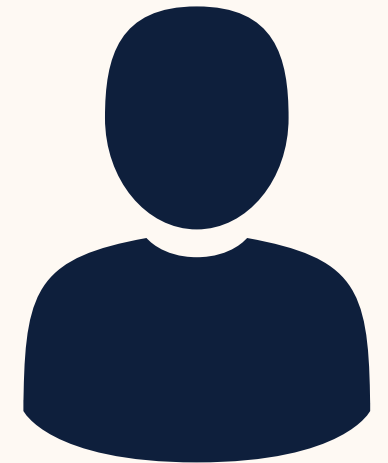
remo

Chat

In Presentation Mode, everyone still has access to all **three levels** of chat...

GENERAL CHAT:
Visible to all guests

TABLE CHAT:
Visible to only members who were at your table when Presentation Mode started

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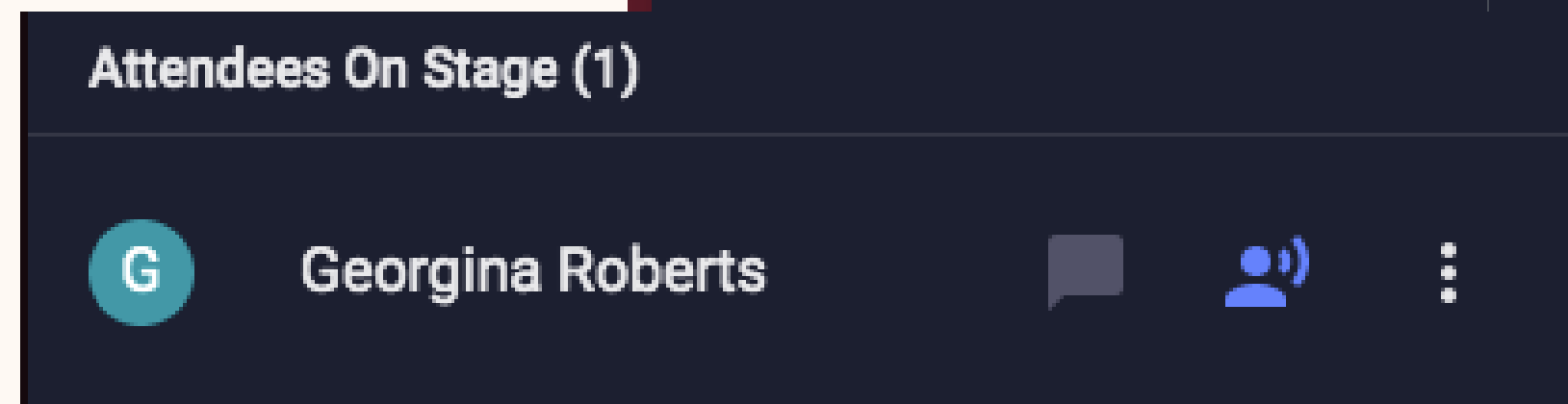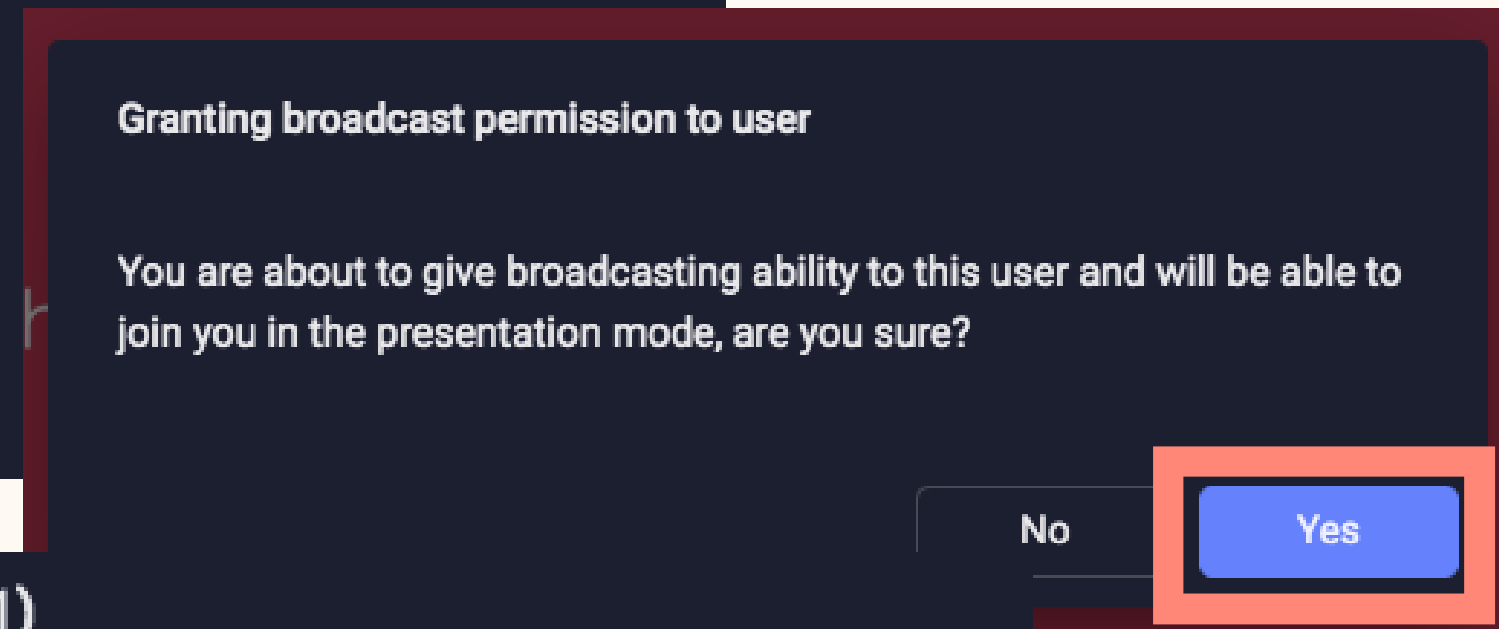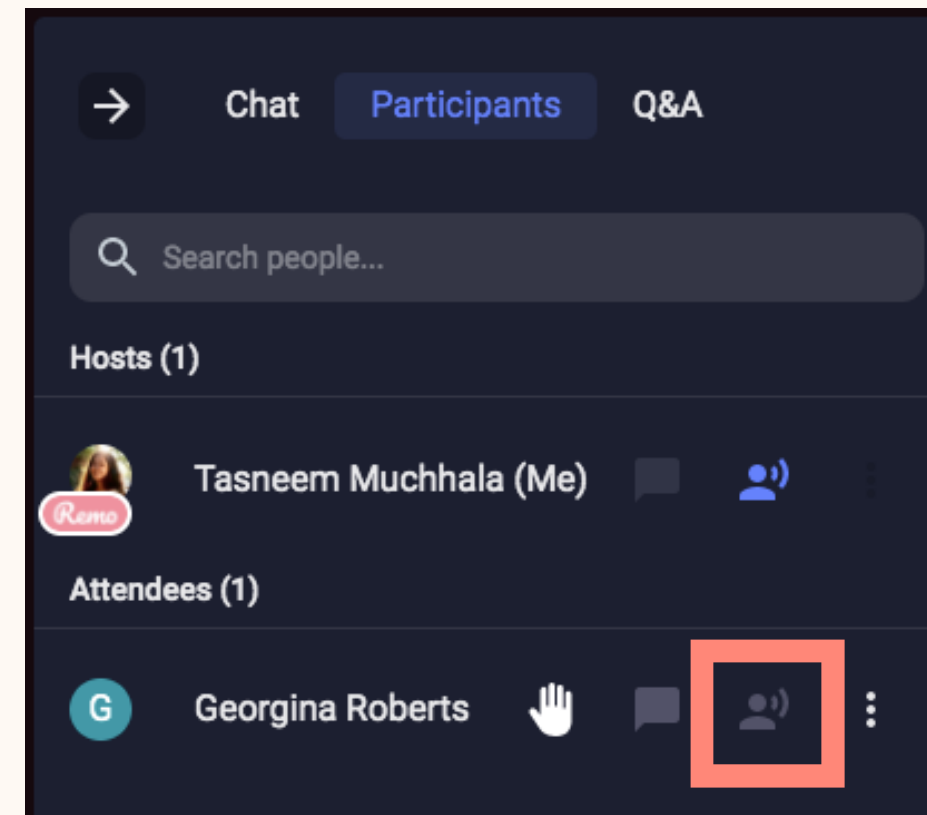
Participants

The Participants tab gives a list of all hosts, speakers and guests for the event

It is also where you can invite a guest onto stage
*(Hosts & Registered Speakers do NOT need to be invited)

1. Click the Speaker icon next to the guests name
2. Click 'Yes'
3. Inform the guest to accept
4. To remove them, click the Speaker icon again

Q&A

Guests can ask and vote for their favourite questions (they can ask these anonymously as well!)

Event Hosts can remove questions once answered by pressing the **tick mark** on the right side of the question
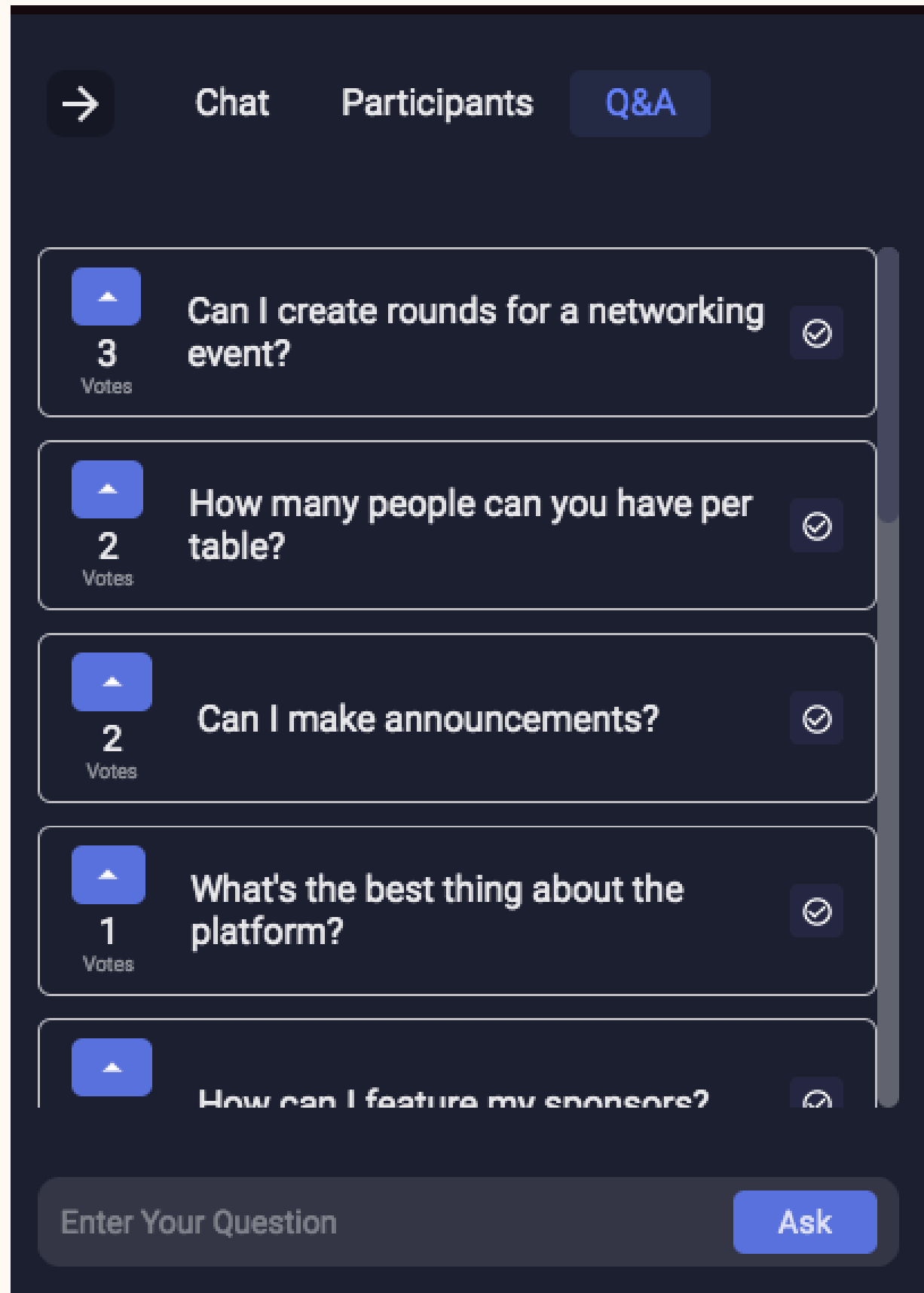
Polling - You can host a poll by having guests vote for the "option" (question) they'd most prefer

e.g. "Who's your favourite fantasy hero?"
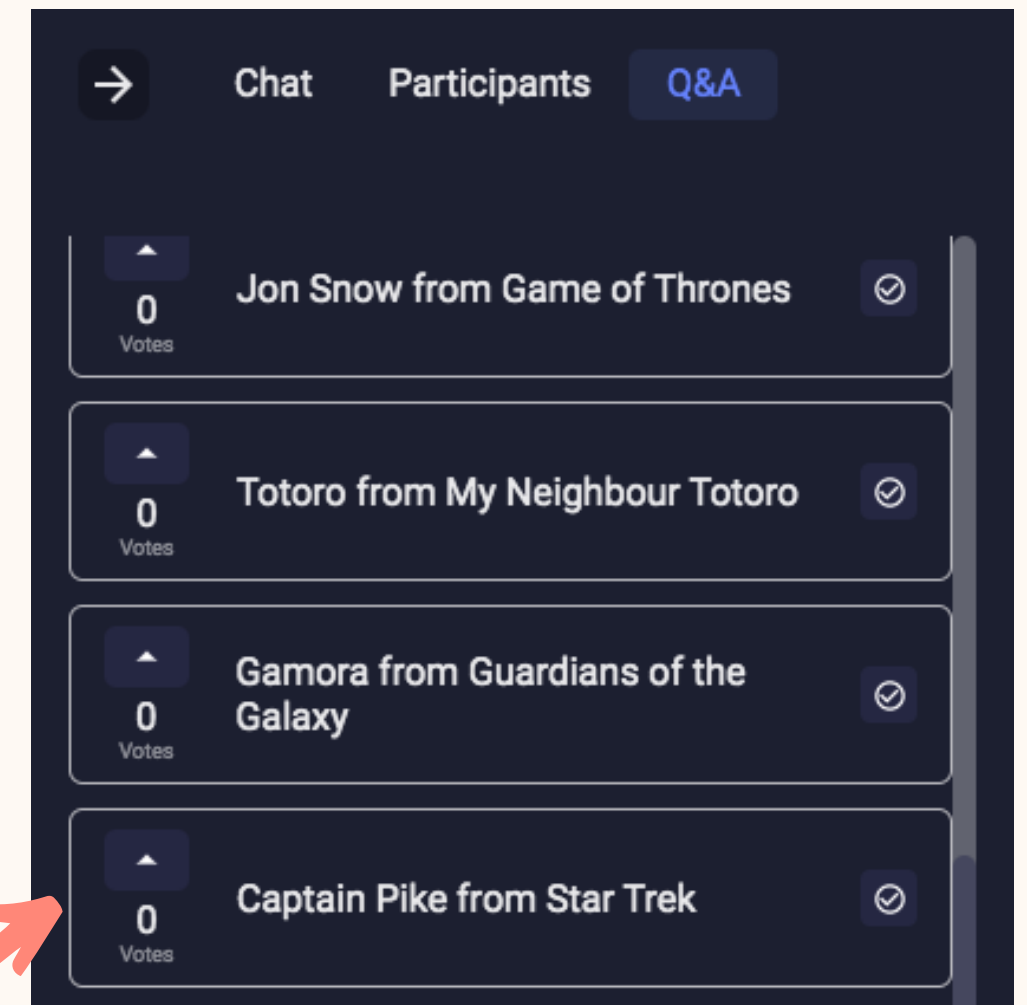
remo

3

Before
the event

Promote your event

If you put in all the hard work to set up your event, you definitely want to make sure people come! So, promoting your event is essential.

Remo has some options for you for event promotion:

✓ Sharing the landing page in social media (Facebook, LinkedIn & Twitter)

✓ Sending invitations and reminders to your guests

✓ Creating a Public event that anyone can join and share

✓ You can share the event in our Remo Revolution Community

✓ Embed the event landing page into another website

remo
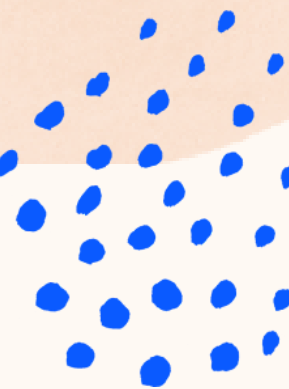
Preparing your guests before the big day

Now that you've got guests coming to your event... you need to make sure they're prepared. Here are some ideas and resources you could use:

💡 A Drip Email Campaign with tips for your guests

💡 <u>Guests Guide</u>

💡 <u>Quick Checklist</u> for before attending a Remo event

💡 Set up a Test/Demo event yourself (or send them to one of our <u>Live Product Demos</u>)

💡 Create an <u>onboarding video</u>

remo

Customization

Every event is unique, so here are some ways you can make your event on Remo your OWN:

✓ <u>Customize the floor plan</u>!!! Decide for yourself what your guests' environment will look like

✓ <u>Turn off Remo emails</u> and send your own invitations and reminders, whenever you want, using a third-party software

✓ Create your own welcome message for when guests first enter your event space

✓ <u>Set an exit destination</u>. It can be a survey or a link to your website that will open for guests after they leave your event*

✓ <u>Add your own logo</u> in the event banner and landing page*

*Available for select plans only. Check the <u>pricing page</u> for more information

4

After Event Leverage

Your event ended!
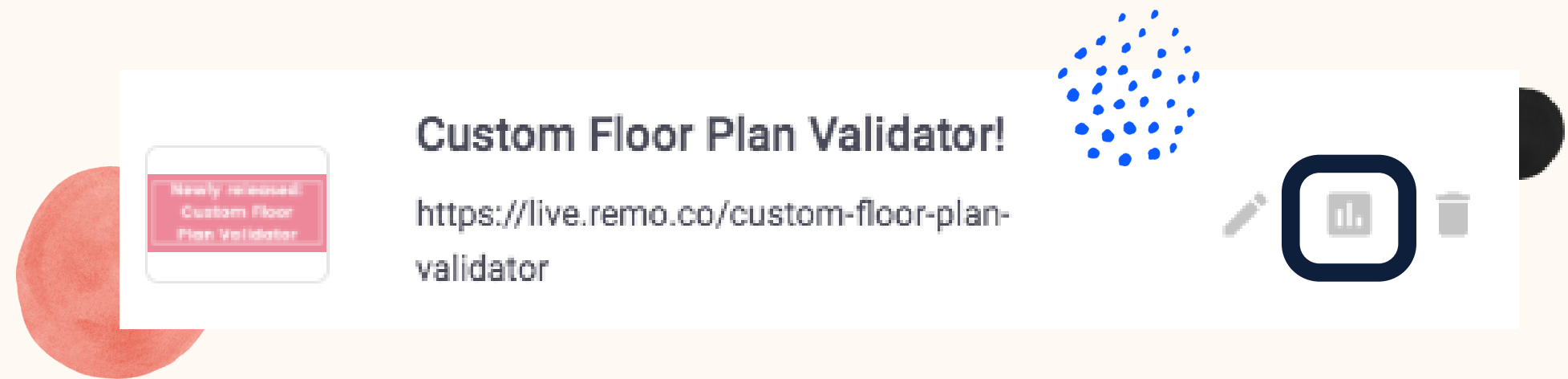
Validate the results of your hard work using the post-event reports!

Step 1: Go to your Event Settings

Step 2: Click '**Post-Event**'

Step 3: Click the **Export** button

Post-Event Reports Available:

👤 Attendance (names, emails, duration in event)

❓ Q&A

🎥 Recordings

Custom Floor Plan Validator!

Newly released Custom Floor Plan Validator

https://live.remo.co/custom-floor-plan-validator

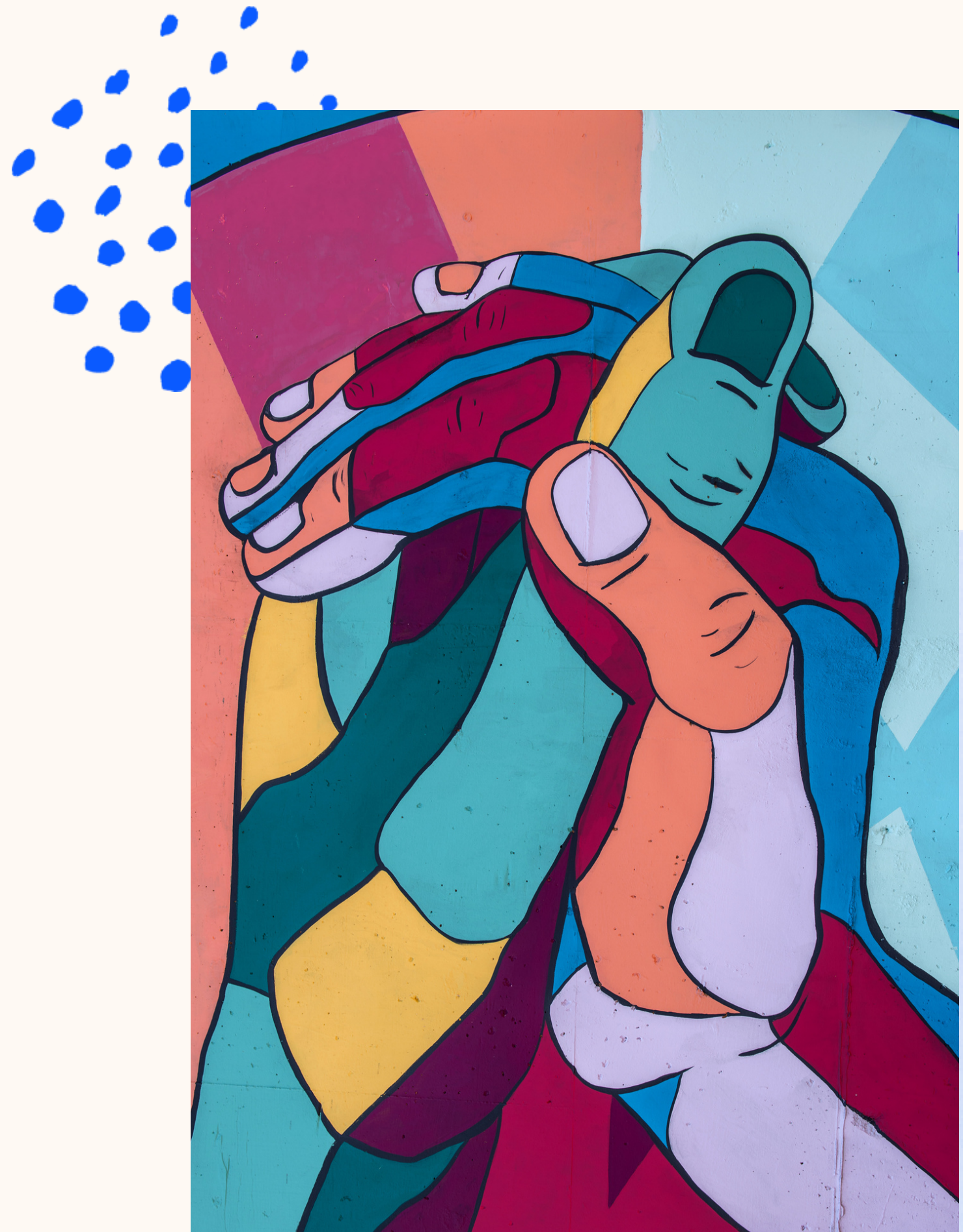You can also download a list of guests who clicked on each sponsor banner

Step 1: Go to your Event Settings

Step 2: Click '**Sponsors**'

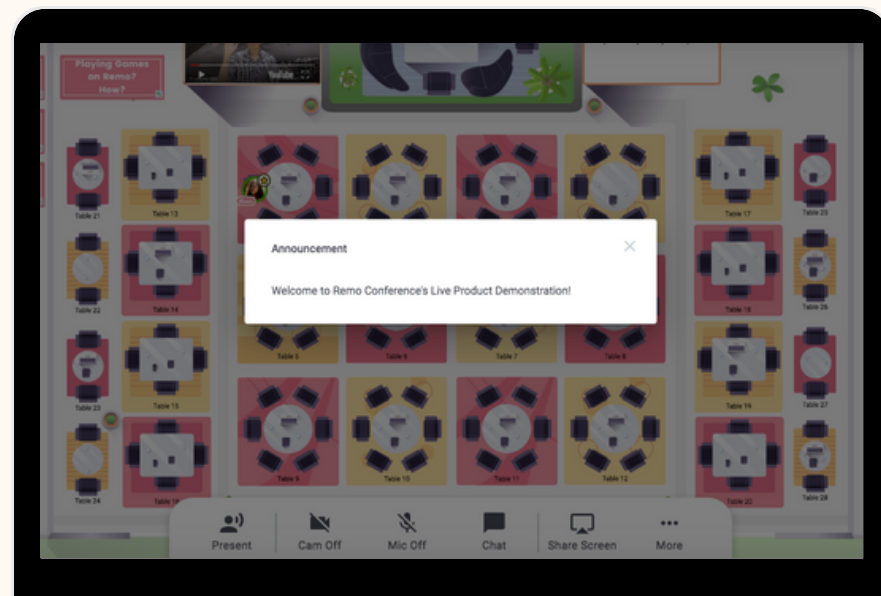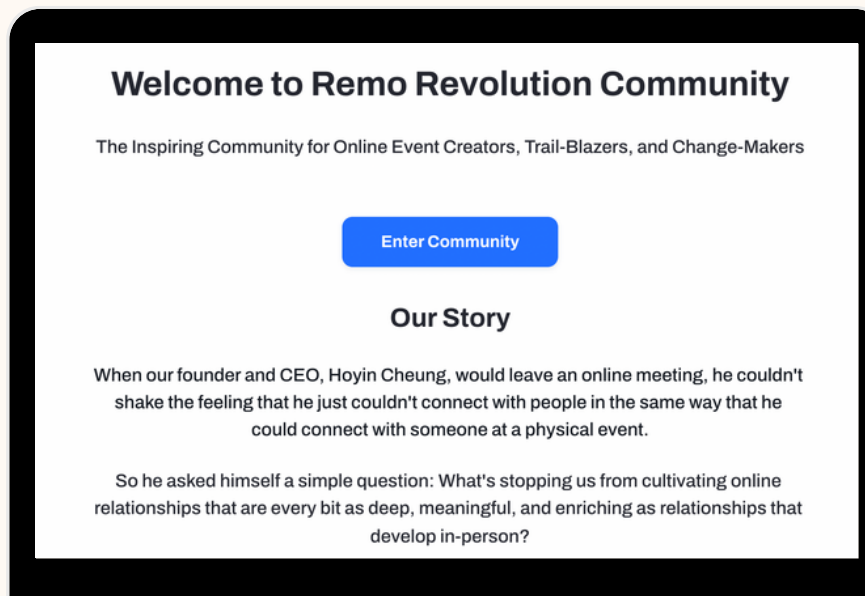**Step 3:** Click the **Statistics** button
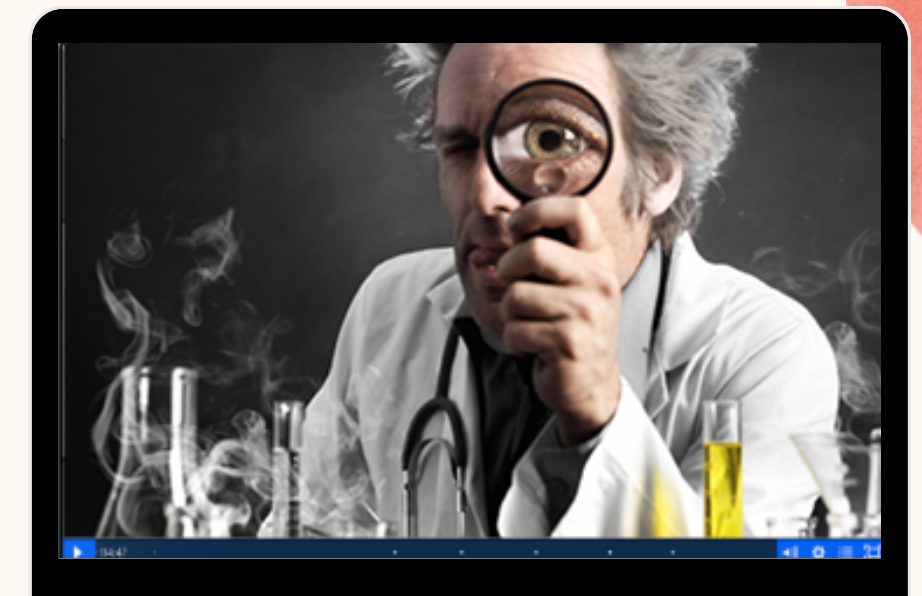
remo

5

Resources

Guidance, Support & Friendship

Remo Sales & Growth Team organizes Live Product Demos to show all the Remo features. This is the best way to get started with Remo!

Remo has a vibrant community where you can meet and exchange ideas with virtual event game-changers like yourself! Join here!
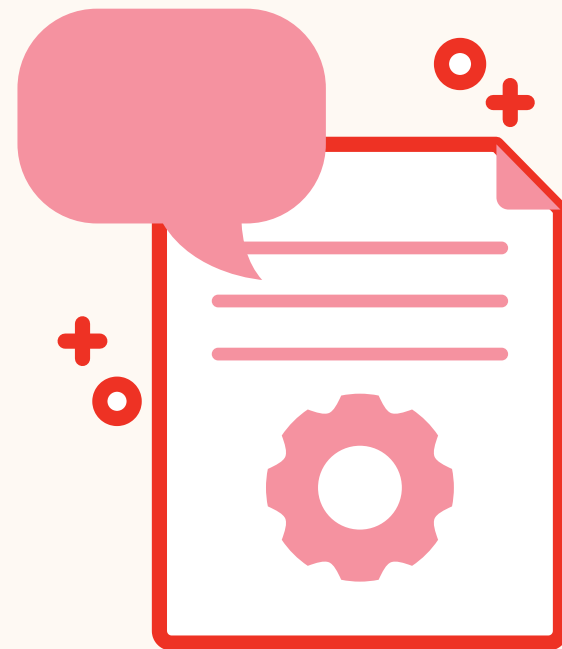
Remo Customer Experience Team organizes bi-weekly Success Labs to meet you and answer all your questions in person
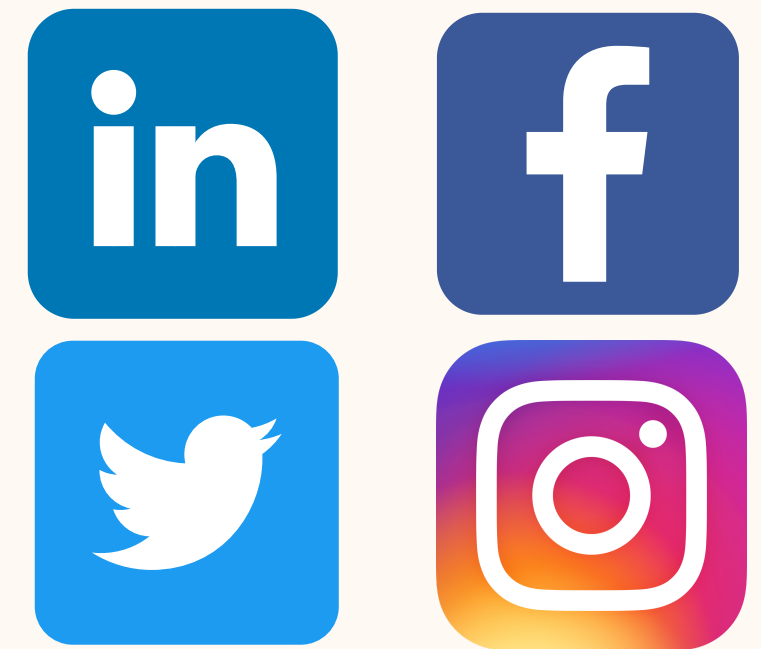
remo

Guidance, Support & Friendship

We run <u>Remo Academy,</u> which is designed to support you as you learn all about Remo and virtual events

We have alot of <u>Help Articles</u> to help you get started and understand more about the Remo platform

Follow us on social media to be informed about the latest special events we organize, sponsor and support

remo

Thanks and enjoy your event!

www.remo.co

Interactive Online Conferences & Networking
Experiences That People Can't Stop Talking About