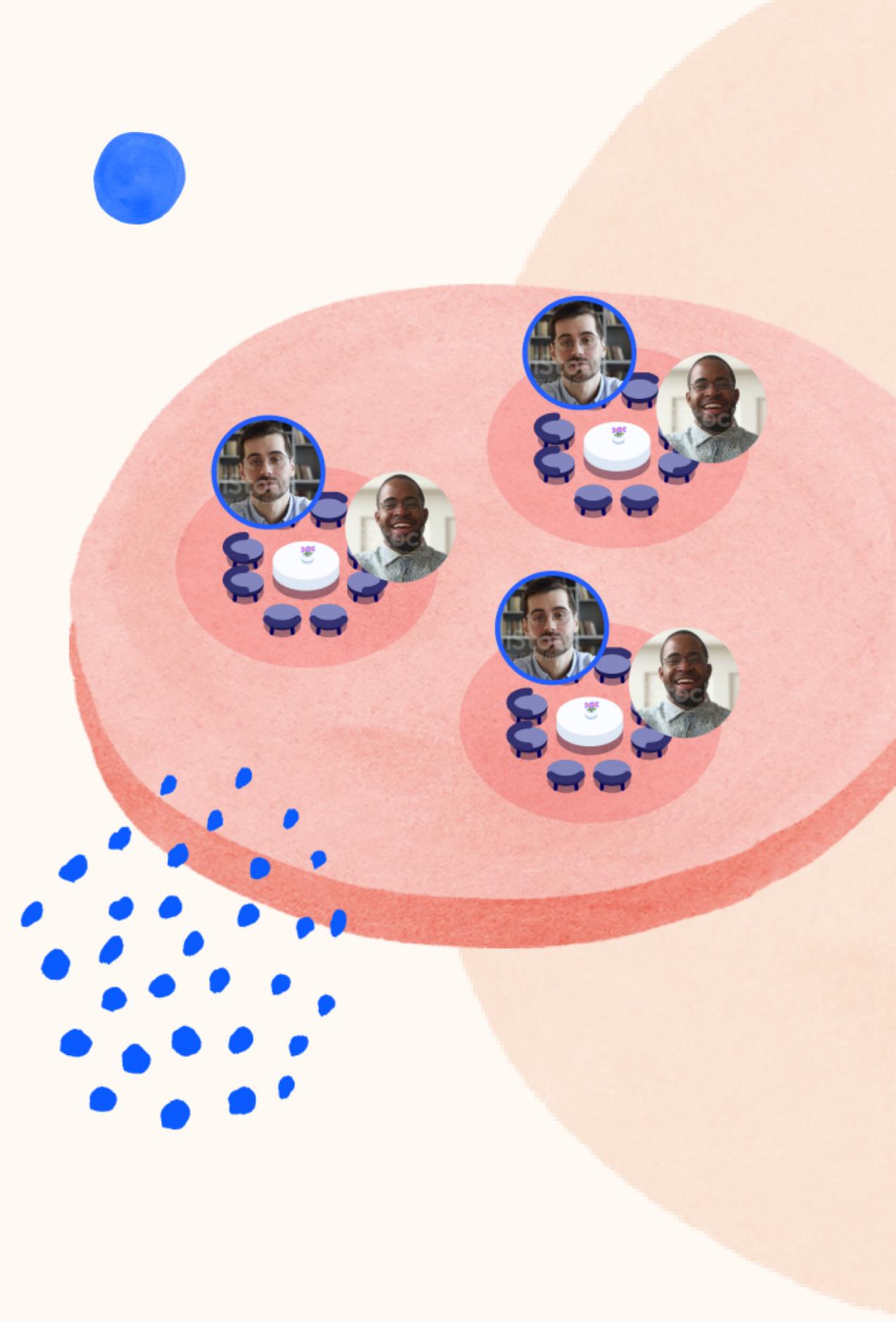




# Event Guide for Speakers

Be totally ready to deliver a great speech



1

Accept the  
invitation to be a  
Speaker



# You'll receive an email...

Remo <noreply@remoinvite1.co>

You've been invited to join Indian tourism as a speaker!

Click the button below to login and get started.

Accept My Invitation

If the button above doesn't automatically redirect you to our page, please copy and paste the following link into your browser:

<https://live.remo.co/s/f3d665facac7a3ec00719a0daa818e4f>

Please also check your settings by using our gear test tool:

Check settings

All the best,  
The Remo team



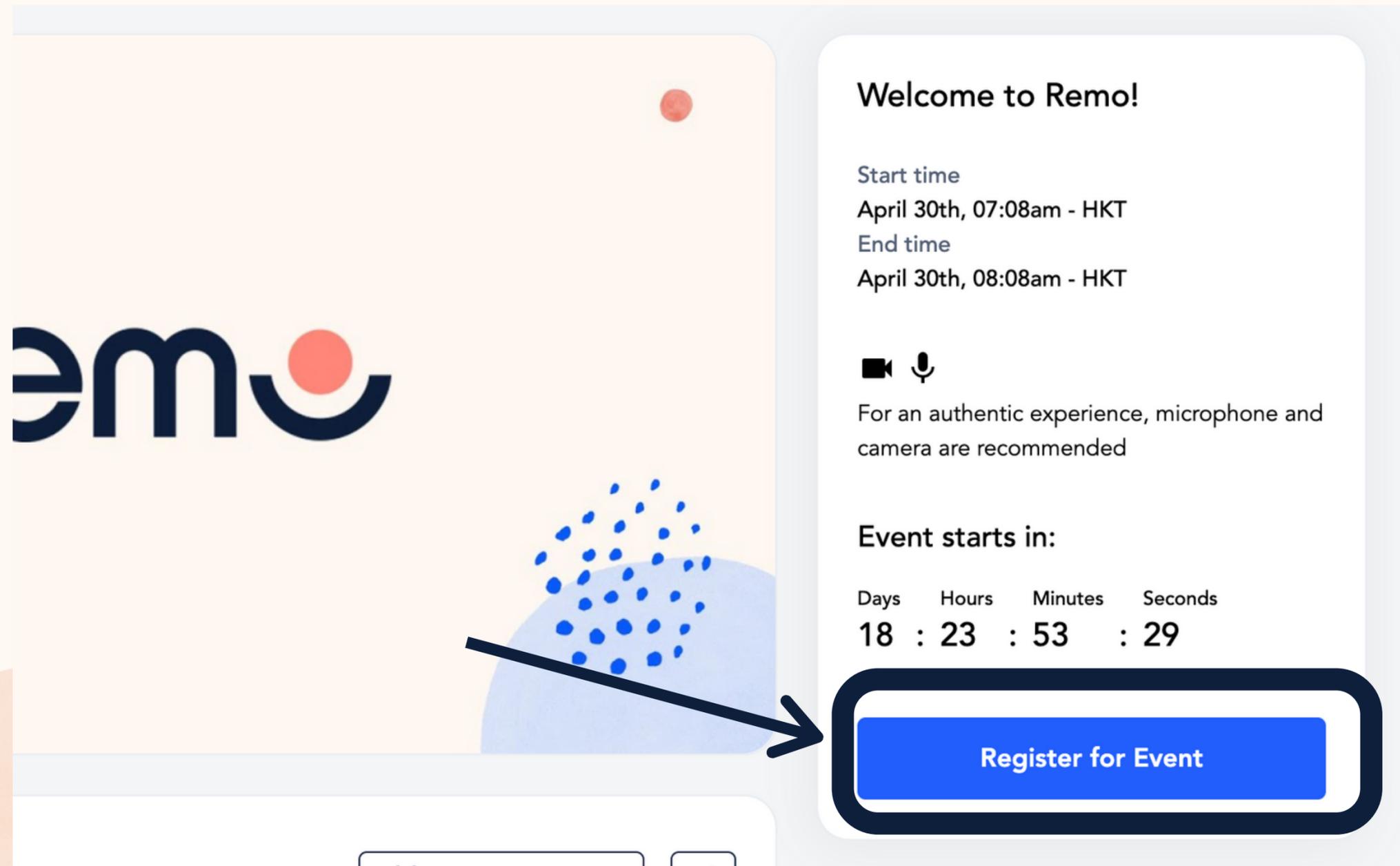
Accept the invitation by pressing the button or copy and paste the link.



**Tip:** check your spam if you can't find the email in your inbox



# In the Event Landing Page...



On the Event Landing Page, click '**Register for Event**' and enter the email address you were invited with



If the event has already started, click 'Join Lobby' or 'Join Event'

# Create an account or login

Choose one of the login options here to access the event. Remember to use the same email address you were invited with.

- **Custom SSO:** You will be asked to select the account you would like to login with if you are already logged in. If not, you will be asked to log in first using that account
- **Social Logins:** Select which social media account you'd like to use to login with (Microsoft, Google, LinkedIn or Facebook)
- **Magic Link:** Enter your email address into the designated box, and then choose "Log in with magic link" or "Continue" option. This will send a magic link to the email address provided, click on the magic link from your email, and it will redirect you back to Remo.
- **Email + Password:** Enter your email address into the designated box, and then choose "Log in with email and password"

Register now!

 Log in with Microsoft

 Log in with Google

 Log in with LinkedIn

 Log in with Facebook

or

Your Email

Email Address

Login with email and password

Having trouble? [Log in anonymously](#)

Create account

It seems like you don't have a Remo account. Let's create one!

Your Email

hgajhg@gmail.com

First Name

First Name

Last Name

Last Name

Create your Password

Password

Password must be at least 9 characters long

I agree to the [Terms & Conditions](#) and [Privacy Policy](#)

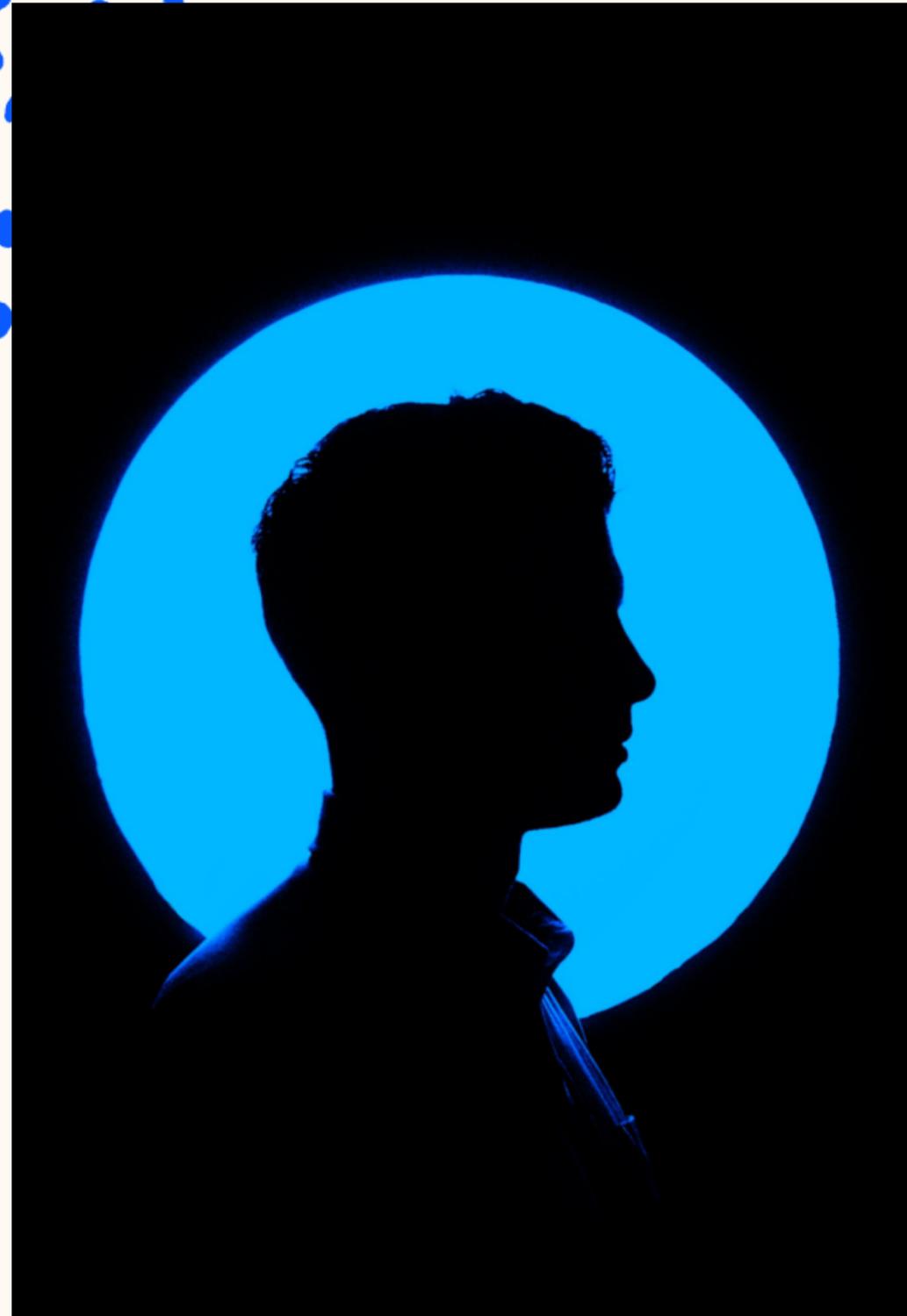
Join Event

Your information is safe with us and will not be used for marketing purposes.

**Please Note: Some of these options may not be available depending on the event**

2

Fill in  
your Profile

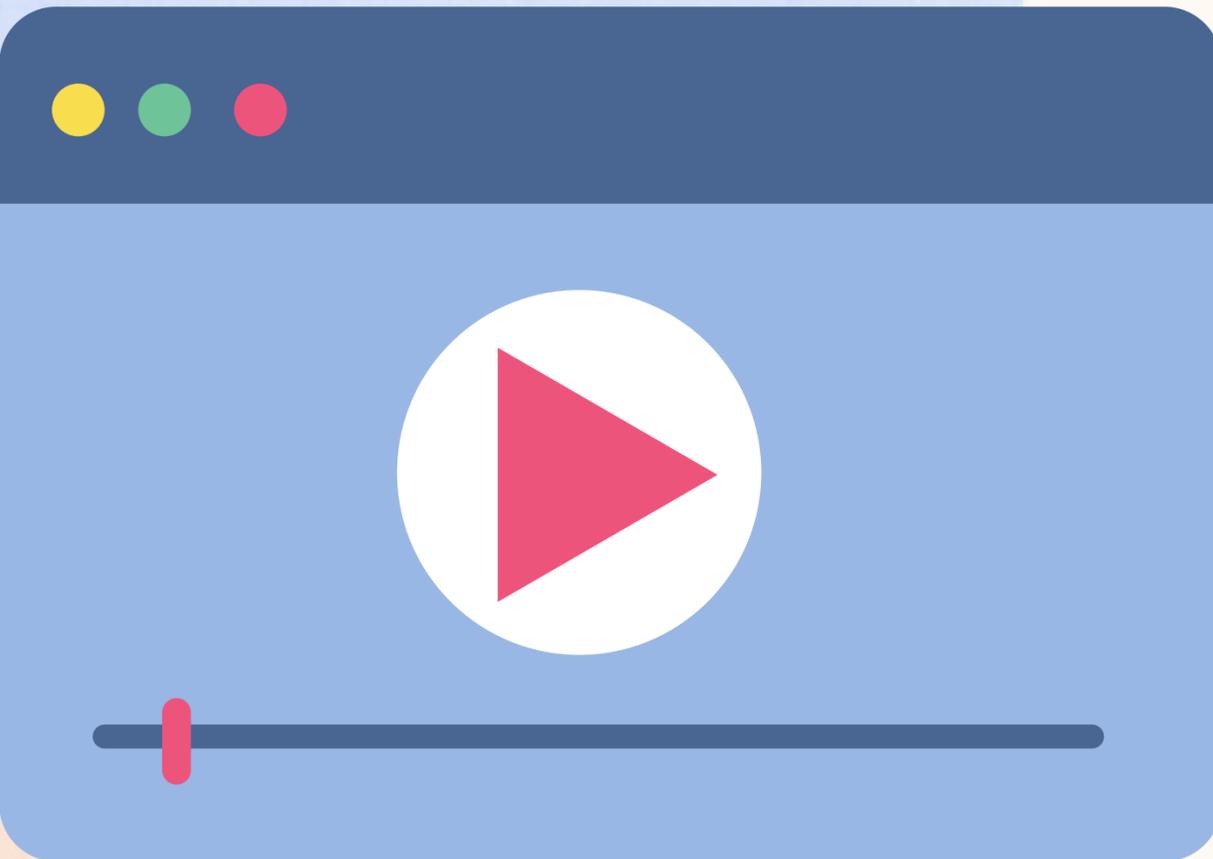


# *Video Time!*

Watch [this video](#) on how to set up your very own Remo profile

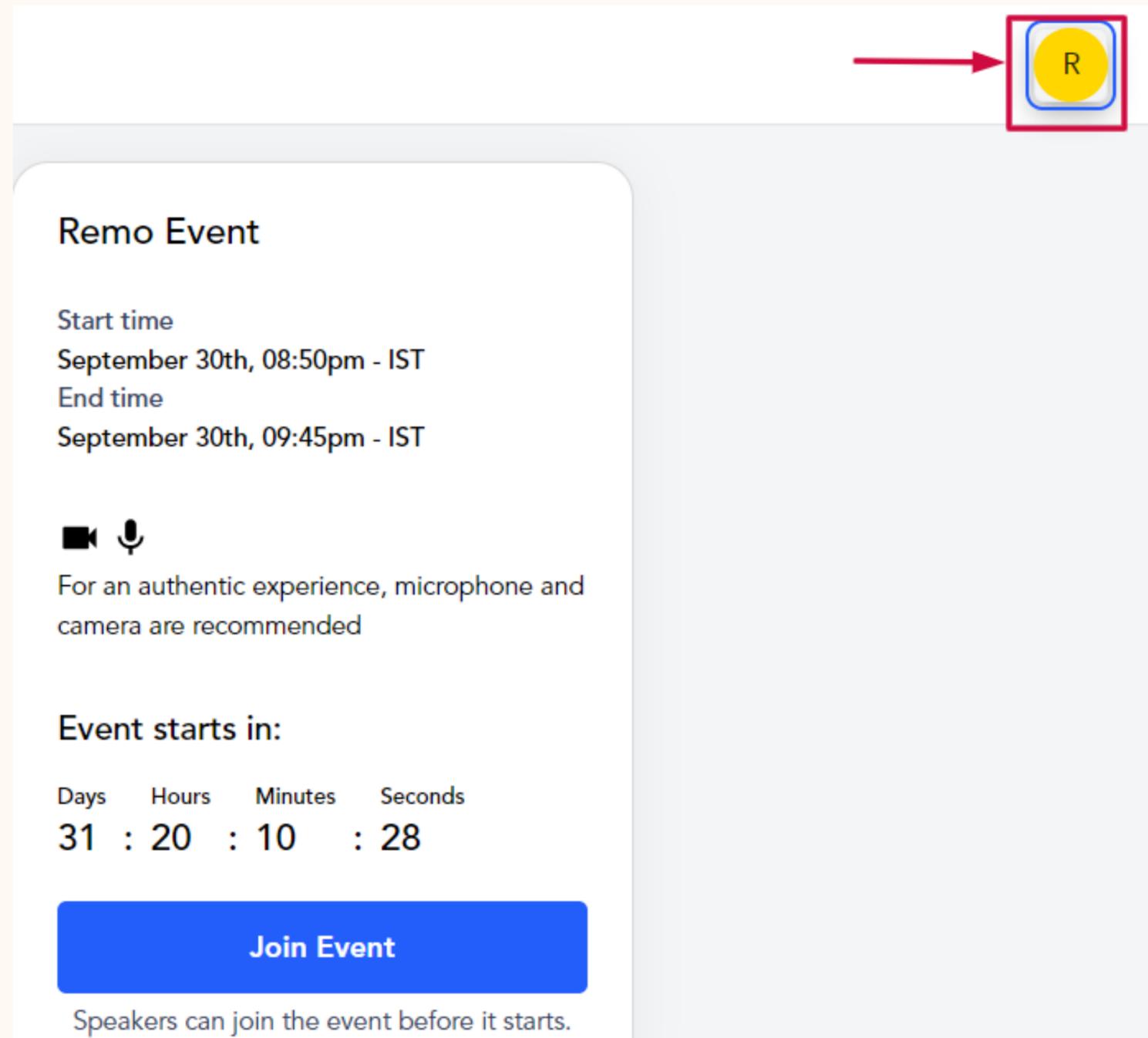
If the link does not work:  
<https://hi.remo.co/yourprofile>

Alternatively, follow the written instructions below...



## Step 1:

After logging in, go to the **upper right corner** of your window and click on the **profile icon**.



The screenshot shows the Remo Event page. In the top right corner, a yellow circular profile icon with the letter 'R' is highlighted with a red square and a red arrow pointing to it from the left.

**Remo Event**

Start time  
September 30th, 08:50pm - IST

End time  
September 30th, 09:45pm - IST

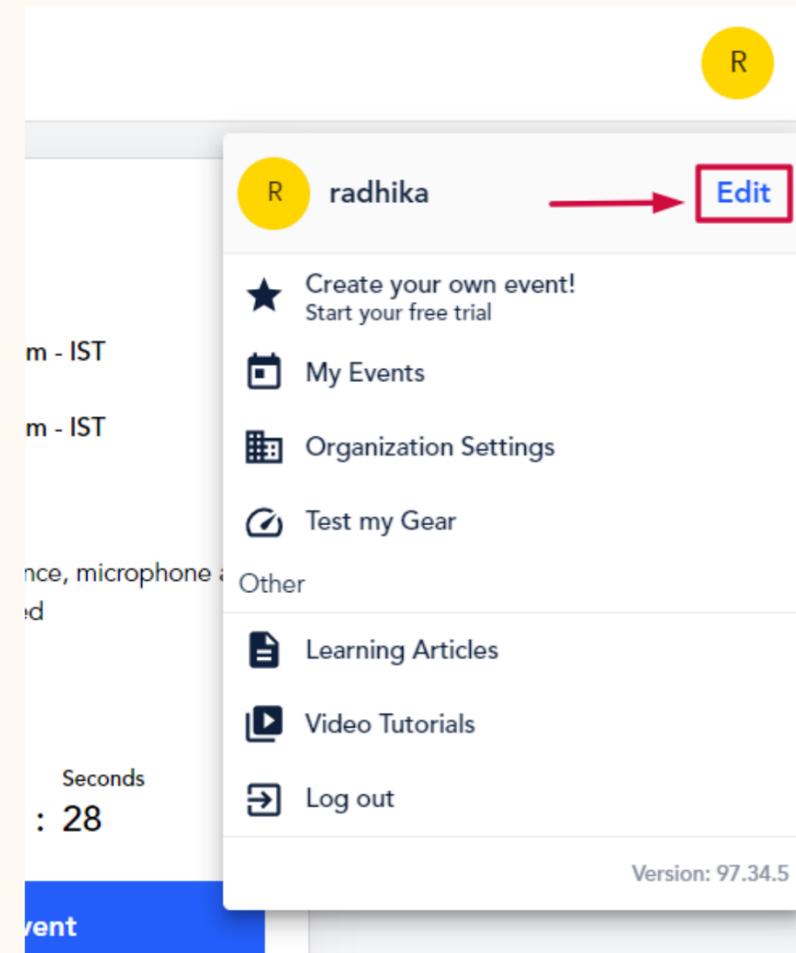
 For an authentic experience, microphone and camera are recommended

Event starts in:

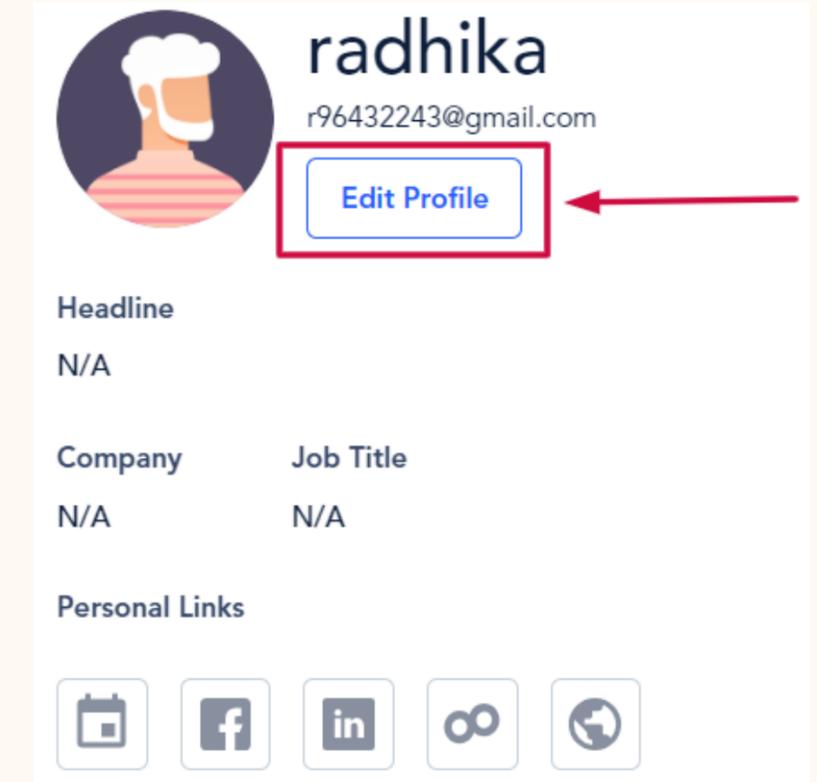
Days	Hours	Minutes	Seconds
31	: 20	: 10	: 28

[Join Event](#)

Speakers can join the event before it starts.



The screenshot shows the user profile dropdown menu. The user's name 'radhika' and a yellow profile icon with 'R' are at the top. A red arrow points from the 'Edit' button to the right. The menu items are: 'Create your own event! Start your free trial', 'My Events', 'Organization Settings', 'Test my Gear', 'Other', 'Learning Articles', 'Video Tutorials', and 'Log out'. The version number 'Version: 97.34.5' is at the bottom right.

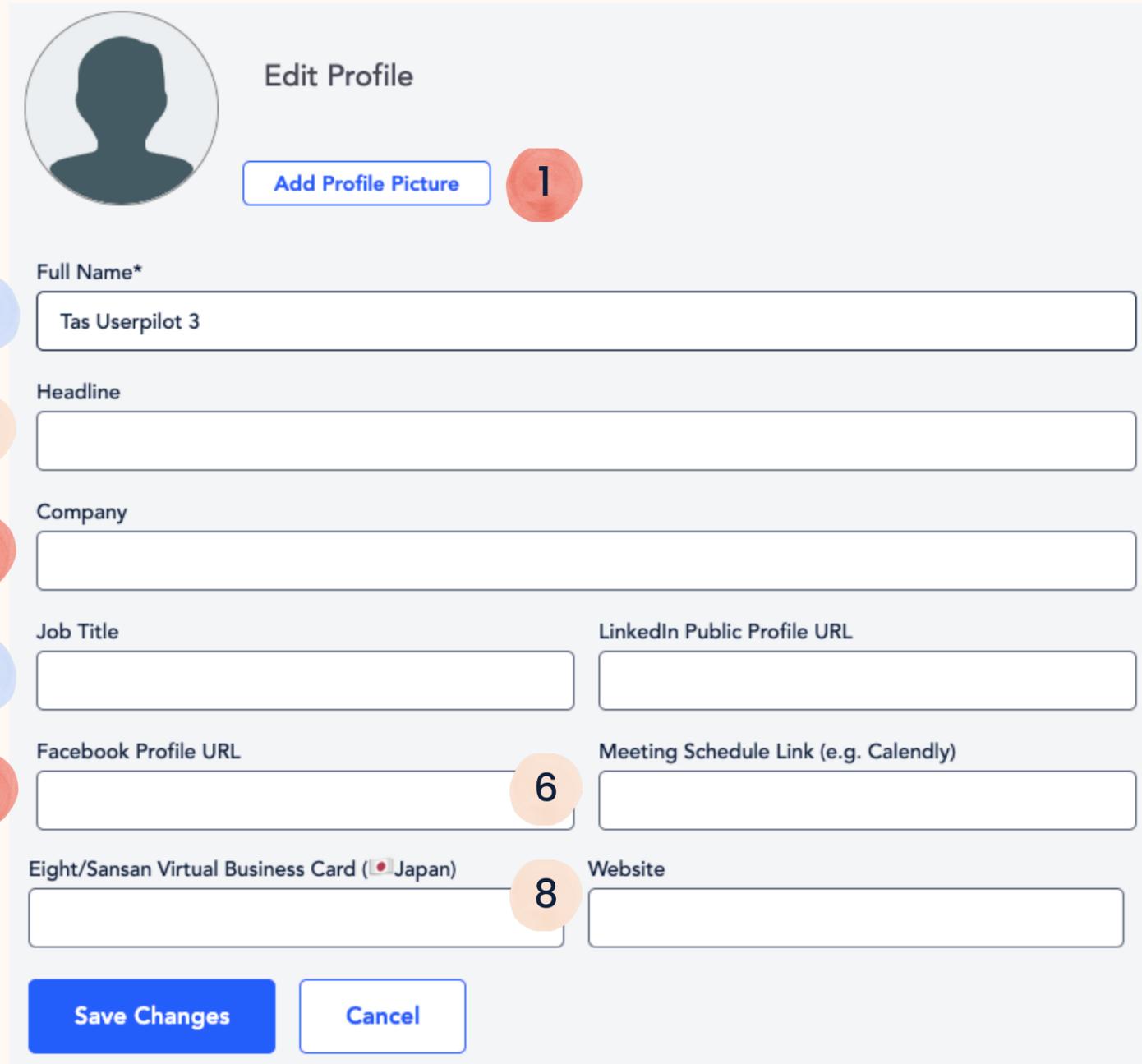


The screenshot shows the user profile page for 'radhika' with email 'r96432243@gmail.com'. A red arrow points from the 'Edit Profile' button to the left. The profile information includes: 'Headline: N/A', 'Company: N/A', and 'Job Title: N/A'. There are social media icons for calendar, Facebook, LinkedIn, and others at the bottom.

## Step 2:

Click on **“Edit”**, then **“Edit Profile”**. Then the profile window will appear.

## Step 3: Fill in as you wish! And once you're done, click '**Save Changes**'



The screenshot shows the 'Edit Profile' form with the following fields and callouts:

- 1**: 'Add Profile Picture' button
- 2**: 'Full Name\*' field containing 'Tas Userpilot 3'
- 3**: 'Headline' field
- 4**: 'Company' field
- 5**: 'Job Title' field
- 6**: 'Meeting Schedule Link (e.g. Calendly)' field
- 7**: 'Facebook Profile URL' field
- 8**: 'Website' field

Other fields include 'LinkedIn Public Profile URL' and 'Eight/Sansan Virtual Business Card (Japan)'. At the bottom are 'Save Changes' and 'Cancel' buttons.

1

CHANGE YOUR PROFILE PICTURE (NO LARGER THAN 512 KB)

2

YOU CAN ALSO CHANGE YOUR **NAME**

3

WRITE A BRIEF **HEADLINE** ABOUT YOUR COMPANY OR ROLE

4

INSERT YOUR **COMPANY NAME**

5

INSERT YOUR **JOB TITLE**

6

PUT YOUR **MEETING SCHEDULE LINK** (E.G. CALENDLY, BOOK LIKE A BOSS, ETC.)

7

ADD YOUR **LINKEDIN, FACEBOOK, OR EIGHT/SANSAN BUSINESS CARD, LINKS** HERE

8

ADD ANY PERSONAL WEBSITE YOU WOULD LIKE TO SHARE



3

Set your  
devices





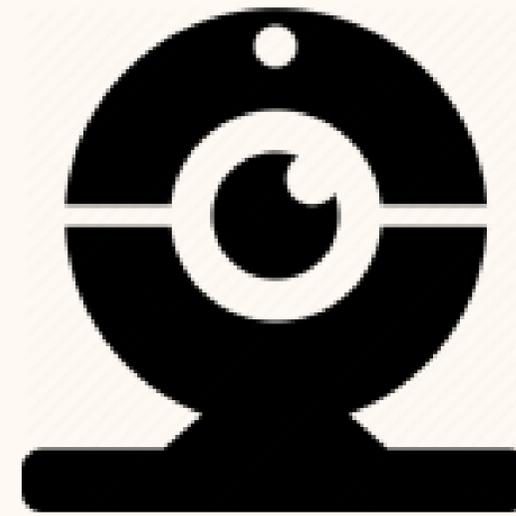
# One-click System Test

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

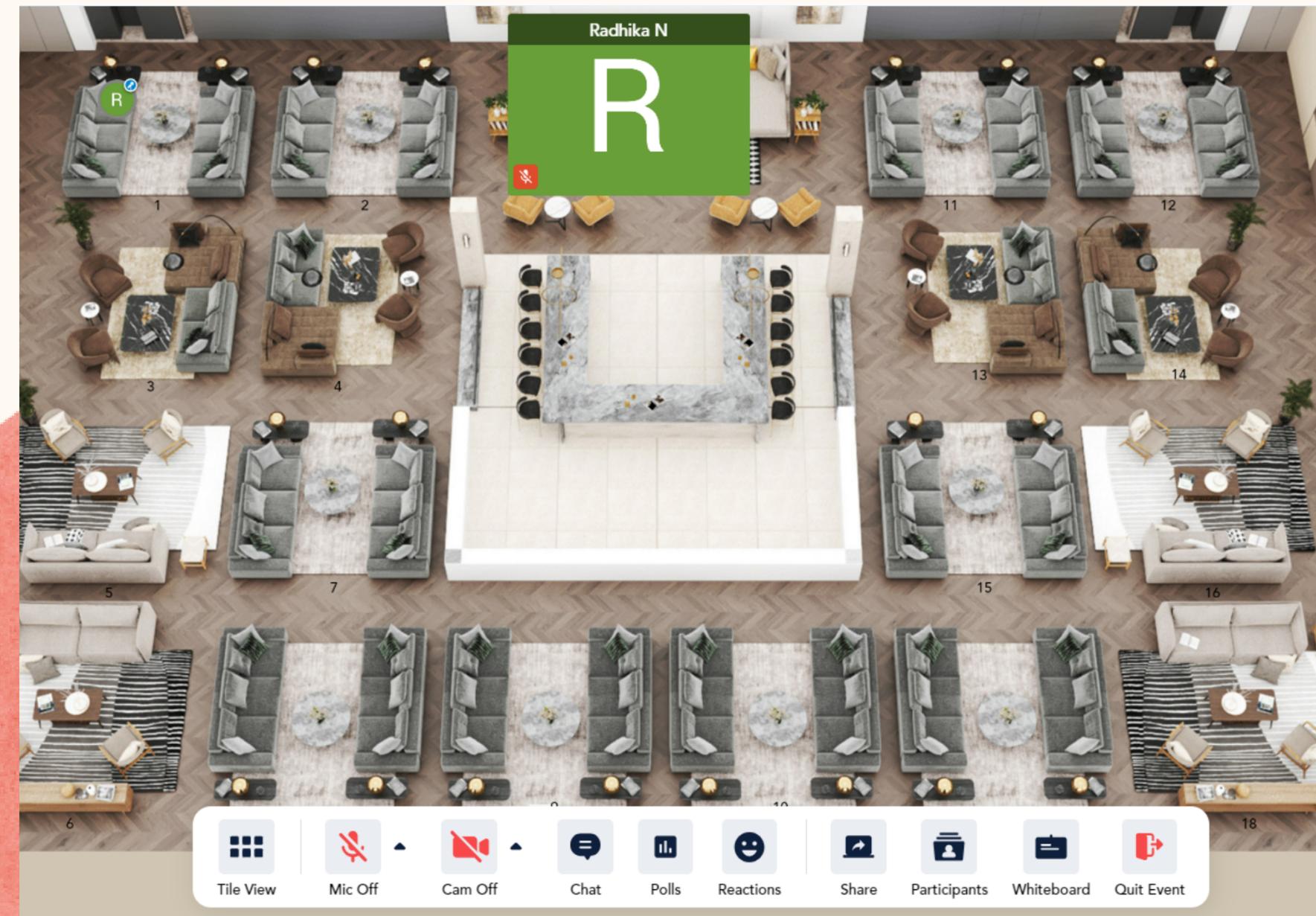
Test your microphone, camera, speakers, browser, hardware and internet connection on this page

This is essential to have an enjoyable event experience

# Camera & Microphone Settings

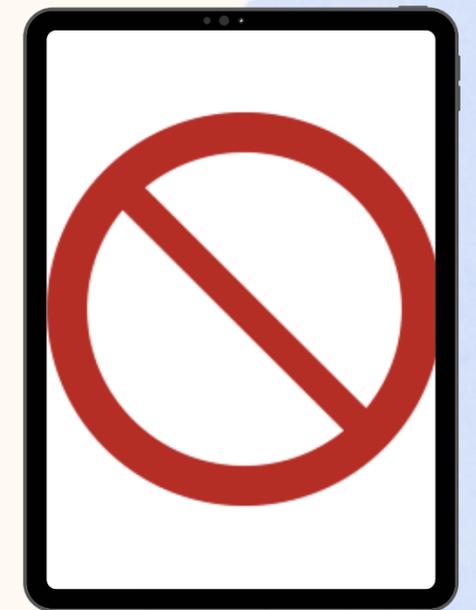


To get the full experience of connecting with others, we recommend using a device with a camera and microphone.



# Device Compatibility

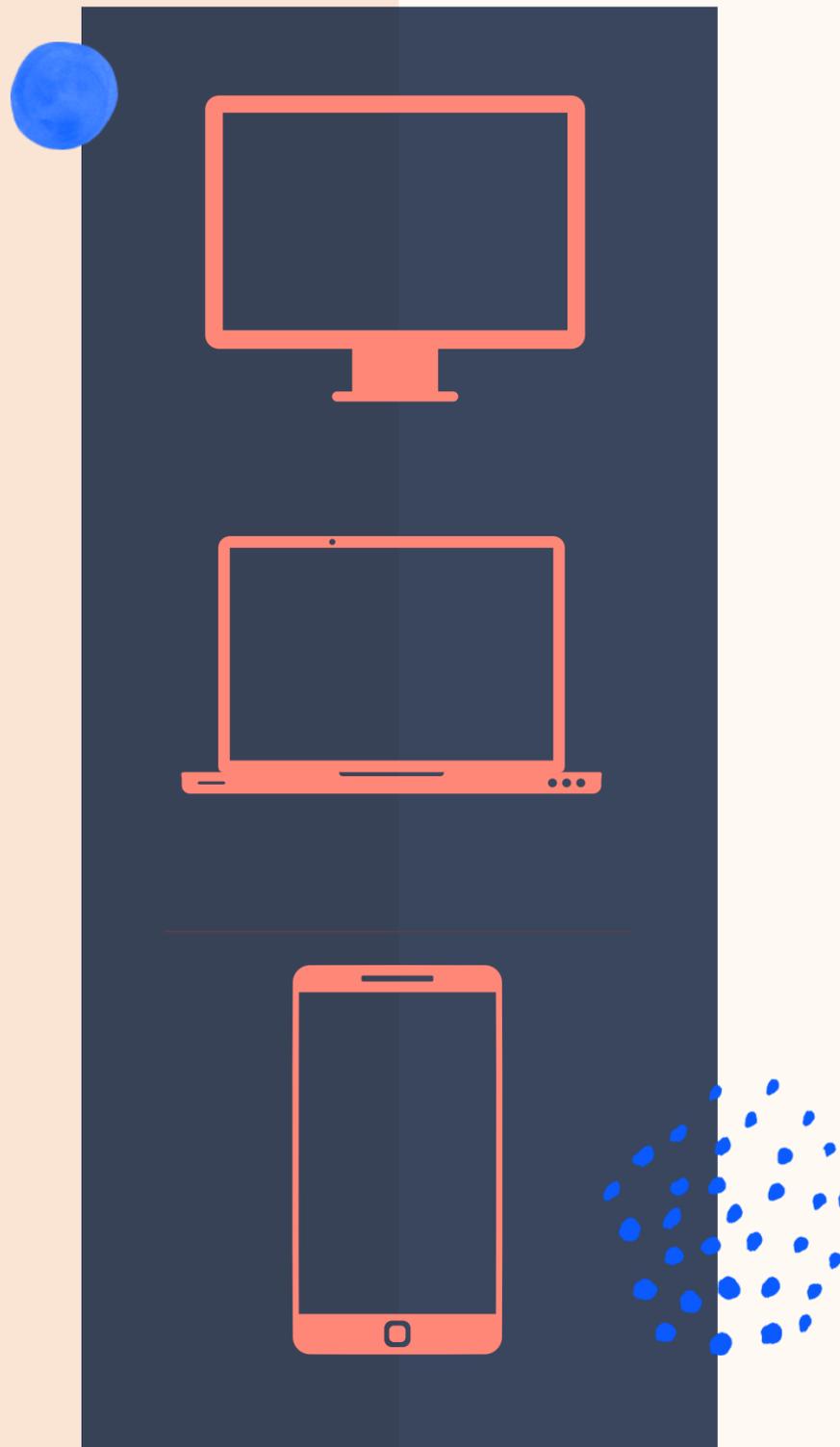
Remo works on **desktops, laptops** and **mobile phones\***.  
**Tablets are not supported at this time.**



\*We recommend speakers to use a laptop or desktop if they are presenting to access full functionality (including sharing screen and the whiteboard)

# Operating System Compatibility

Make sure your operating system is updated to the latest version.



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

---

On **Smartphones**, Remo is compatible with **iOS** and **android**

\*We recommend speakers to use a laptop or desktop if they are presenting to access full functionality (including sharing screen and the whiteboard)

# Browser Compatibility

Make sure your browser is updated to the latest version.



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**

\*We recommend speakers to use a laptop or desktop if they are presenting to access full functionality (including sharing screen and the whiteboard)

# Troubleshooting Guides

If your camera and/or microphone do not work, try these troubleshooting guides:

**WINDOWS 10**

**MAC**

**IPHONE**

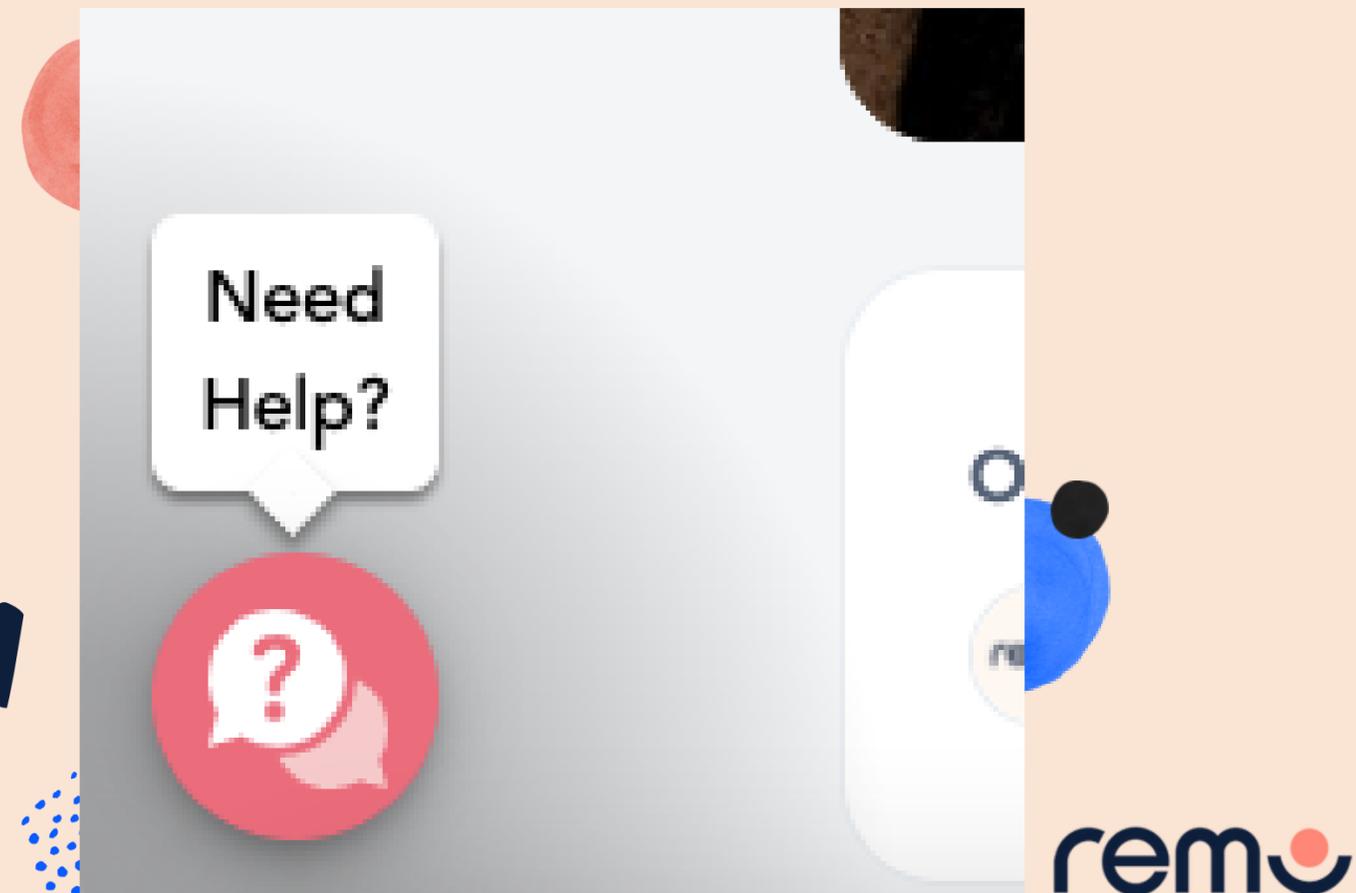
**ANDROID**

and if it still doesn't work...



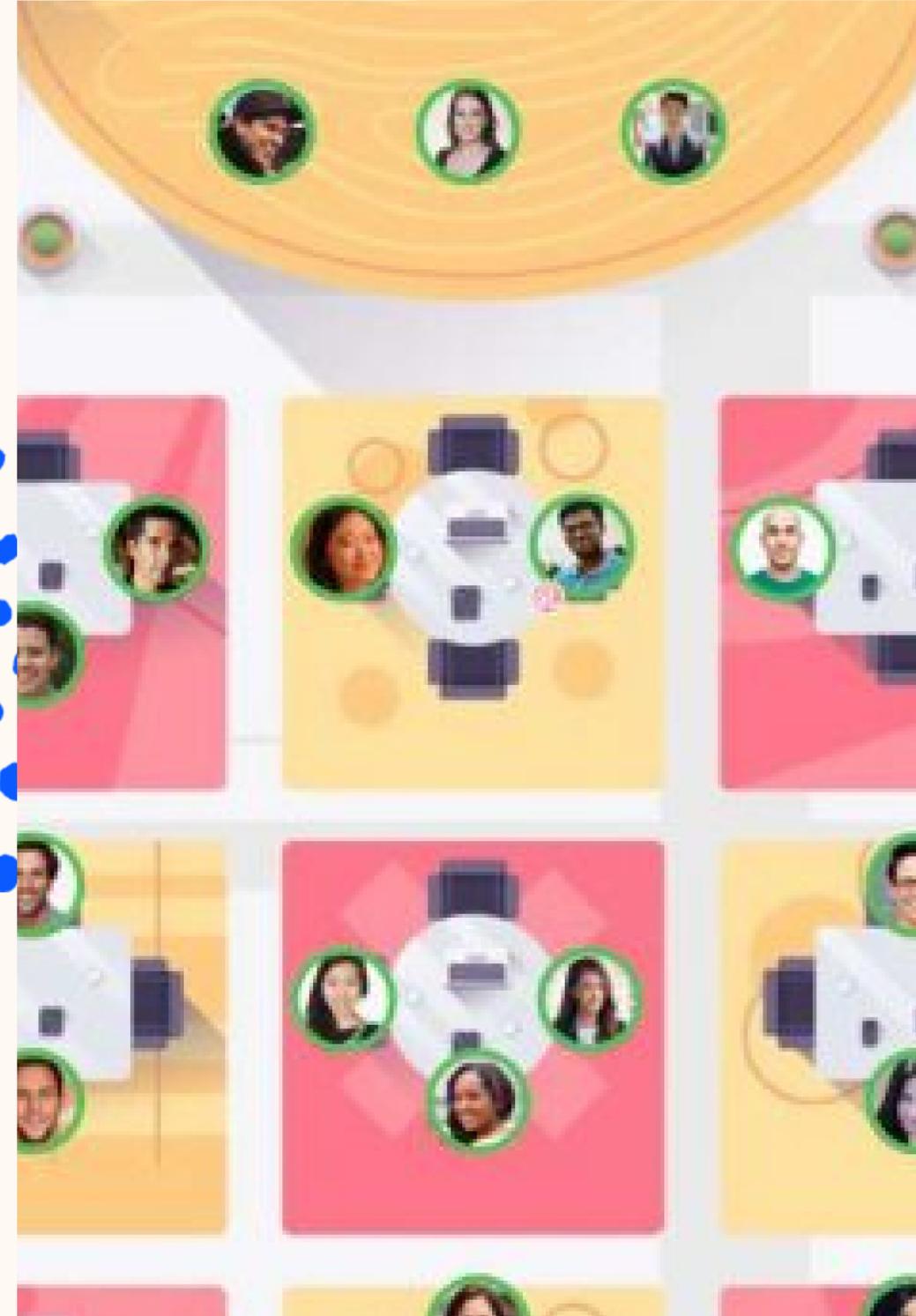
# Contact us on Chat Support

Visit [live.remo.co](https://live.remo.co) and click on the "Need Help" button on the bottom-left corner



4

During the  
event



# Optimize Your Experience

---

For the best experience, we recommend following these steps:

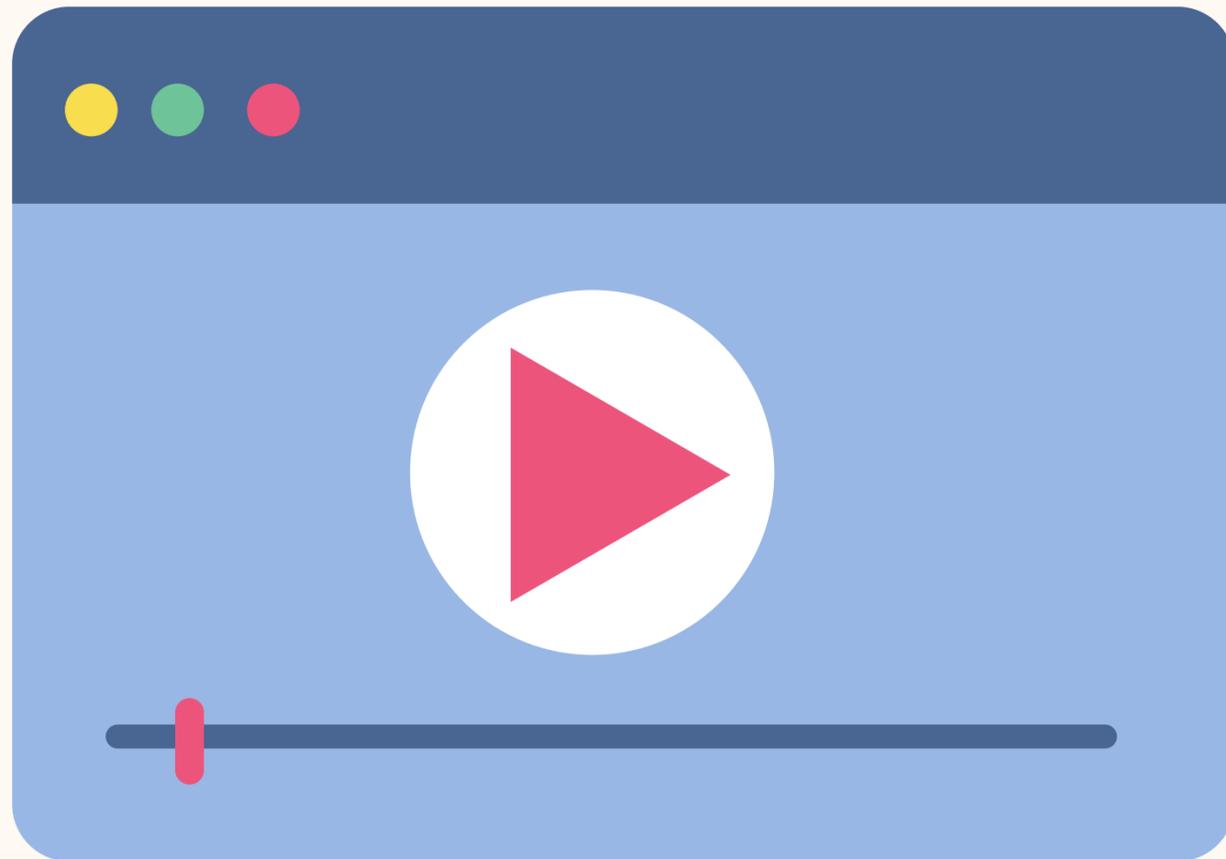
- ✓ Close all other video applications, as well as memory-intensive programs (especially in Windows 10)
- ✓ Close other browser windows
- ✓ Close other tabs in your browser
- ✓ Connect to the internet using a wired connection (faster and more stable than WiFi)
- ✓ Use your Desktop/Laptop

# Video Time!

[Watch this video on how to use Remo as a Guest](#)

If the link does not work:  
<https://www.youtube.com/watch?v=P01JxUBNU2Y>

Alternatively, follow the written instructions below...



1. Head over to the event landing page and click **“Join Event”** or **“Join Lobby”**

## Demo Space

Start time

February 17th, 11:20pm - HKT

End time

June 1st, 12:20am - HKT



For an authentic experience, microphone and camera are recommended

Event has started 🎉

Join Lobby



Add Profile Picture

PNG, JPEG or JPG. Max size of 512 KB.  
Best: 480x480

First Name\*

Tas

Last Name\*

New User 4

What do you do?

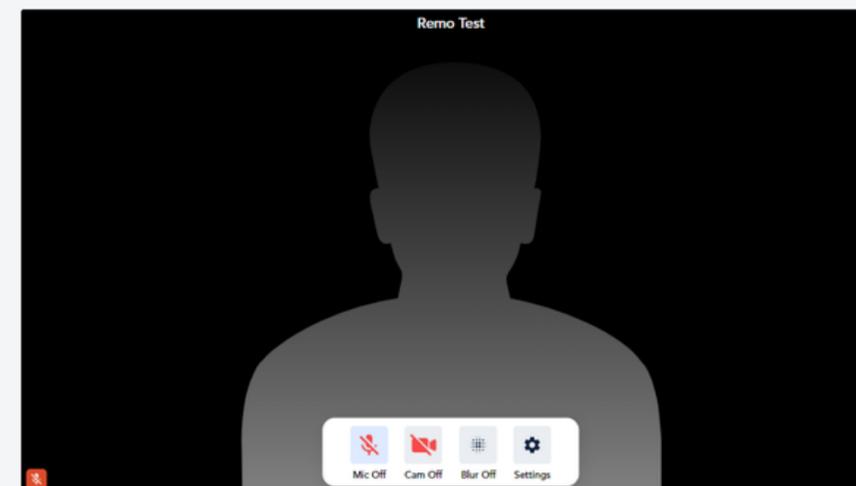
Company

+ Add more information

Save Profile and Join Event →

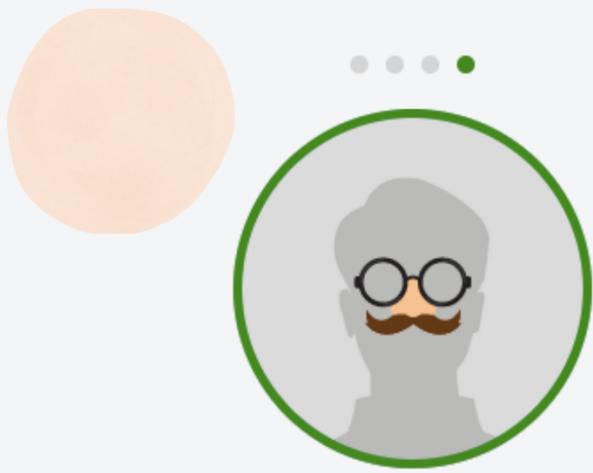
2. If this is your first event, you'll be prompted to fill in your profile if you haven't done so already (If you've already been to a Remo event, you'll skip directly onto the next step)

3. A quick system check to test your mic/cam, and your device's compatibility with Remo. Click **“Join Event”** to enter!



System Check Passed

Join Event



One more thing: Take a couple of minutes to set up your profile

Set-up My Profile

[I'm in a hurry, take me right into the event](#)

Claim your spot at the event and then jazz it up by creating your profile!

After completing your profile creation, you will be directed to the Geartest page to verify your camera and microphone.



Add Profile Picture

PNG, JPEG or JPG. Max size of 512 KB.  
Best: 480x480

First Name\*

Remo

Last Name\*

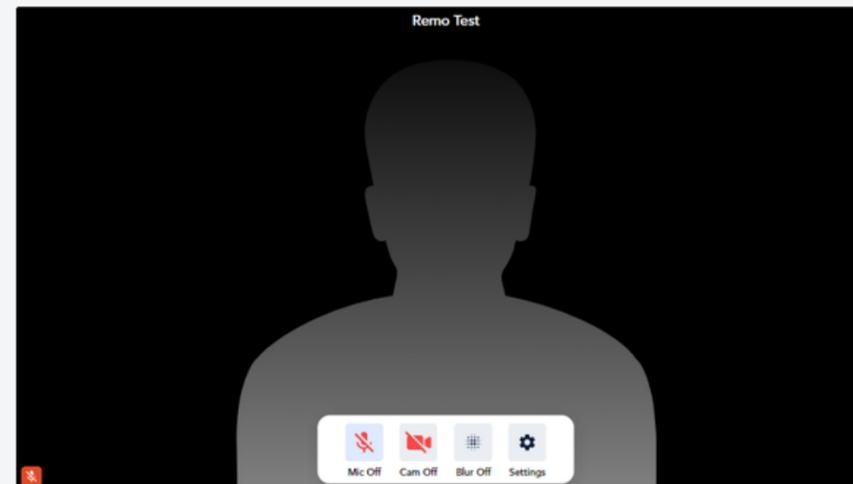
Test

What do you do?

Company

[+ Add more information](#)

Save Profile and Join Event →



System Check Passed

Join Event

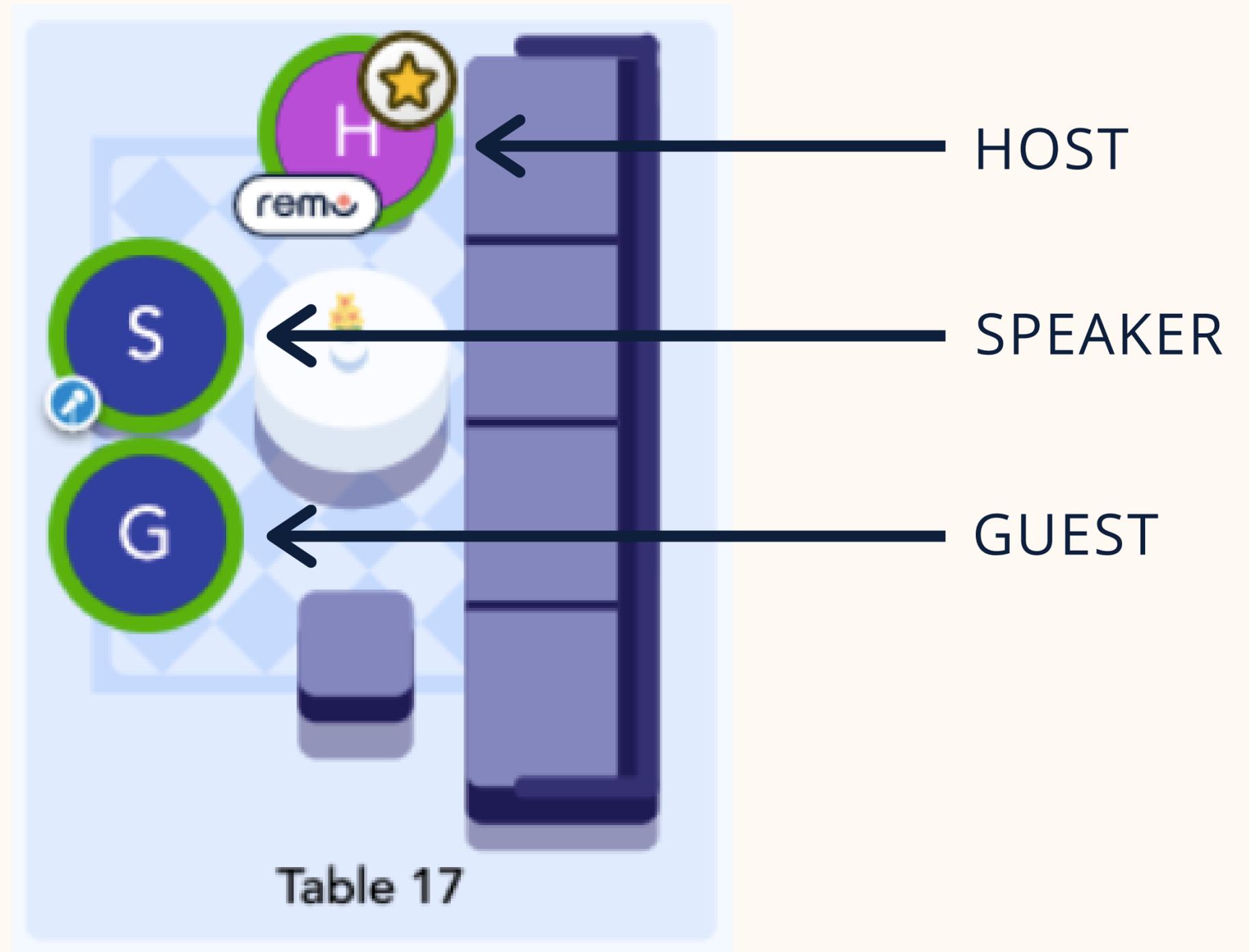
This is what you'll see when you enter an event

# Floor View

The screenshot displays the Remo Floor View interface. At the top, there are navigation options: "Event Map", "Floors" (with a dropdown arrow), "Share", a help icon, a location pin icon, a user icon, and a profile icon with the letter "R". The main area is a 3D-rendered virtual event space with a grid of 16 numbered rooms (1-16). A large green overlay with the name "Radhika N" and a large white "R" is positioned in the center. A "CHAT" bar is located at the bottom center of the grid. On the right side, there are two callouts: "SEAT" pointing to a chair in room 14 and "TABLE/ROOM" pointing to room 15. At the bottom left, there is a "CAM & MIC CONTROLS" section. The control panel at the bottom contains the following buttons: "Tile View", "Mic Off" (with a red slash), "Cam Off" (with a red slash), "Chat" (with a speech bubble icon), "Polls", "Reactions", "Share", "Participants", "Whiteboard", and "Quit Event".

# Different users

Your avatar will have a mic icon to distinguish you as a Speaker



# Moving around Remo

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.

The screenshot displays the Remo interface during a guided tour. At the top, a red banner reads "The table is full and can only fit 6 people." with a close button. Below this, a large orange circular table is shown with three people seated at it. A red arrow points from a "How to use Remo..." video thumbnail to this table. To the right, an "Agenda" box lists: Welcome- Open Networking, Conversation Mode Features, Feature Exploration, Presentation Mode Features, Q&A, and Workshop. Below the main table, a grid of ten smaller tables is shown, each with a "Double click to join" button. The second table in the grid is highlighted with a red border. Each table contains several people represented by icons with letters (A, S, D, N, T, M, G, B, S, R, C, W, B, S, J, S, G, A, M, J, S, G, B, E, S, E, N, J, C, K, S, L, J, L, R, N, K, M, N, I, G, D).

# Elevator

Event Map	Floors ↕
Event Floors	×
9 Floor 9 — (0 guests)	>
8 Floor 8 — (0 guests)	>
7 Floor 7 — (0 guests)	>
6 Floor 6 — (0 guests)	>
5 Floor 5 — (0 guests)	>
4 Floor 4 — (0 guests)	>
3 Floor 3 — (0 guests)	>
2 Floor 2 — (0 guests)	>
1 Floor 1 — (1 guests)	> You are here

1

You can navigate between floors using the elevator dial on the top center of your screen

2

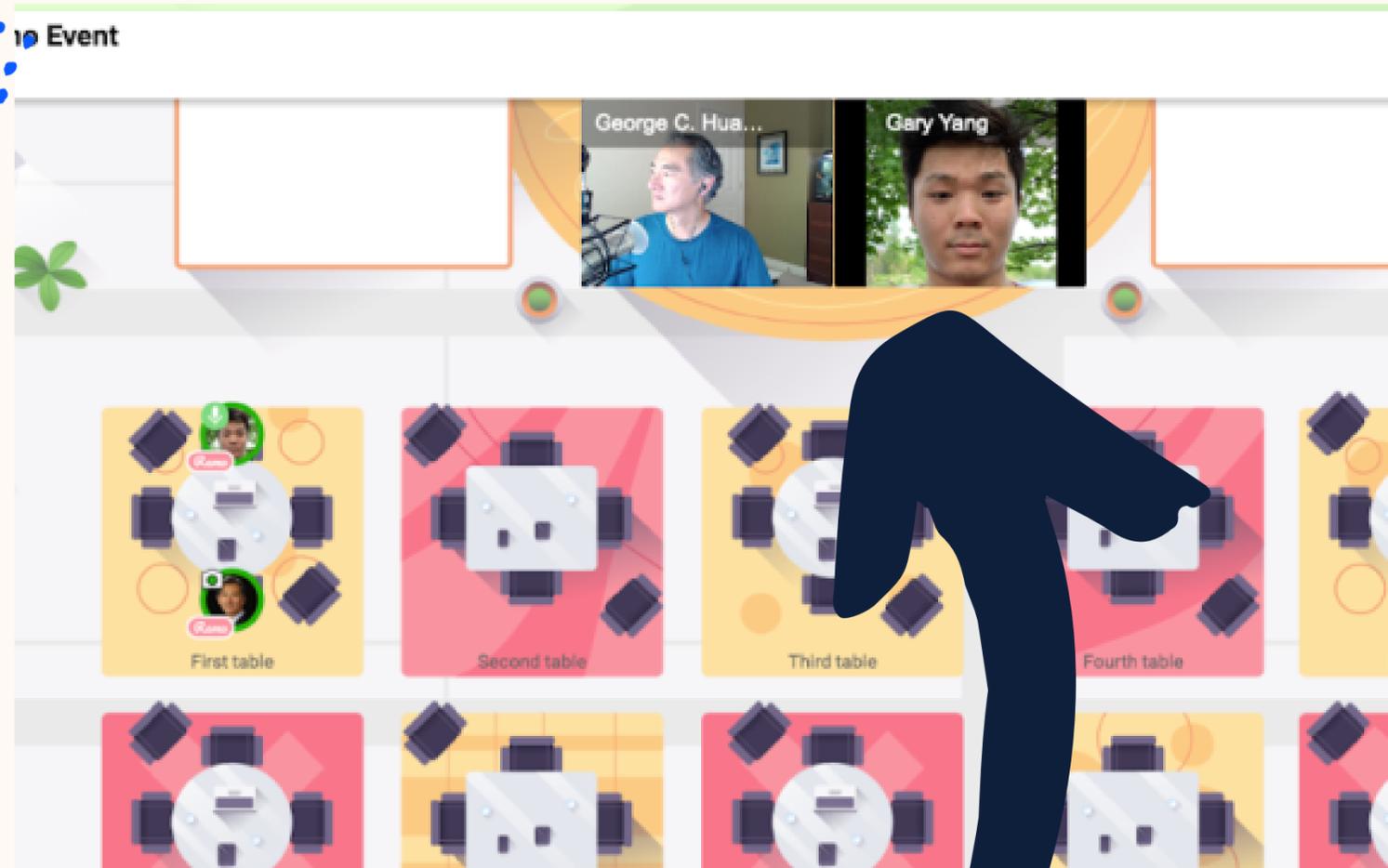
Besides the floor number, you can observe the count of guests on the floor.

3

This only appears if there are multiple floors (so don't worry if you don't see one...)

# Mic & Cam

REMEMBER FOR A TRULY INTERACTIVE EXPERIENCE, PLEASE TURN ON YOUR **MIC & CAM**

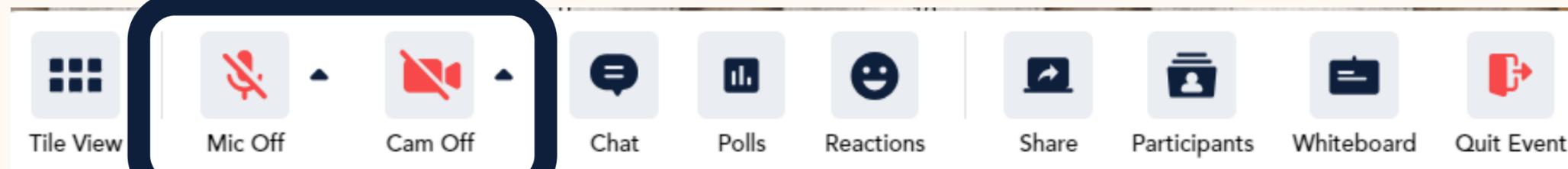


**Step 1:** Click on the '**Cam**' and '**Mic**' buttons in the menu on the bottom of your screen

**Step 2:** Enjoy connecting with Remo!

...If you're having mic-cam problems

Click [here](#) or access our troubleshooting guides [here](#)



# Chat

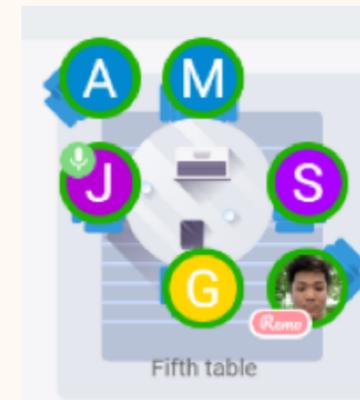
During Remo events you can **chat** with others

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

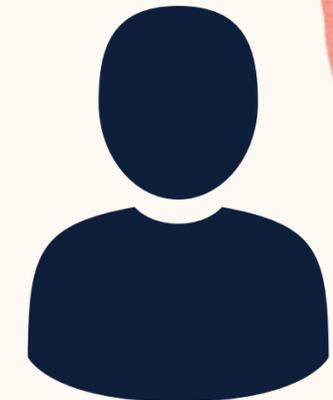
**Step 2:** Select one of the 3 chat options:



**GENERAL CHAT:**  
Visible to all guests

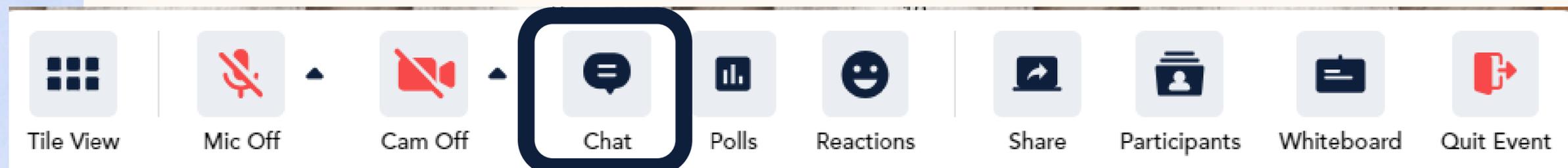
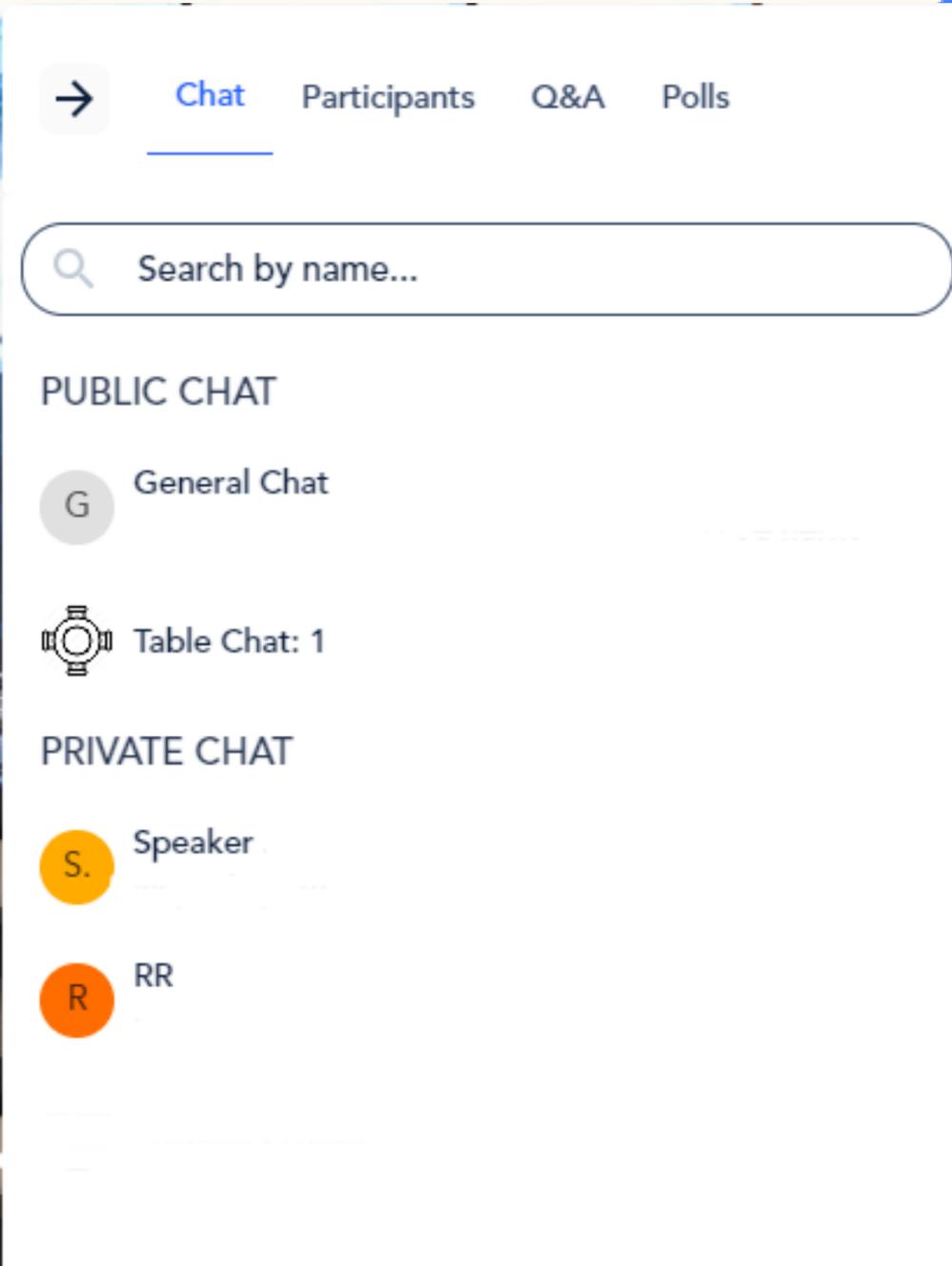


**TABLE CHAT:**  
Visible to only members in your current table



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

**Step 3:** Chat away!



# Share Screen

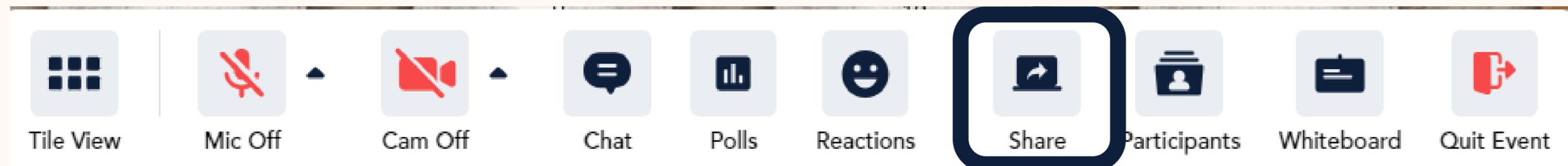
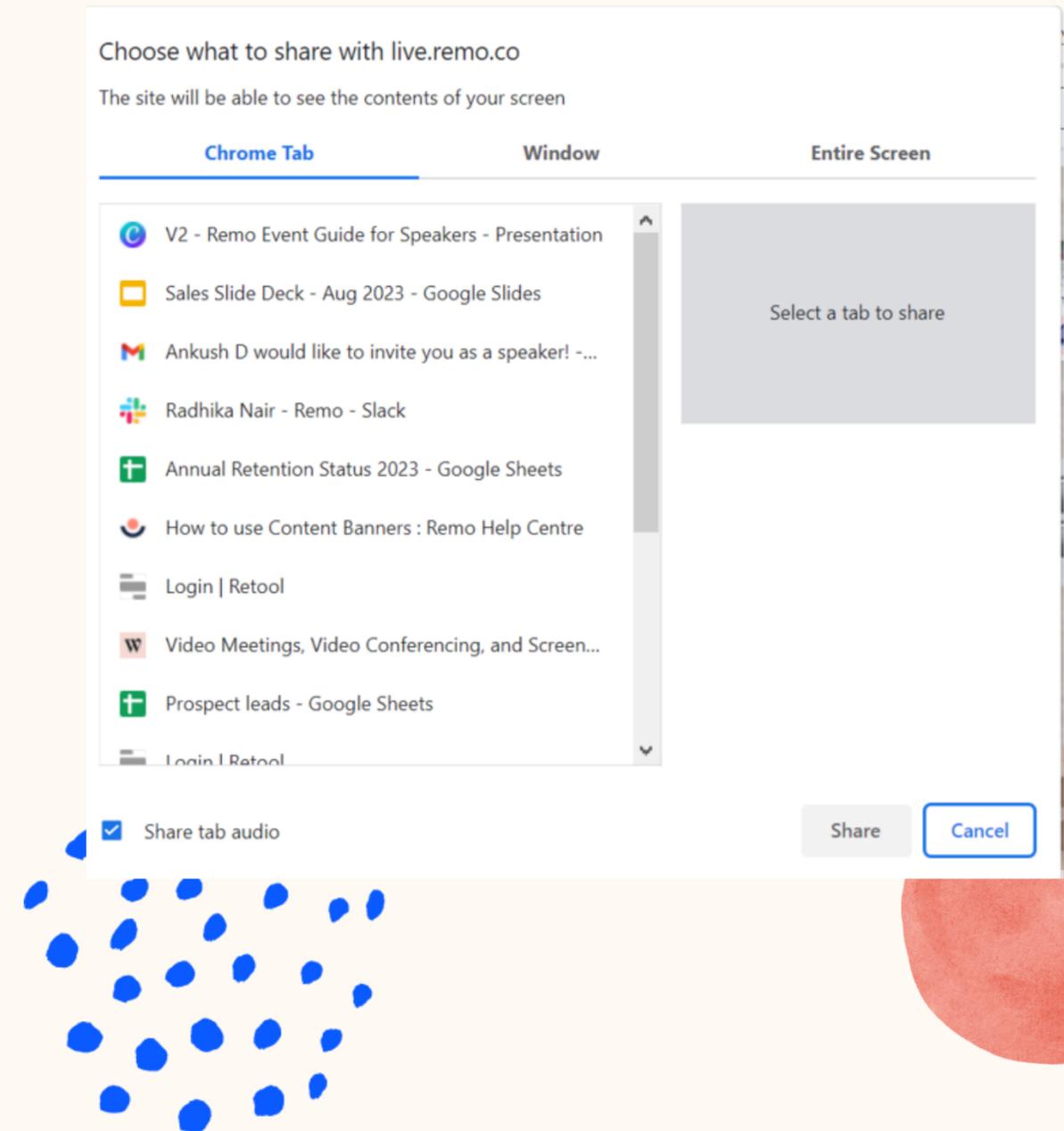
You can also choose to **share screen** with the other guests at your table

**Step 1:** Click on the '**Share**' button in the menu on the bottom of your screen.(Shortcut Key: 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



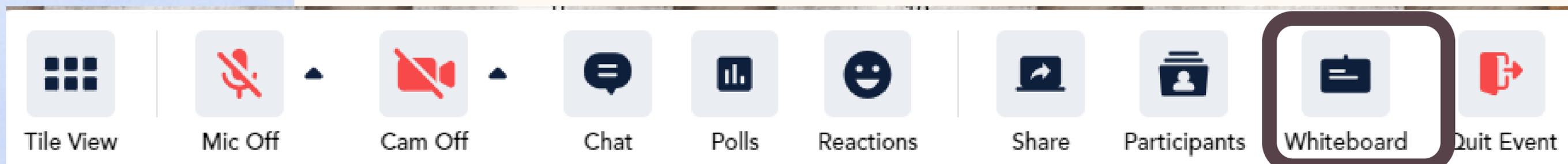
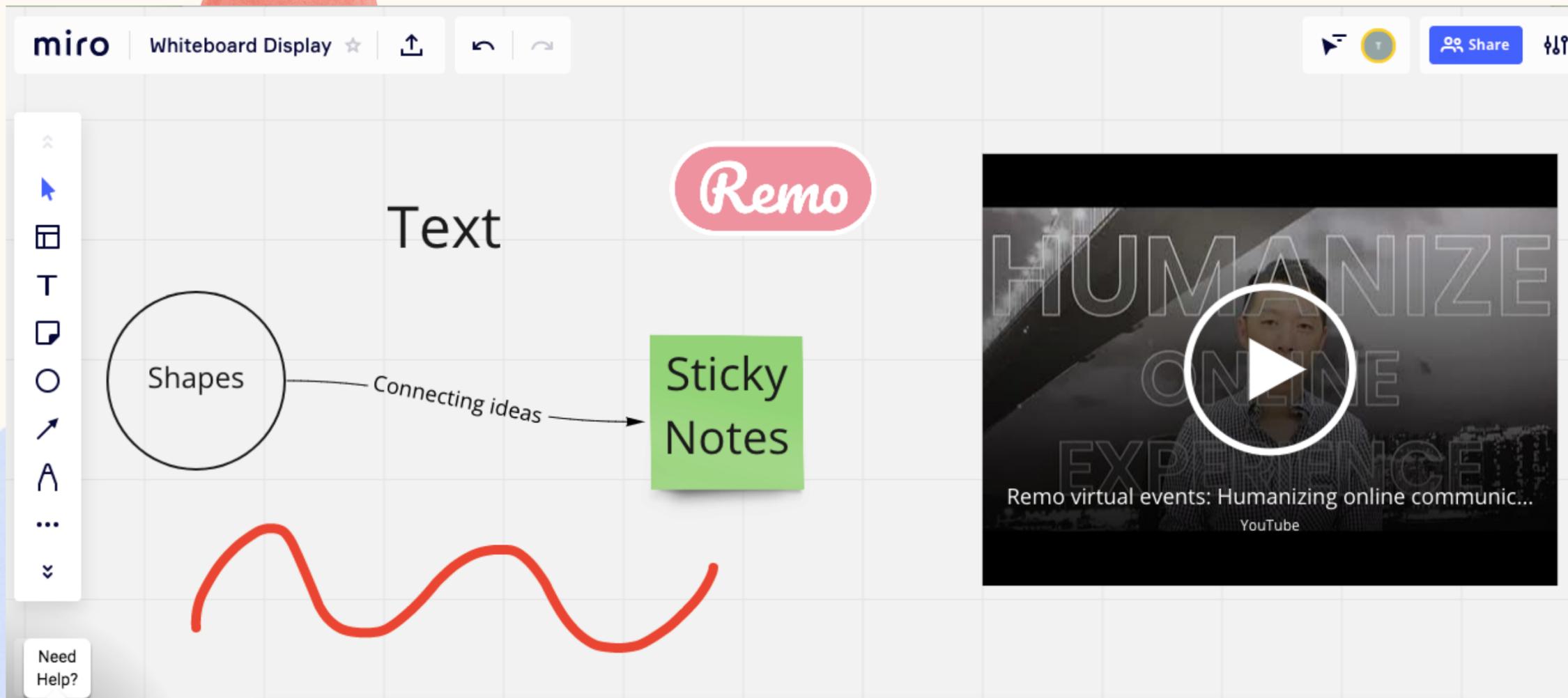
# Whiteboards

You can use the whiteboard to collaborate with the other members of your table, or display information/presentations

**Step 1:** Click 'Whiteboard'

**Step 2:** Use the tools on the left-hand sidebar to create your whiteboard -or- import a board directly from your Miro account!

 For more information, check out our help articles [here](#)

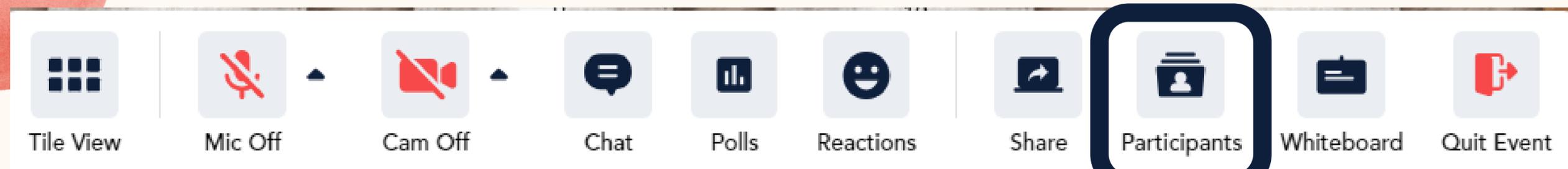
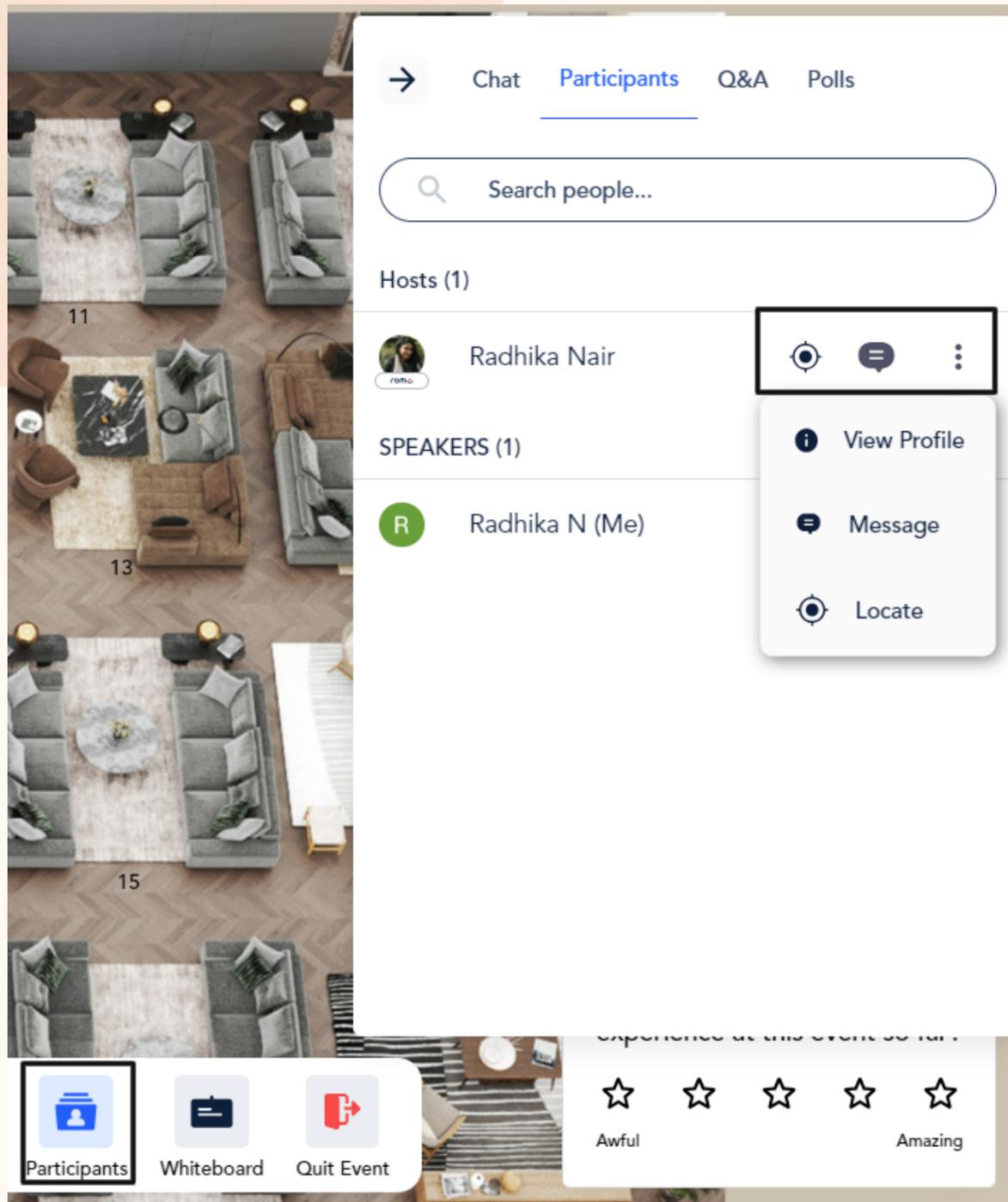


# Participants

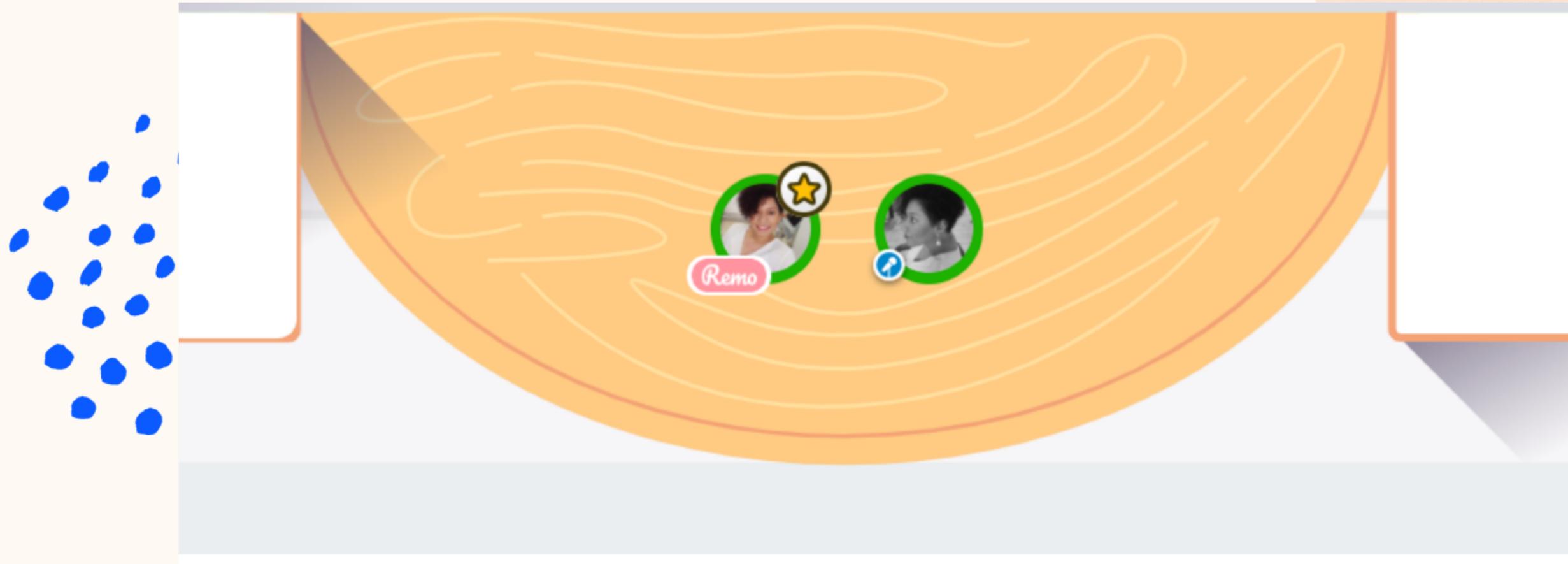
By making use of the Participant option, you have the ability to locate the guest's, see their profile, or initiate communication with them.

**Step 1:** Click on the '**Participants**' button in the menu on the bottom of your screen.

**Step 2:** Select the desired source, you would like to view the profile, locate where the guest is seated or message them



# Green Room



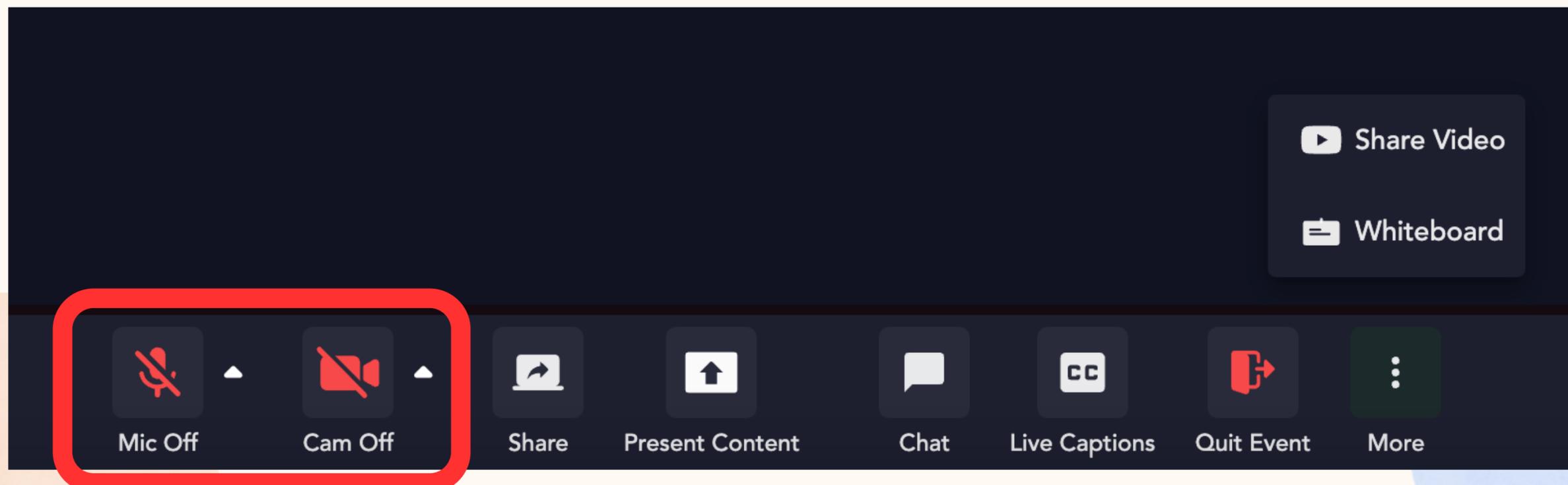
Remember that you can meet with the Hosts and invited Guests in the green room (stage) and have a private conversation. Guests **can't** join the stage on the floor. This will be the staff meeting point!

# Go live!



After the Host switches to Presentation mode, you can join them anytime by turning your **Cam/Mic On**.

You can also share your screen, share a video and use the Whiteboard!

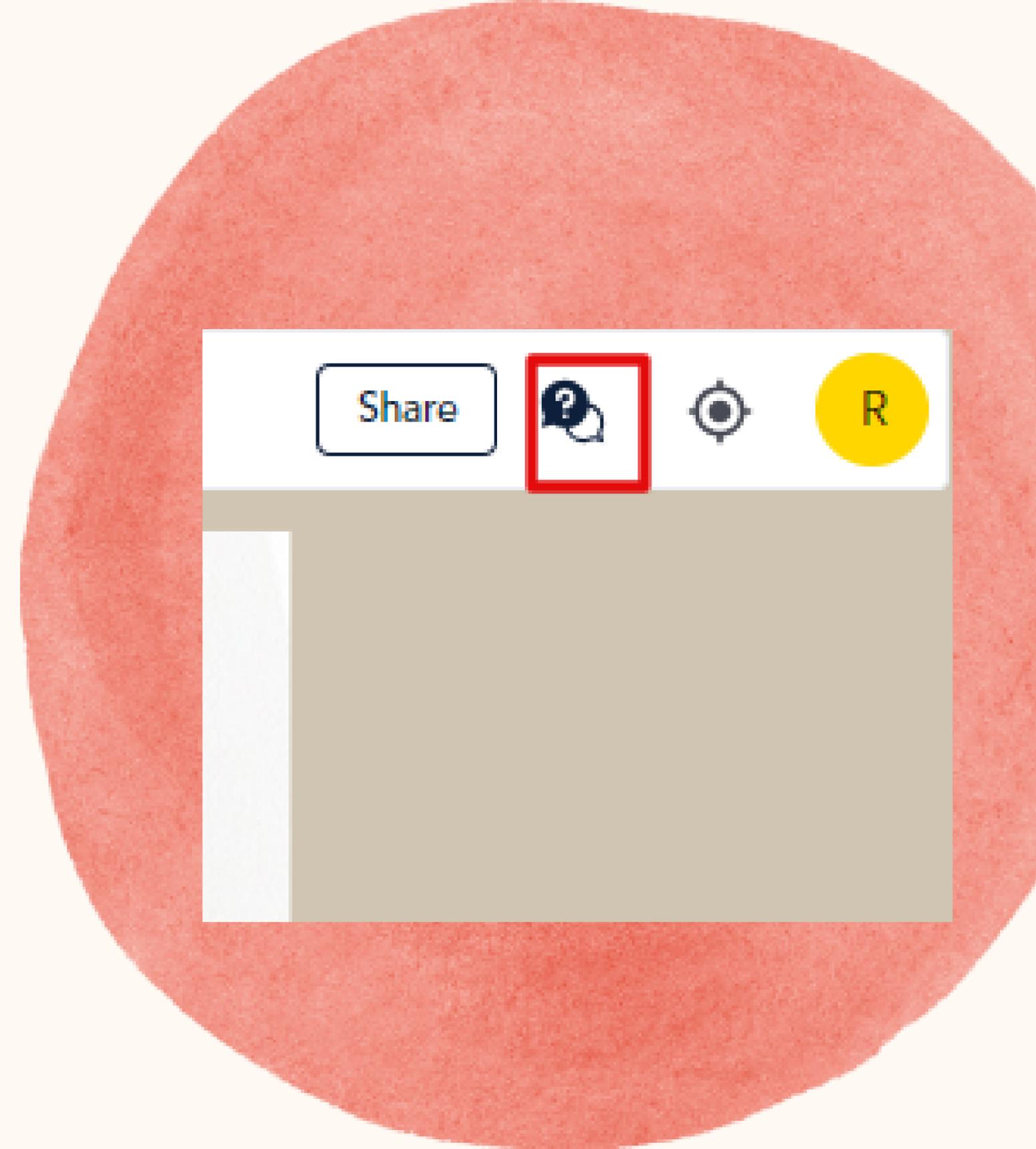


If at any point during the event you experience difficulties, feel free to contact our remo support team

**Step 1:** Click the '**Contact support**' icon in the top right conner of your screen

**Step 2:** Search our help articles to see if they answer your question - or-

Chat with our team directly!



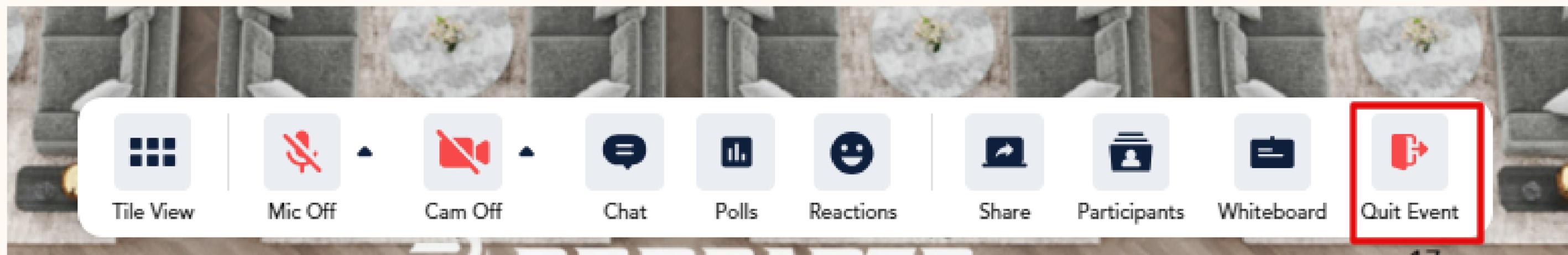
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# Chat Support

# 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!



[www.remo.co](http://www.remo.co)

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

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