

REMO ATTENDEE USER GUIDE

We will be using the networking platform Remo for Exhibit Hours, Coffee Chats, Ask the Experts, and Product Theaters.

PRIOR TO THE EVENT

You will need to create a login to access the events. It's free- [click here for a quick tutorial](#). It is recommended that you use Google Chrome, Safari, or Firefox and [test your camera, mic, and sound](#) prior to the break. We encourage you complete all info in your profile and add a picture.

CHAT

You can click on the chat feature in the bottom of your screen to send private messages to individuals or send public messages to just your table or the General event chat. The chat feature can also be used to share documents/handouts with your table or the whole group.

PRESENTATIONS

When presentations are taking place in Remo, you will not be able to move around or interact with other attendees. You can utilize the Q&A feature to ask the presenters questions. Once the presentation ends the networking will resume with everyone in the same place they were prior to the presentation.

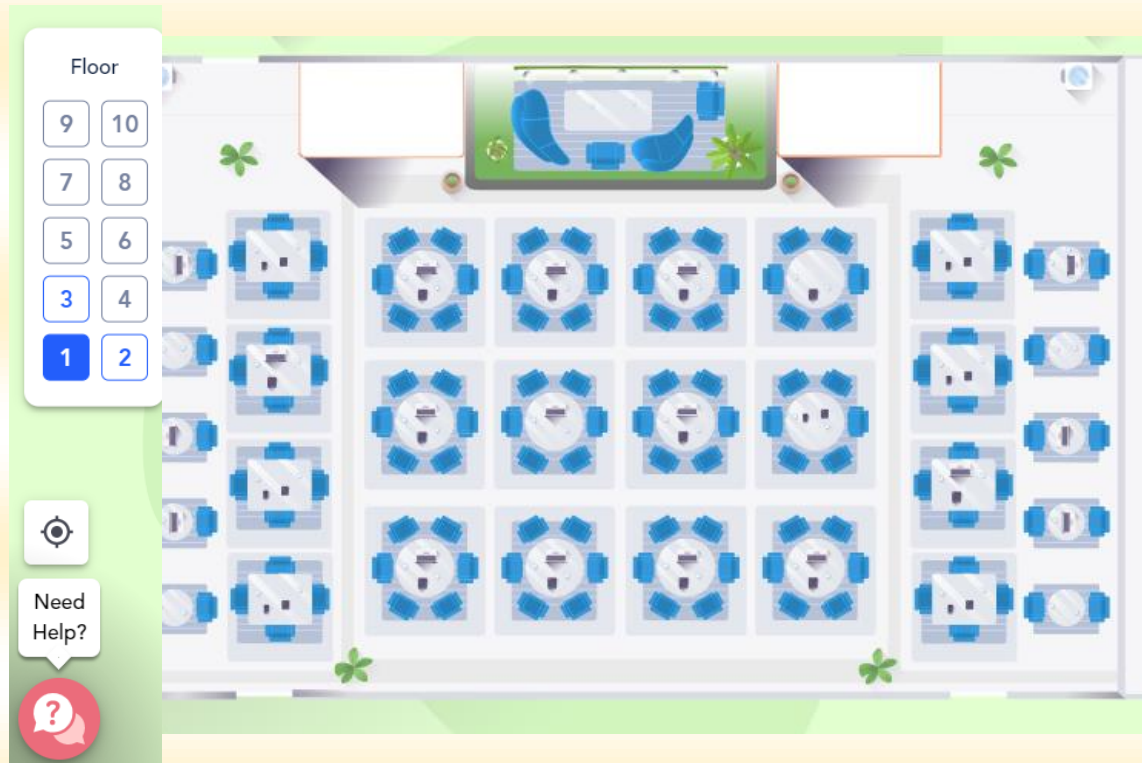
HELPFUL TIPS

- Make sure your camera is on upon entering the event so you are ready to participate in conversations right away.
- Click on the compass icon above the "Need Help" bubble to locate yourself on the floor plan.
- Click on "Tile View" to see your table participants' videos in a larger size, and "Floor View" to see the videos in a smaller size across the top with the floor plan in view.
- If you click on the carrot next to the camera button, you can change your virtual background.

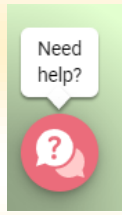
- You can zoom in and out to see the table names better by using the wheel on your mouse or pressing Ctrl+ the (+) or (-) keys on your keyboard.
- You can share your screen with other attendees at your table by clicking on the “share” icon at the bottom of the screen. If you are viewing a shared screen, click “maximize screen” for optimal viewing.

TABLES

Below is a sample of the floorplan you will see once you are logged in. You will appear as a circle at one of the table seats. Tables will be labeled with different Sponsor and Exhibitor names, as well as discussion prompts. Each table has a capacity between 2-6, so you will not be able to join a table if it is full. You will double click on a table to move from one to the other. Each time you click on a table you will be placed into a video chat with the other attendees at that table. There are additional tables you can visit on other floors by using the elevator on the left-hand. **Important:** make sure you allow your browser to access your camera and microphone!



IF YOU NEED HELP



The ITNS Help Desk will be staffed to help with questions you have navigating the floor plan or questions about the discussion breaks. For technical issues specific to the platform, Remo tech support is standing by.