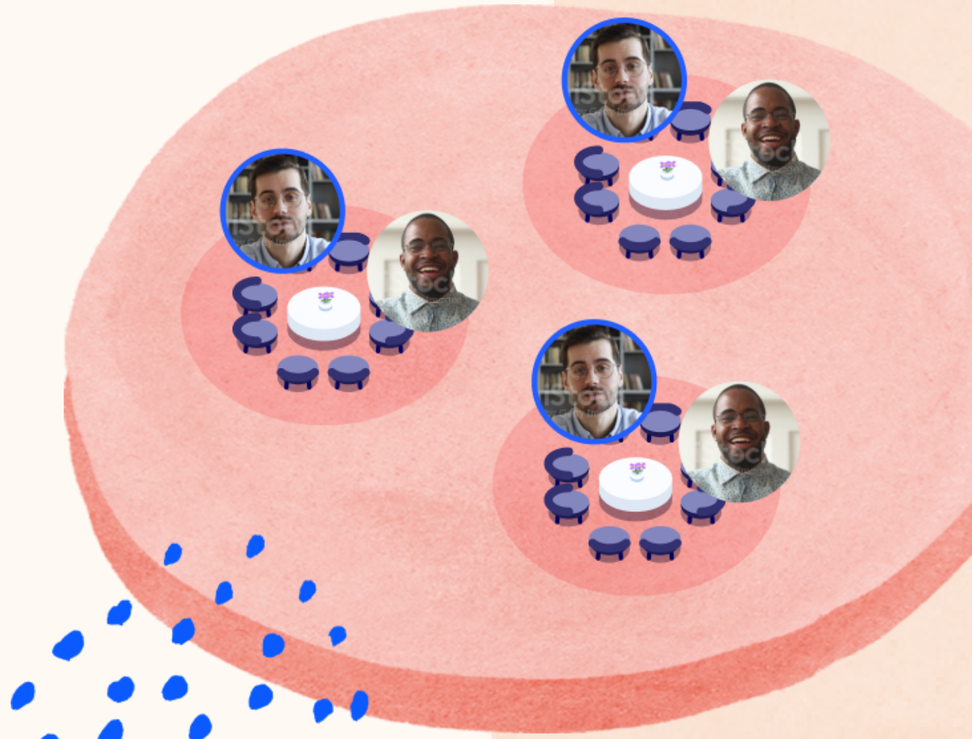
Event Guide for Speakers

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

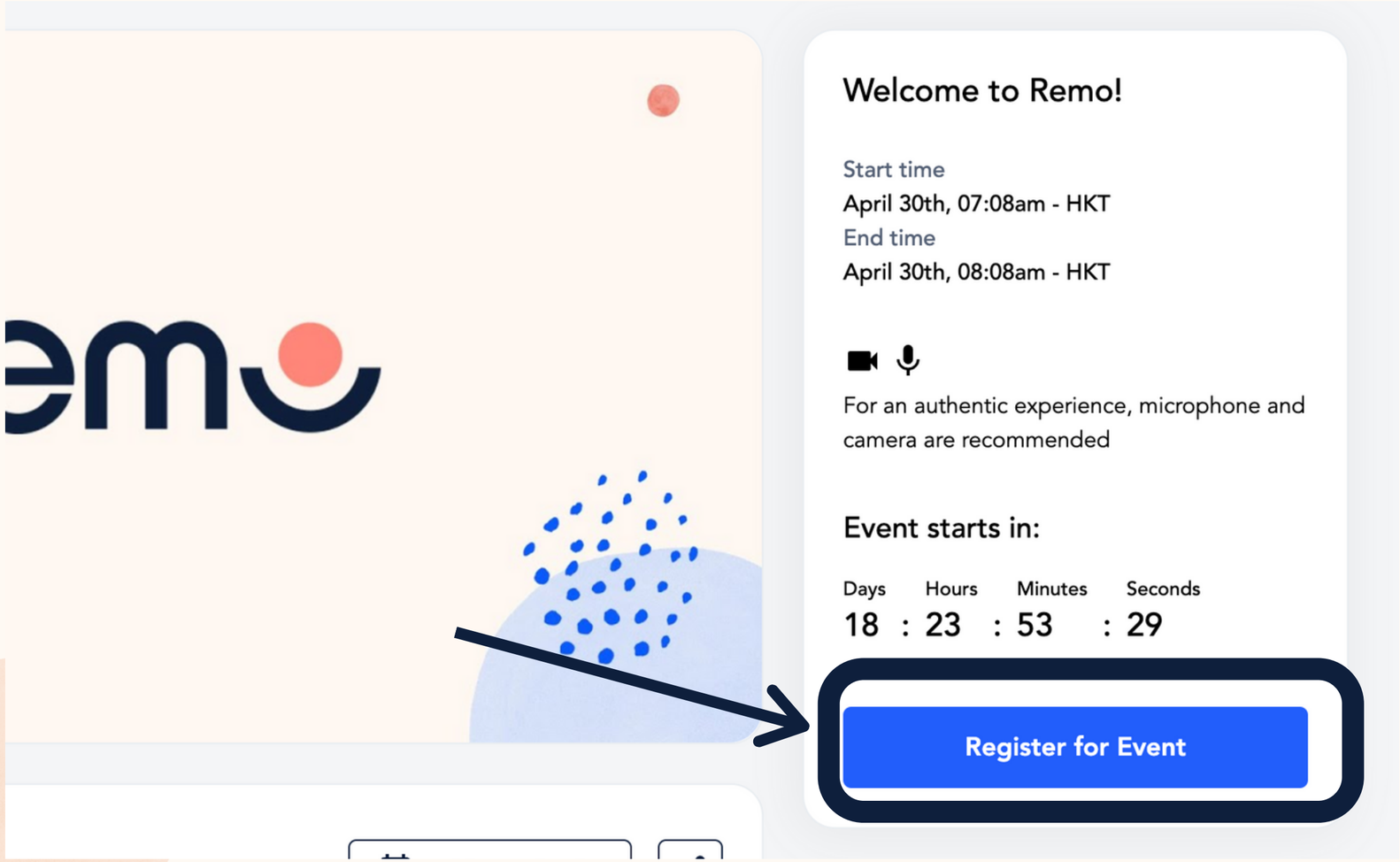
remo

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

remo

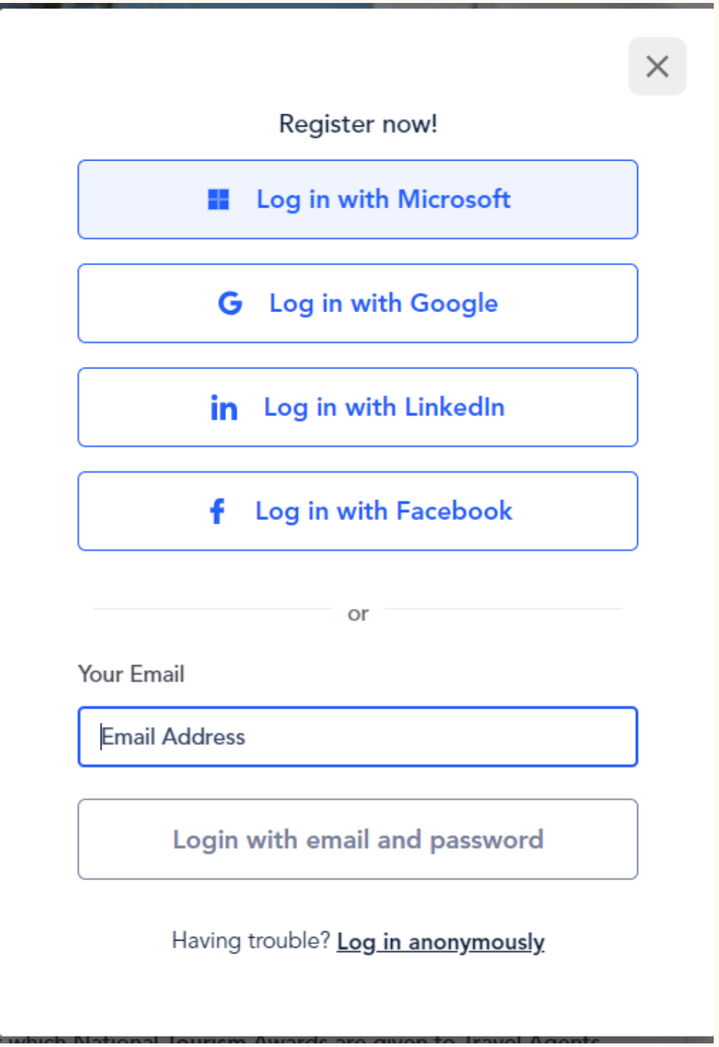
In the Event Landing Page...



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

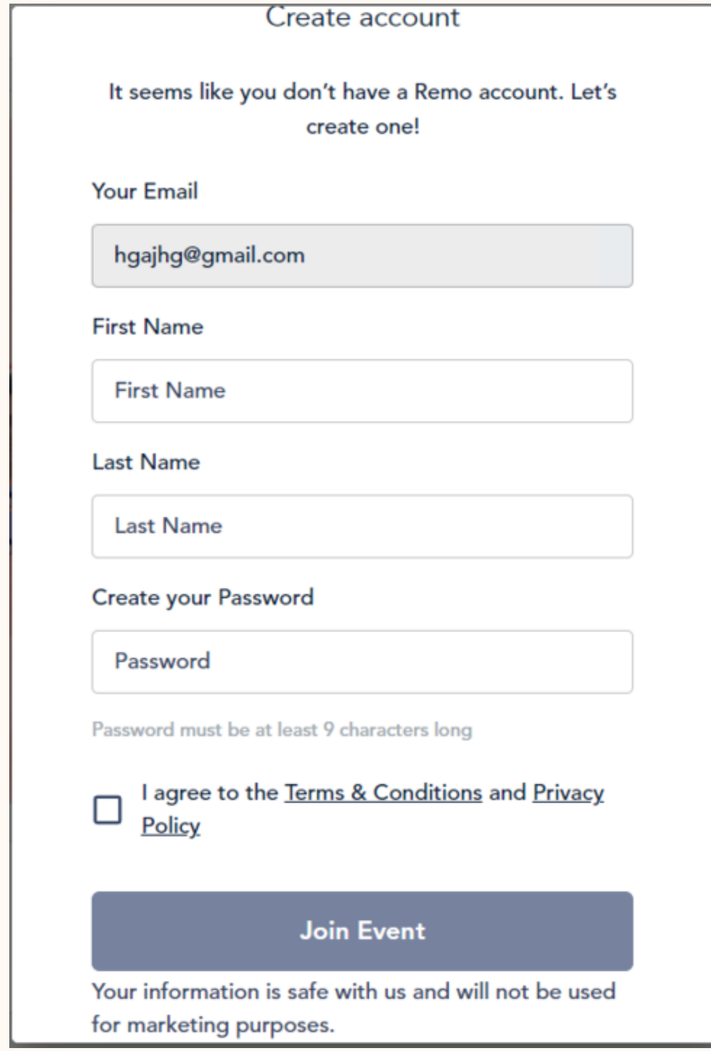
If the event has already started, click 'Join Lobby' or 'Join Event'

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.

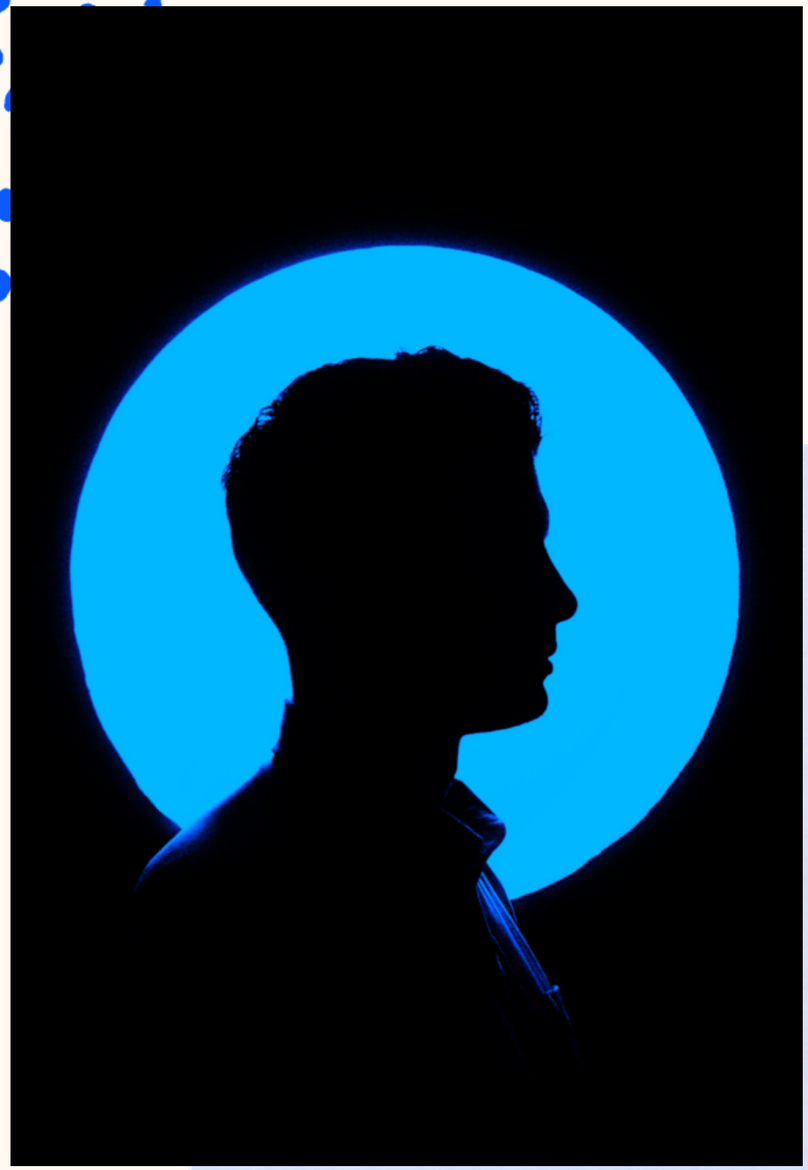
- Custom SSO: You will be asked to select the account you would like to login with if you are already logged in. If not, you will be asked to log in first using that account
- Social Logins: Select which social media account you'd like to use to login with (Microsoft, Google, Linkedin or Facebook)
- 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"

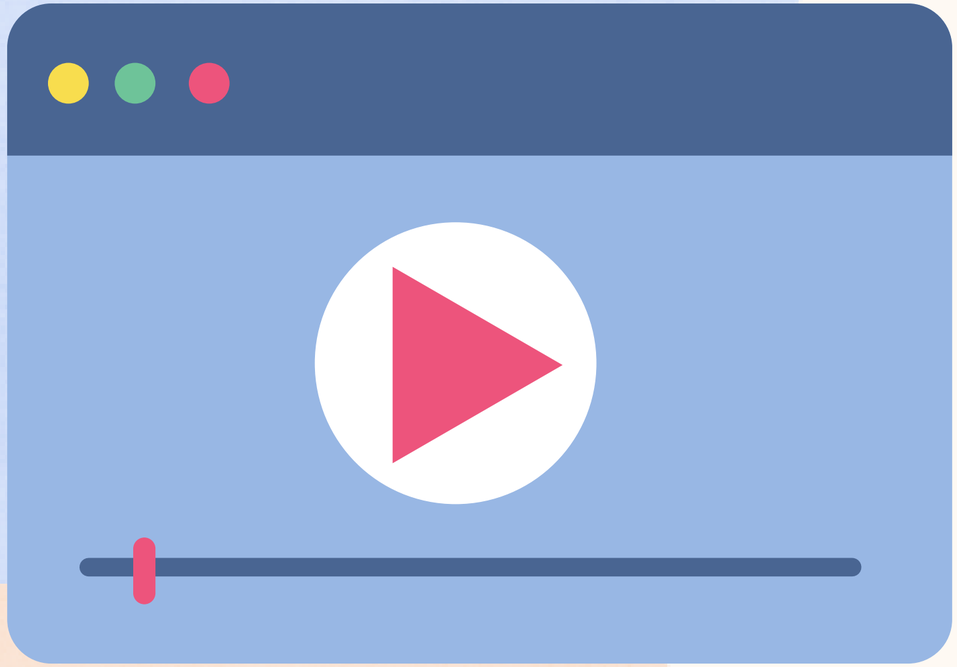


Please Note: Some of these options may not be available depending on the event

2

Fill in your Profile





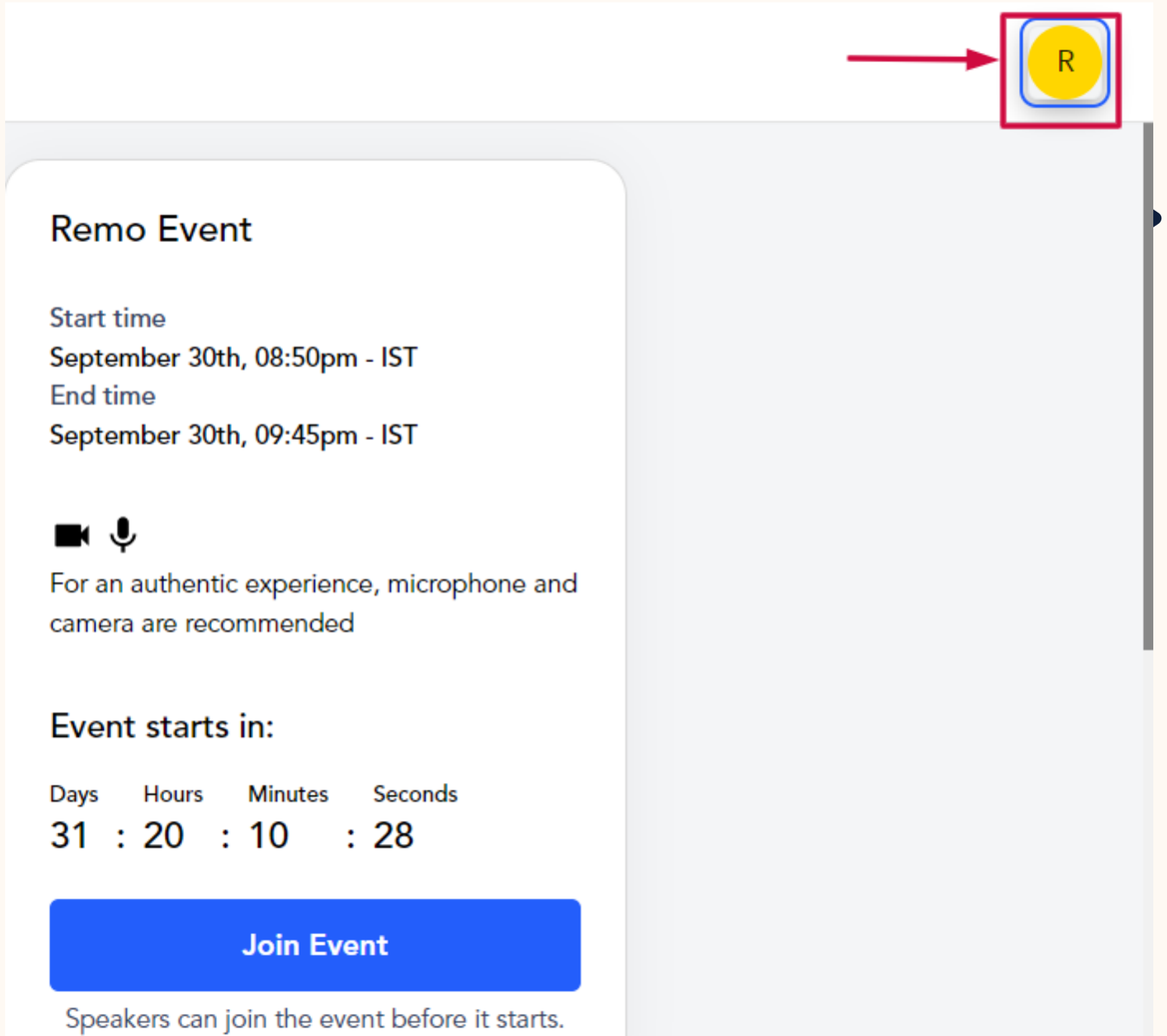
Video Time!

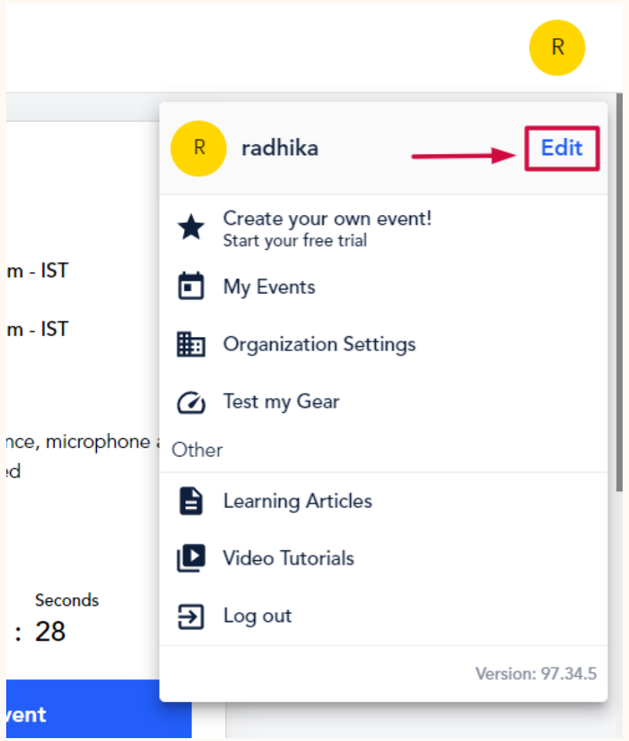
Watch this video on how to set up your very own Remo profile

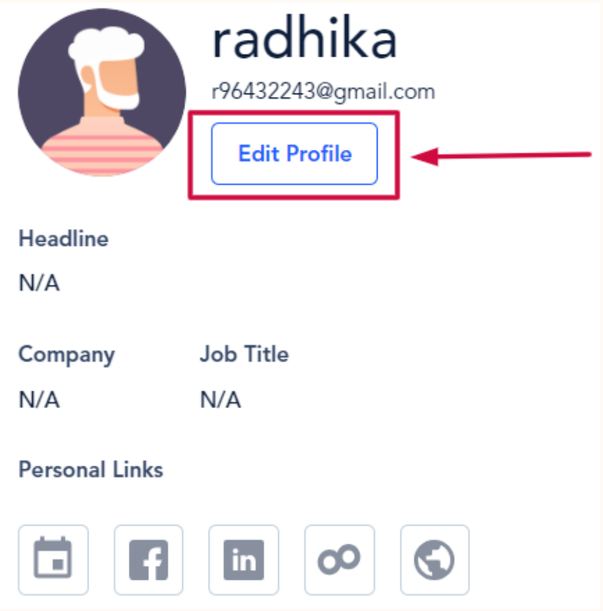
If the link does not work:
https://hi.remo.co/yourprofile

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**.

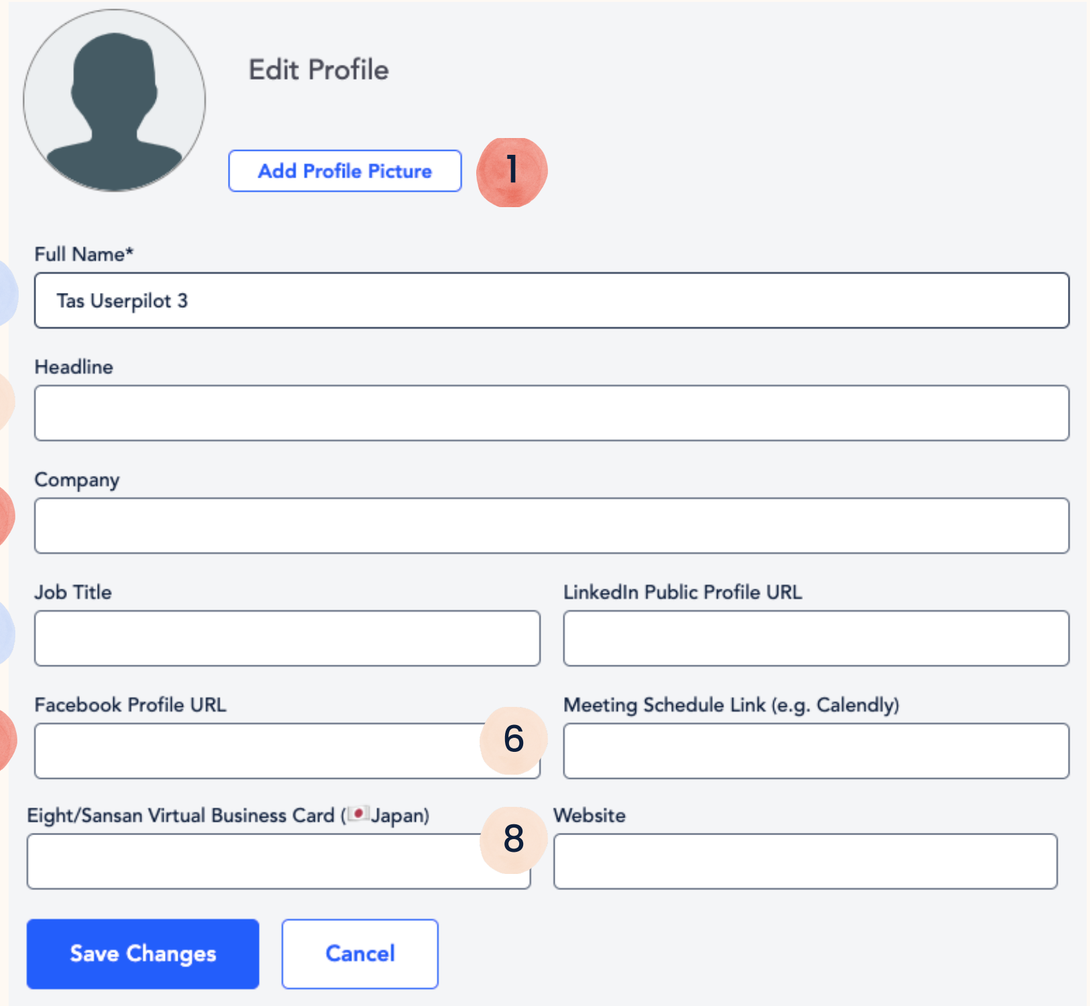






Step 2:
Click on **“Edit”**, then **“Edit Profile”**.
Then the profile window will appear.

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



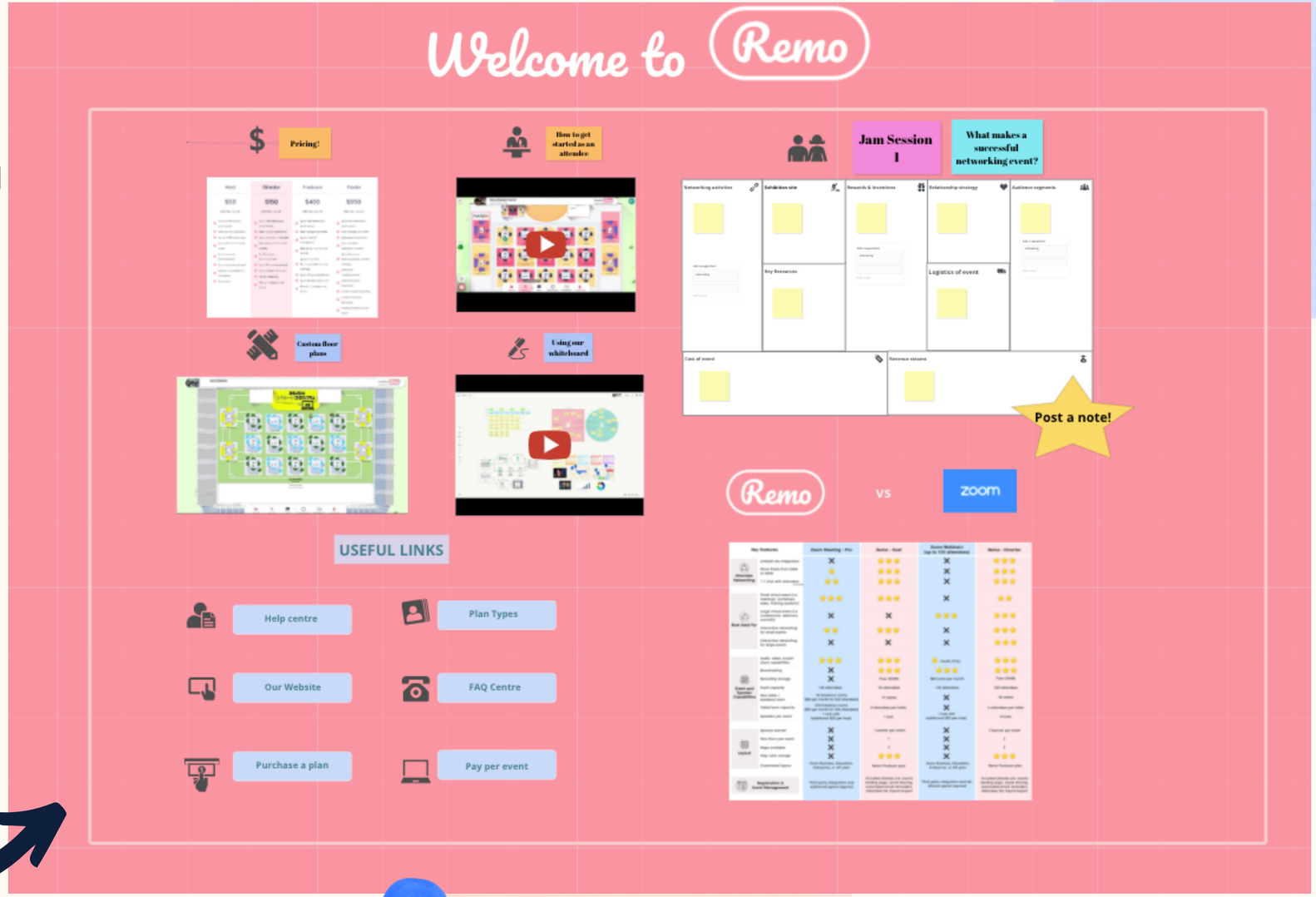
1. CHANGE YOUR PROFILE PICTURE (NO LARGER THAN 512 KB)
2. YOU CAN ALSO CHANGE YOUR **NAME**
3. WRITE A BRIEF **HEADLINE** ABOUT YOUR COMPANY OR ROLE
4. INSERT YOUR **COMPANY NAME**
5. INSERT YOUR **JOB TITLE**
6. PUT YOUR **MEETING SCHEDULE LINK** (E.G. CALENDLY, BOOK LIKE A BOSS, ETC.)
7. ADD YOUR **LINKEDIN, FACEBOOK,** OR **EIGHT/SANSAN BUSINESS CARD, LINKS** HERE
8. ADD ANY PERSONAL WEBSITE YOU WOULD LIKE TO SHARE

Others considerations!

Remember that you can join the event before it starts! If a table has been assigned to you by the organizer, you may want to:

1. Share docs using the table chat
2. Share docs or other information using the whiteboard following the tips in our help article.

This is an **example** of what you can do with the whiteboard!



3

Set your devices

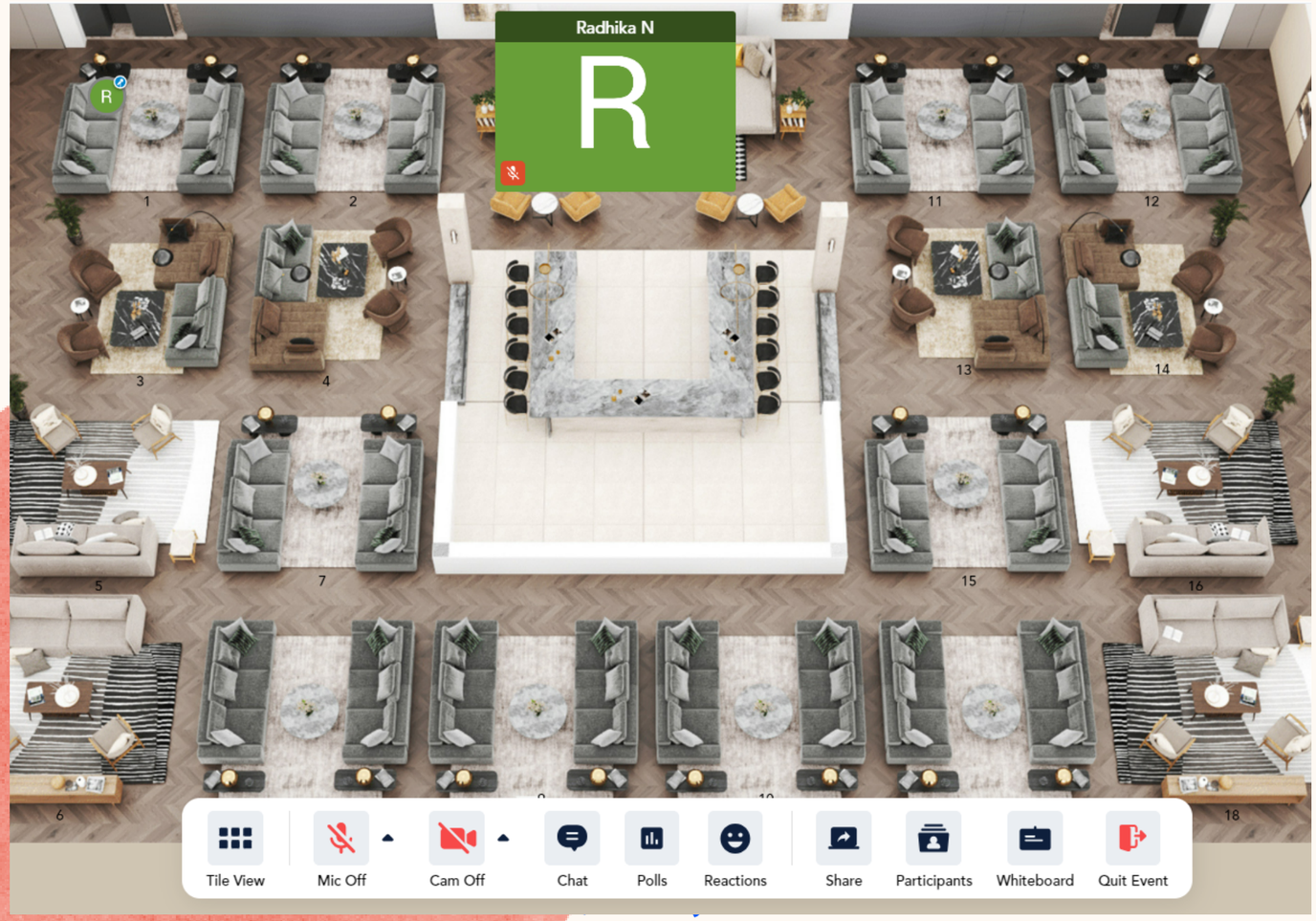
One-click System Test

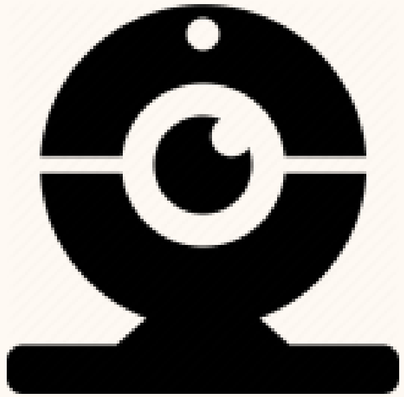
HTTPS://LIVE.REMO.CO/GEARTEST

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.

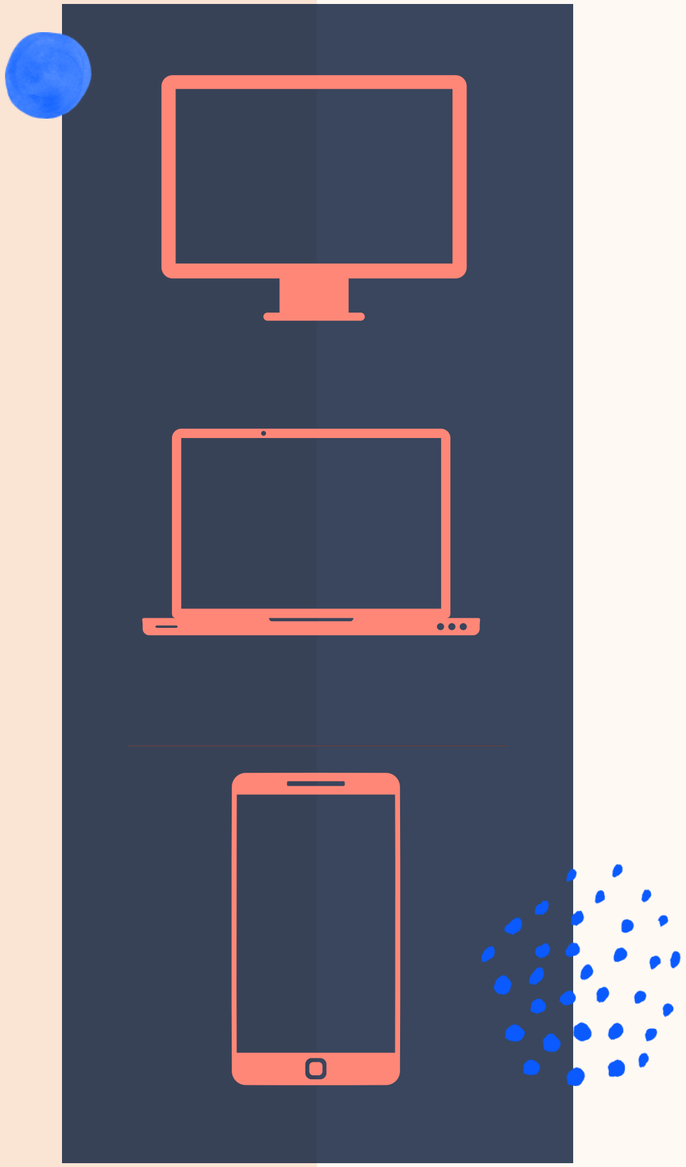
Device Compatibility

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

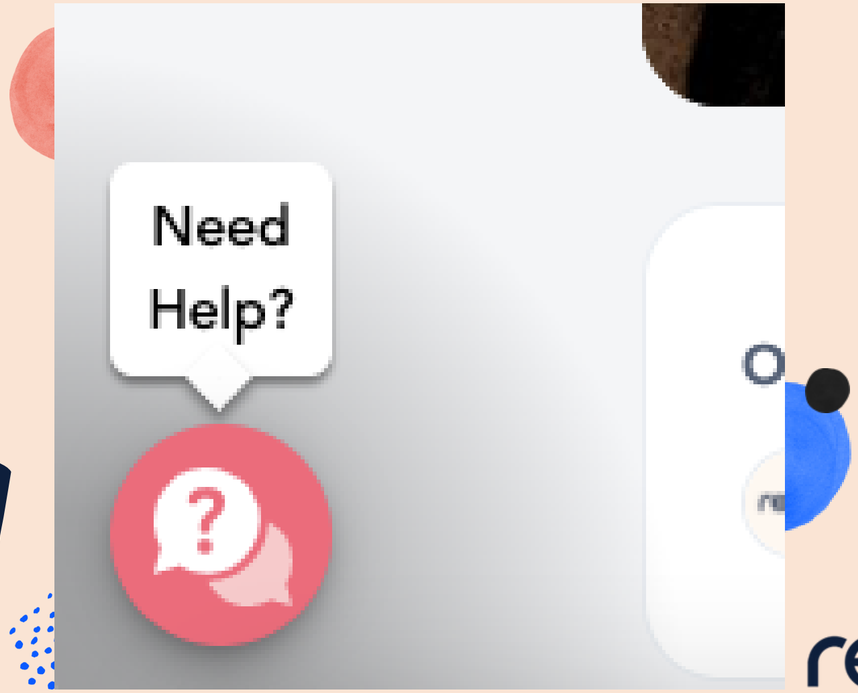
IPHONE

ANDROID

and if it still doesn't work...

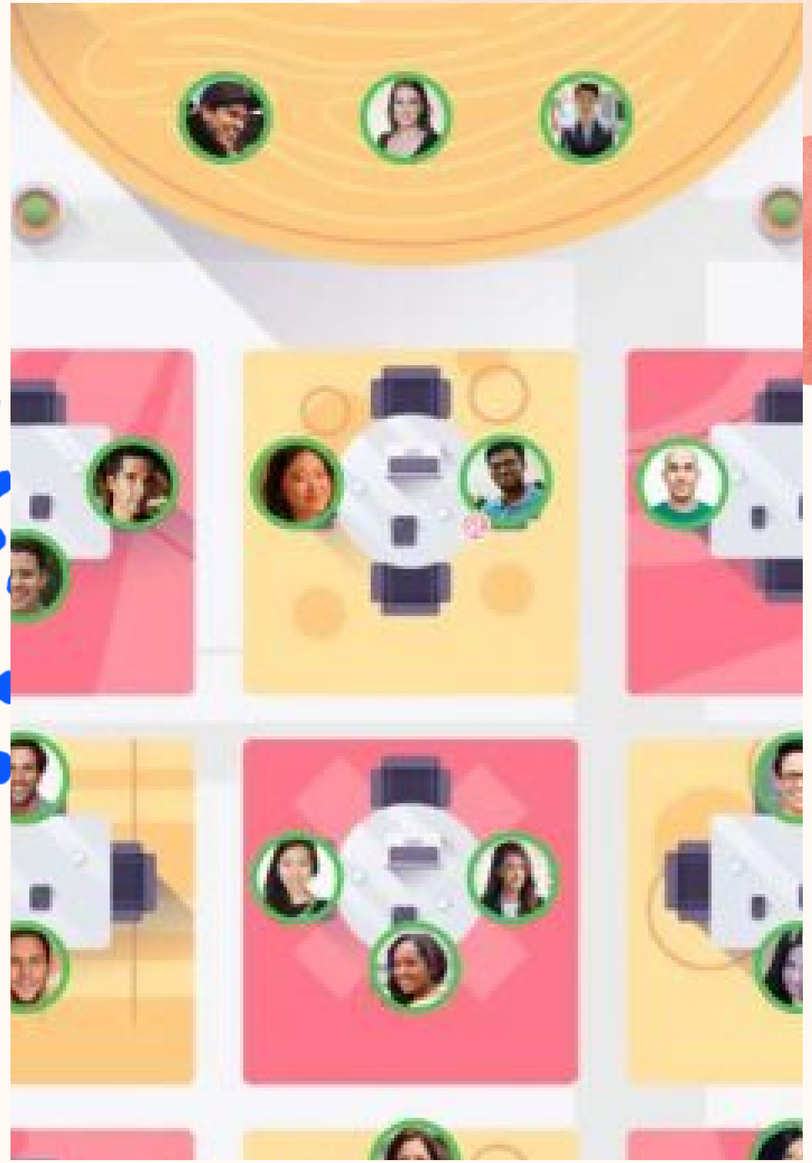
Contact us on Chat Support

Visit live.remo.co and click on the "Need Help" button on the bottom-left corner



4

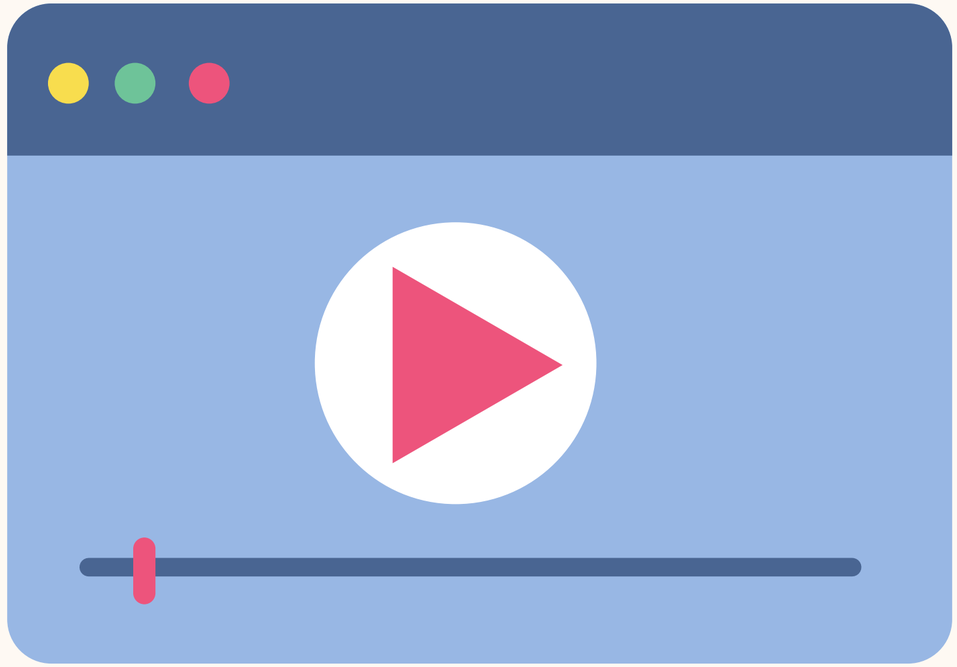
During the event



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



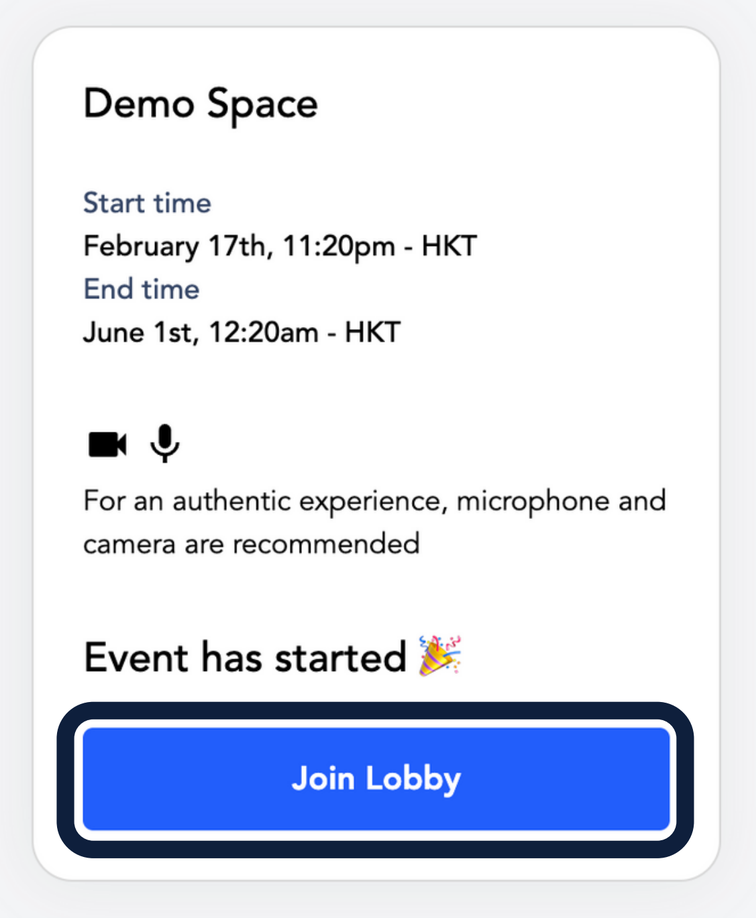
Video Time!

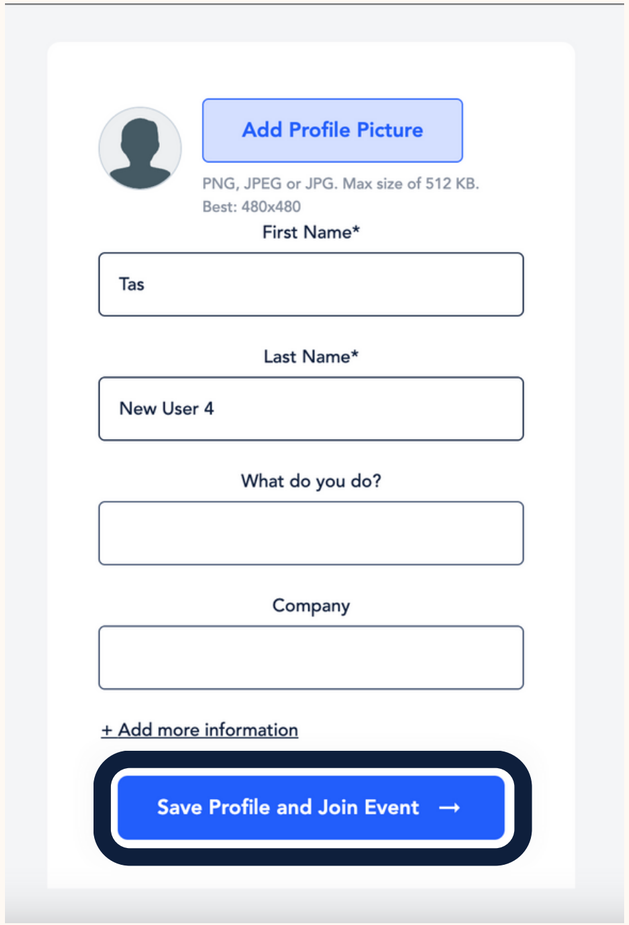
Watch this video on how to use Remo as a Guest

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

Alternatively, follow the written instructions below...

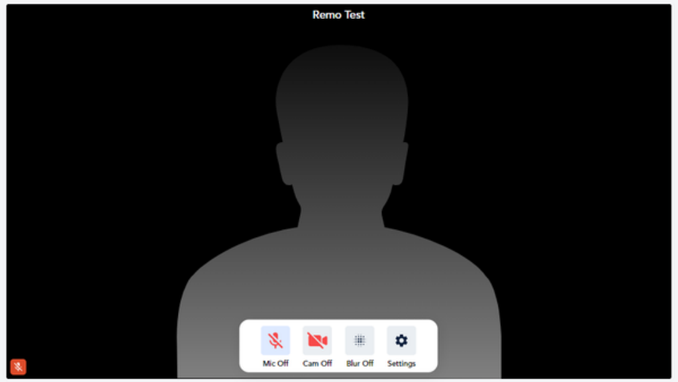
1. Head over to the event landing page and click “**Join Event**“ or “**Join Lobby**“

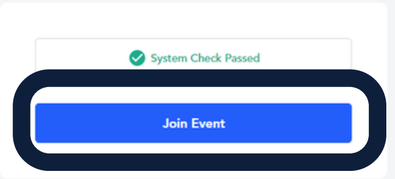


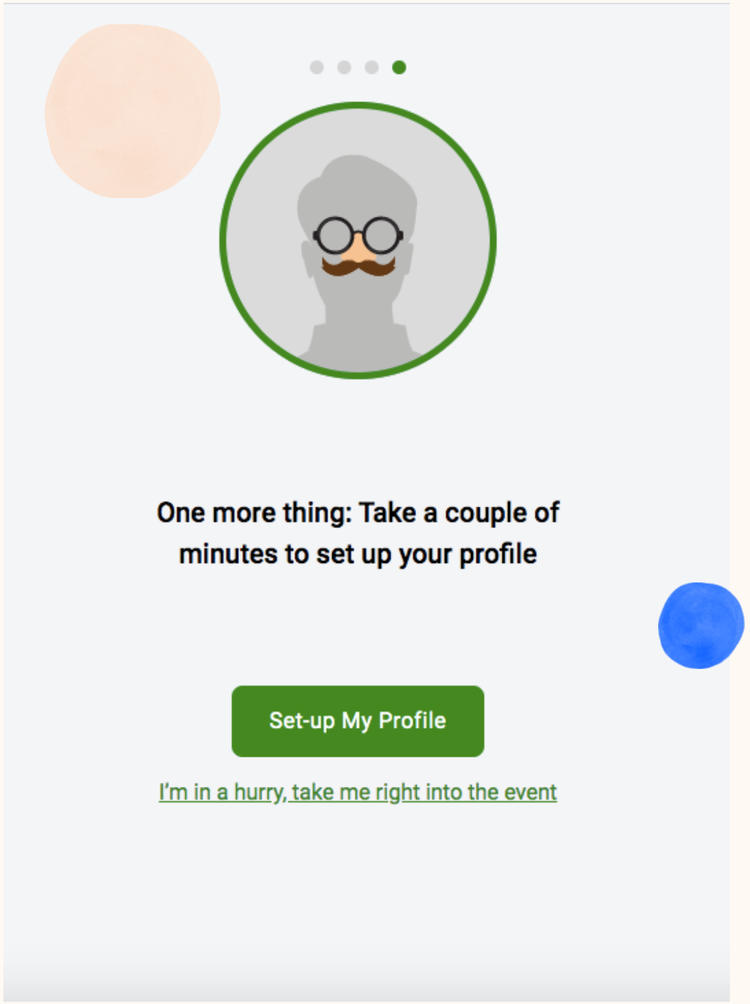


2. If this is your first event, you’ll be prompted to fill in your profile if you haven’t done so already (If you’ve already been to a Remo event, you’ll skip directly onto the next step)

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

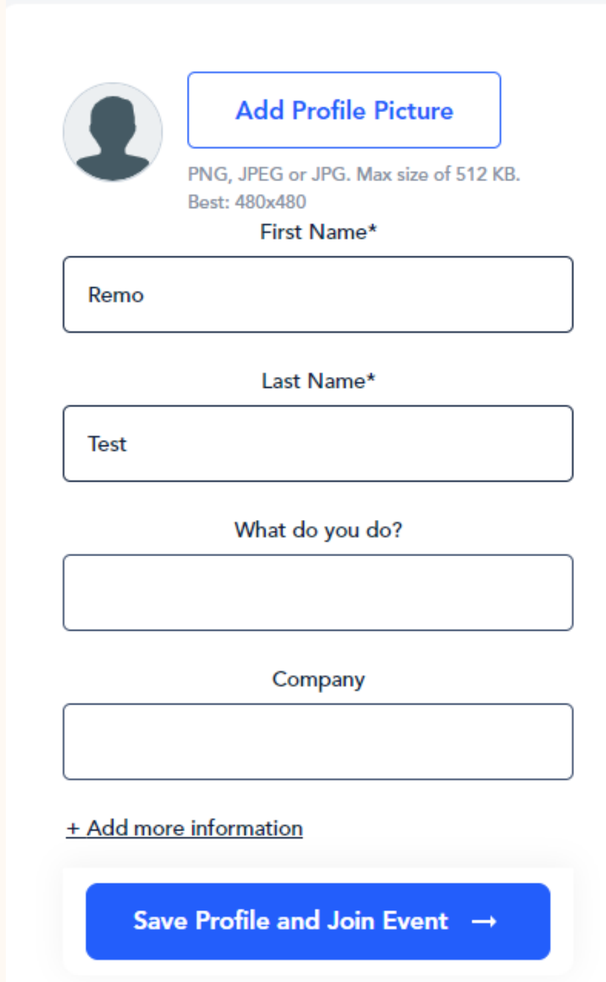


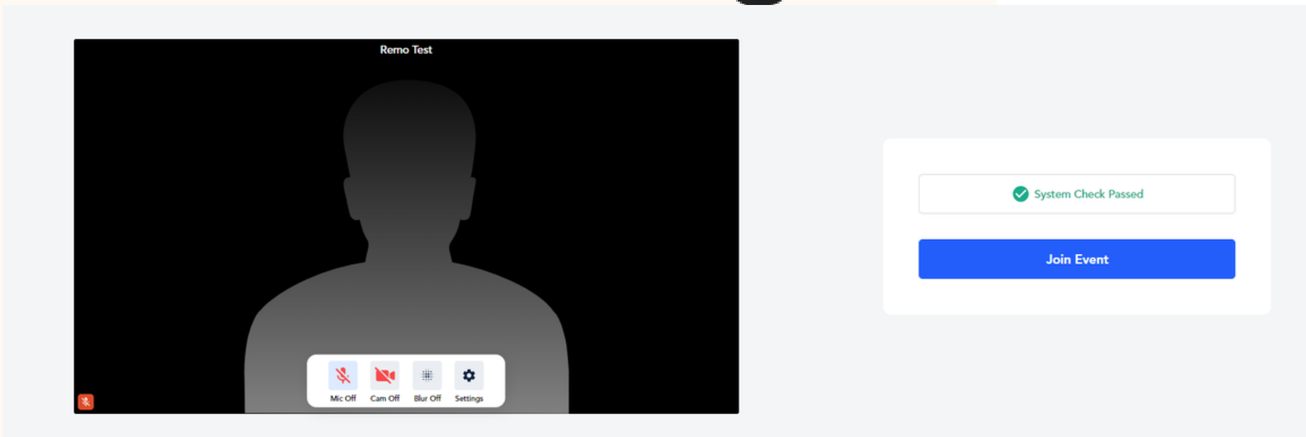




Claim your spot at the event and then jazz it up by creating your profile!

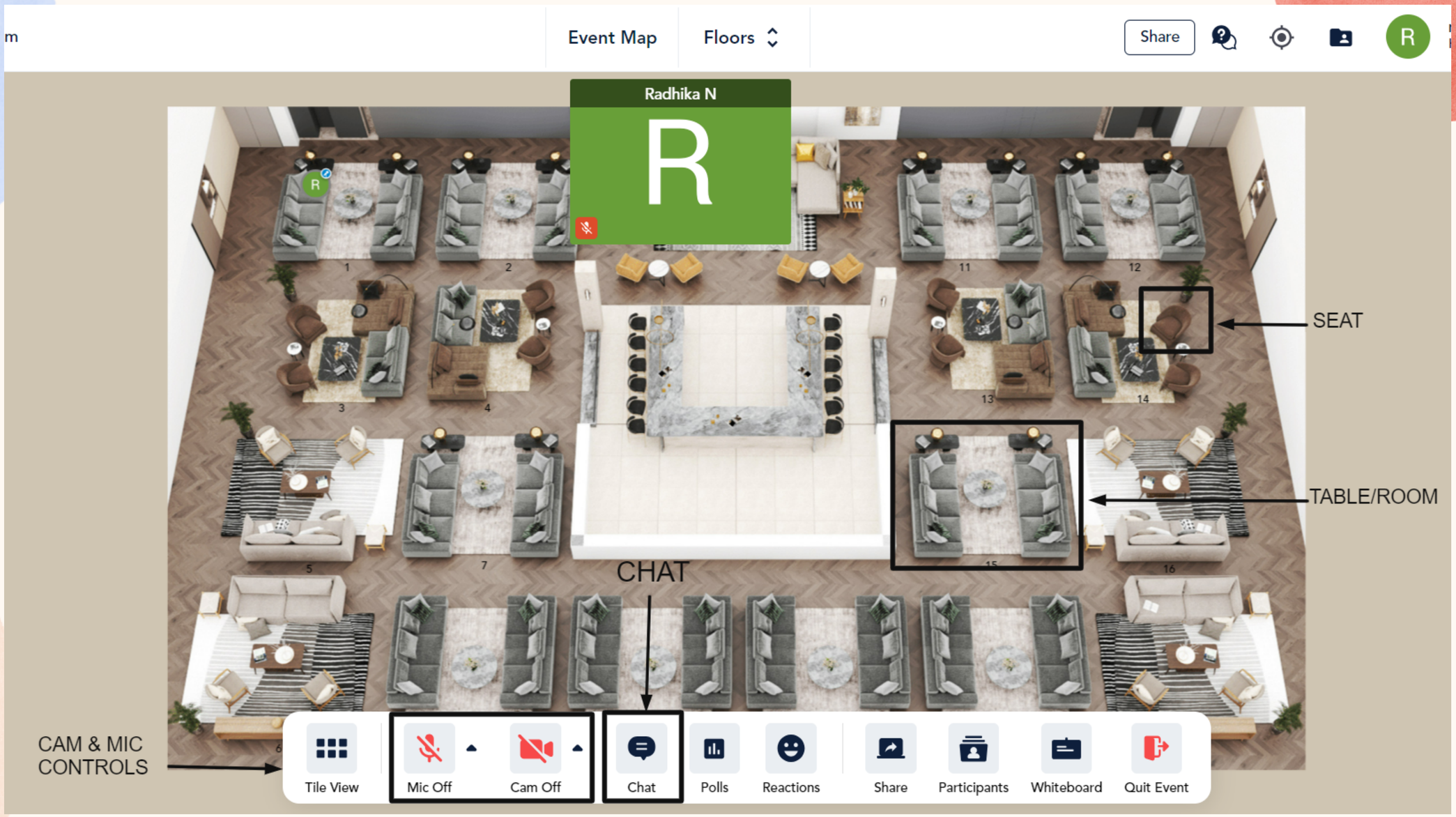
After completing your profile creation, you will be directed to the Geartest page to verify your camera and microphone.





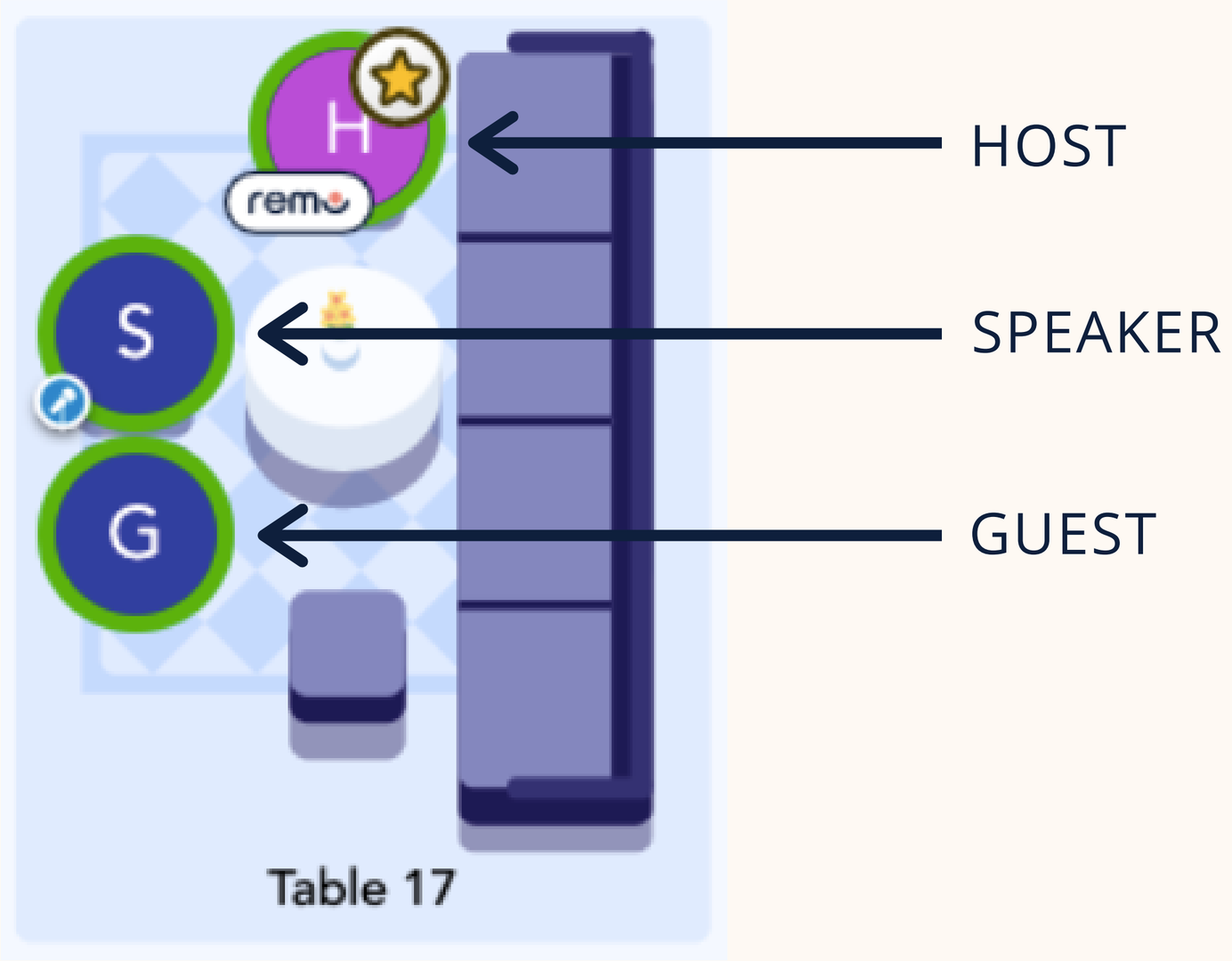
This is what you'll see when you enter an event

Floor View



Different users

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

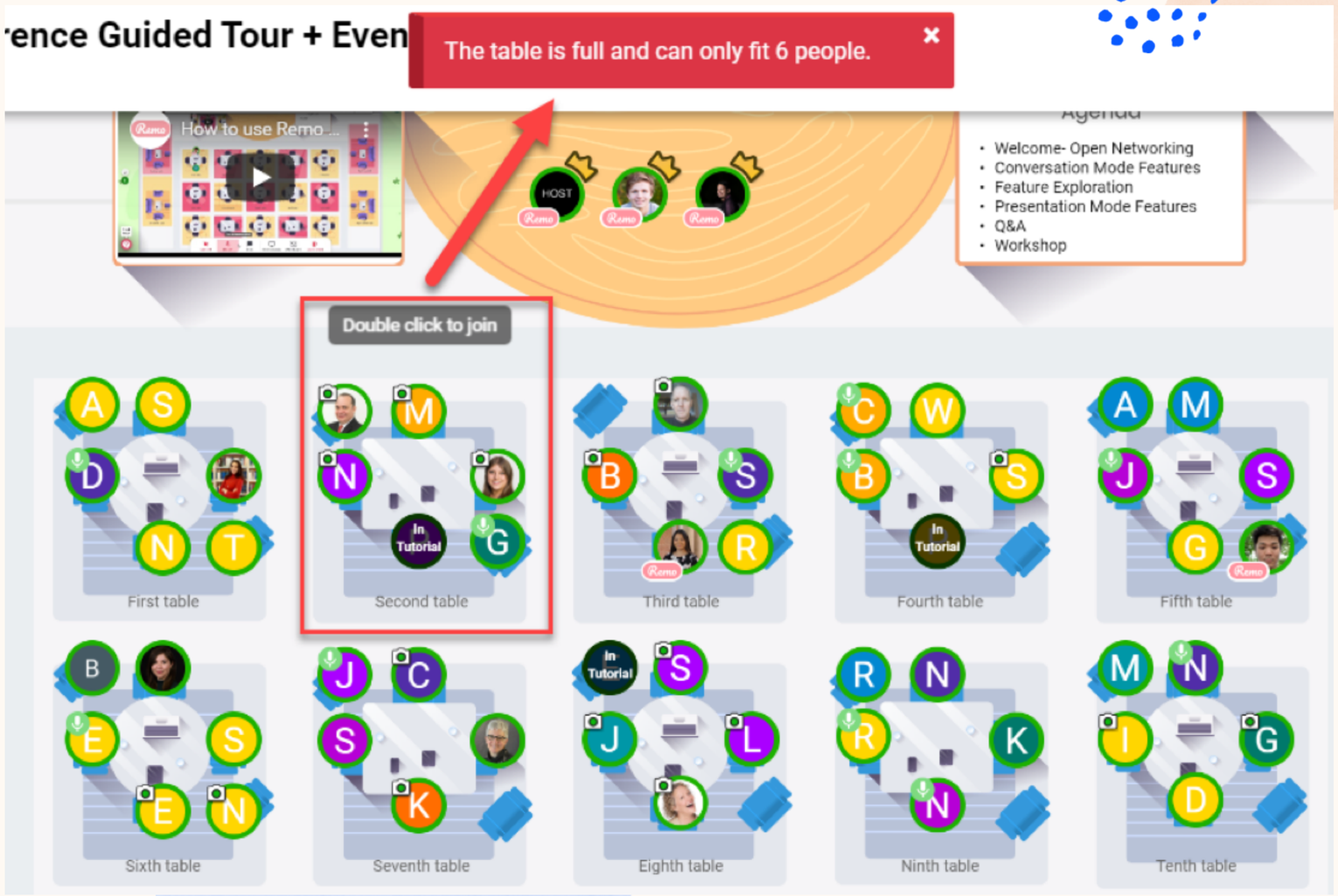


Moving around Remo

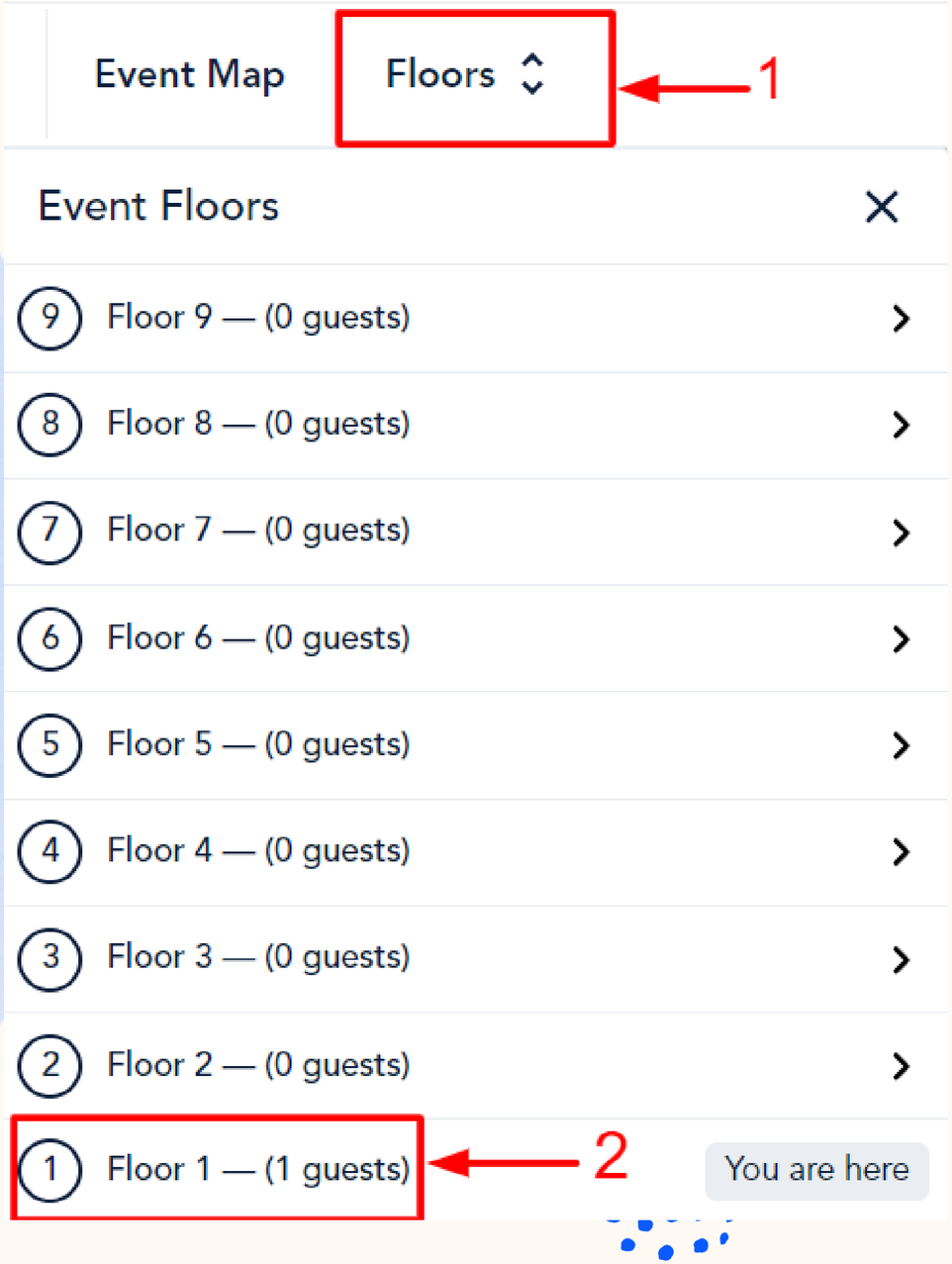
You will randomly join a table, but you are **free to move around as you please**

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.



Elevator



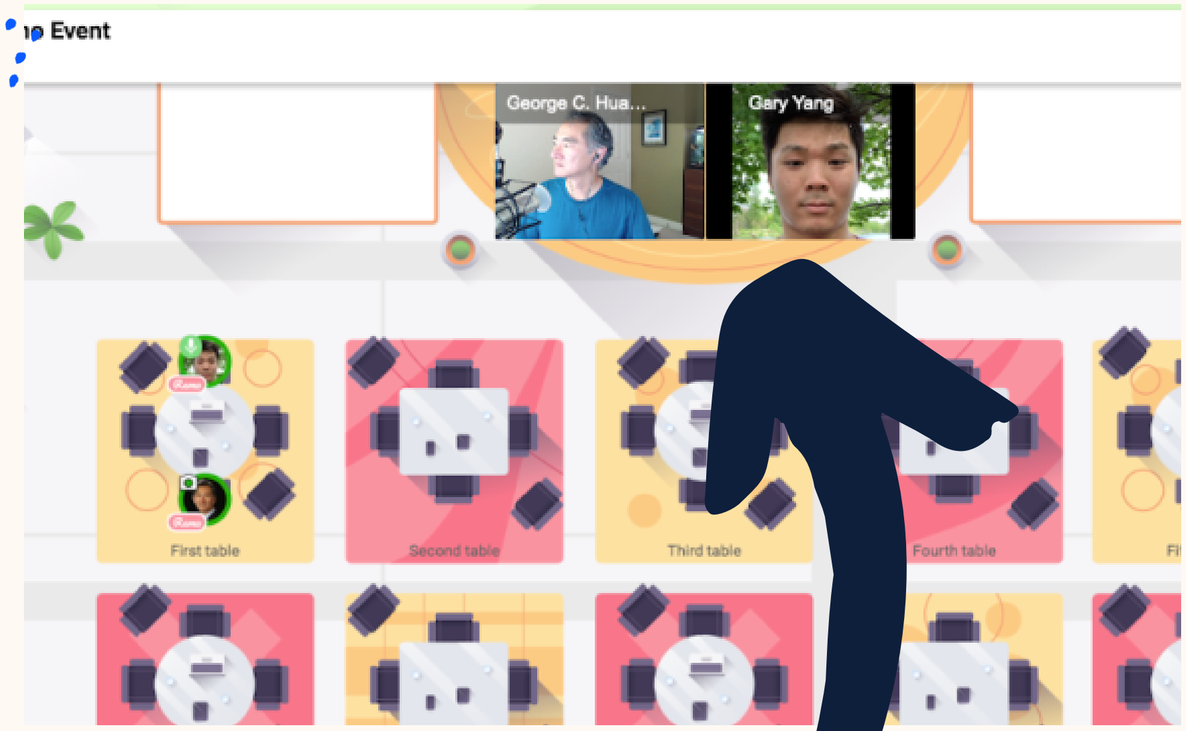
1. You can navigate between floors using the elevator dial on the top center of your screen

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

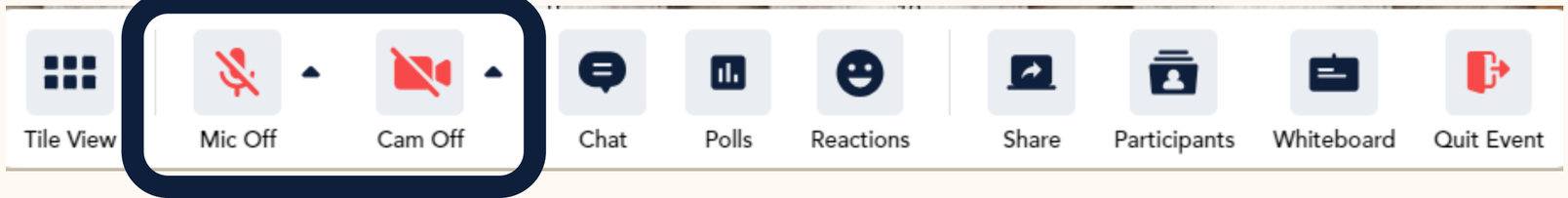
REMEMBER FOR A TRULY INTERACTIVE EXPERIENCE, PLEASE TURN ON YOUR **MIC & CAM**



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

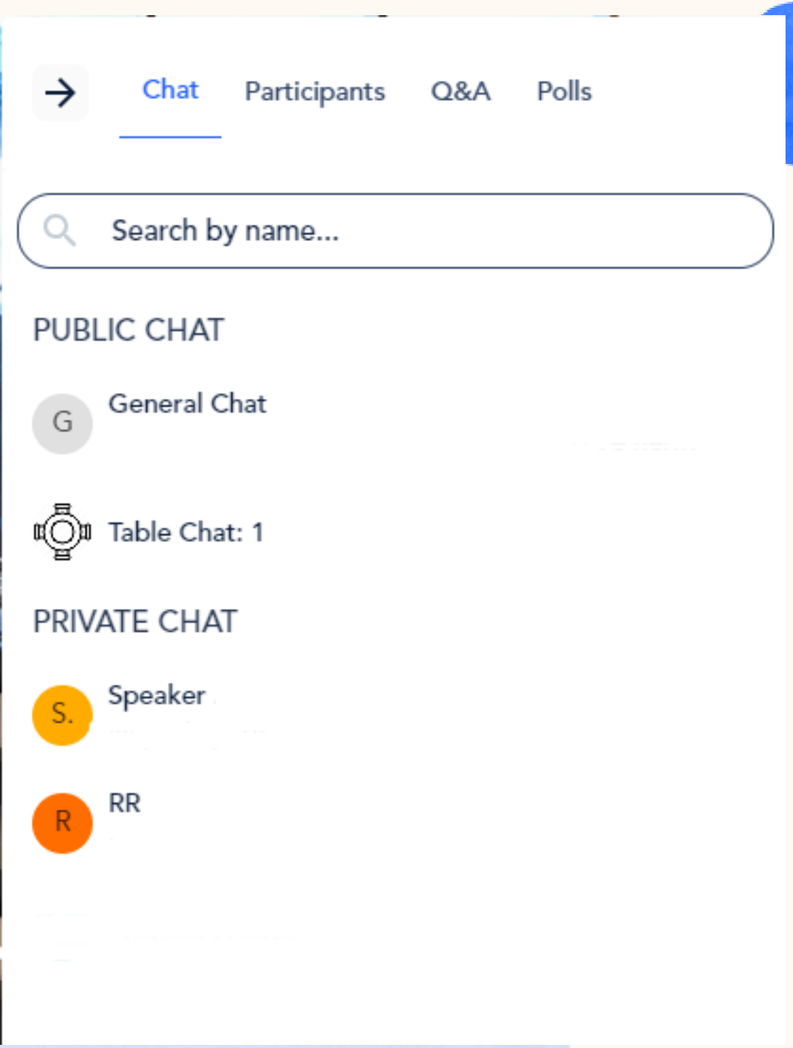
Step 2: Enjoy connecting with Remo!

...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

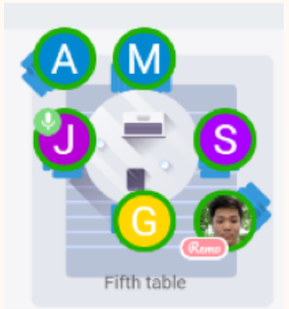
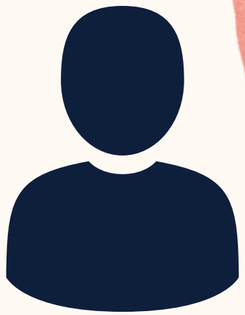
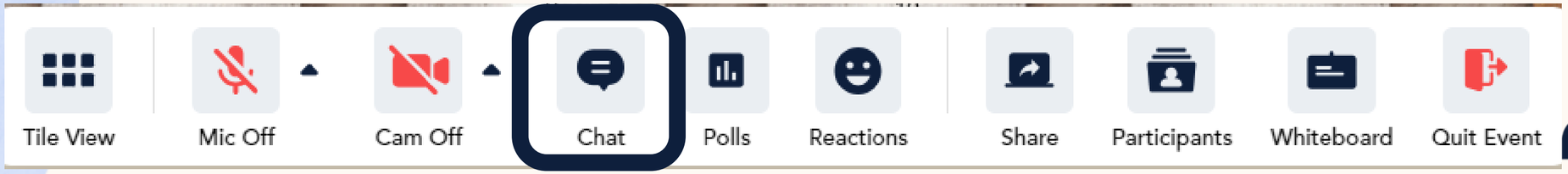


TABLE CHAT:
Visible to only members in your current table



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

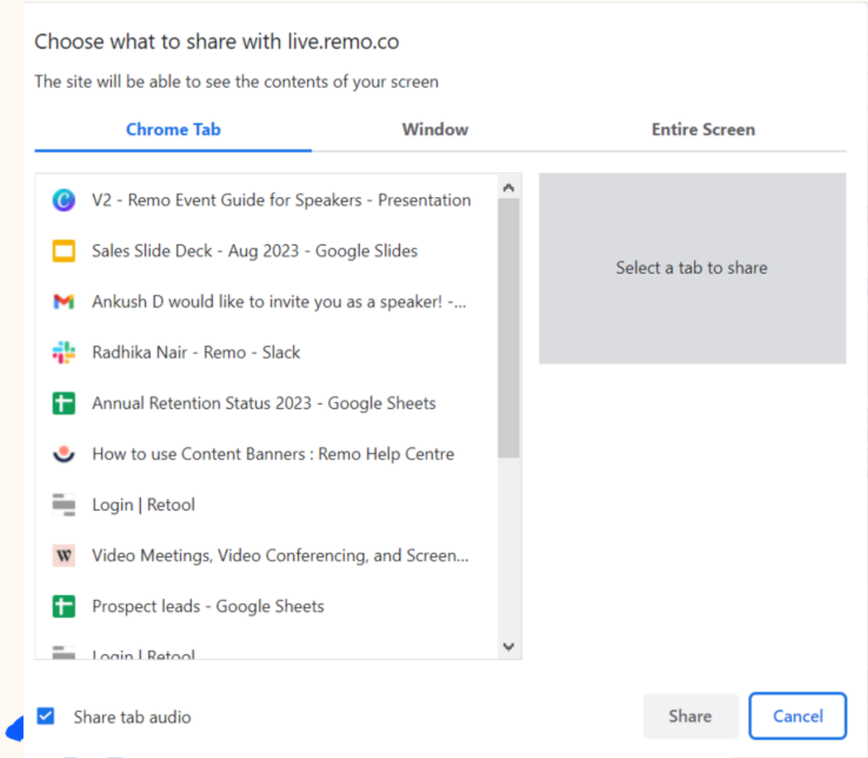
Step 3: Chat away!

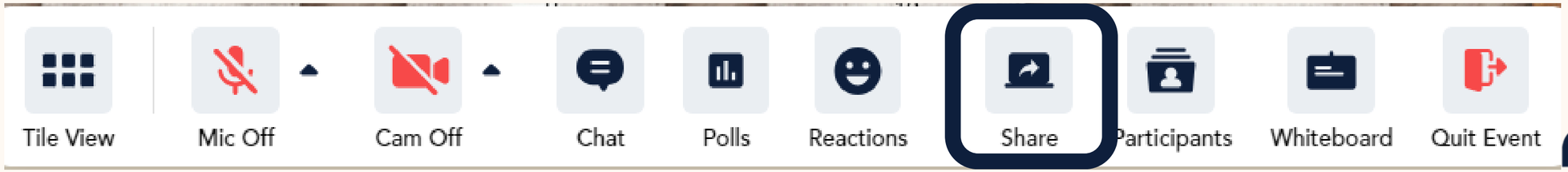


Share Screen

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

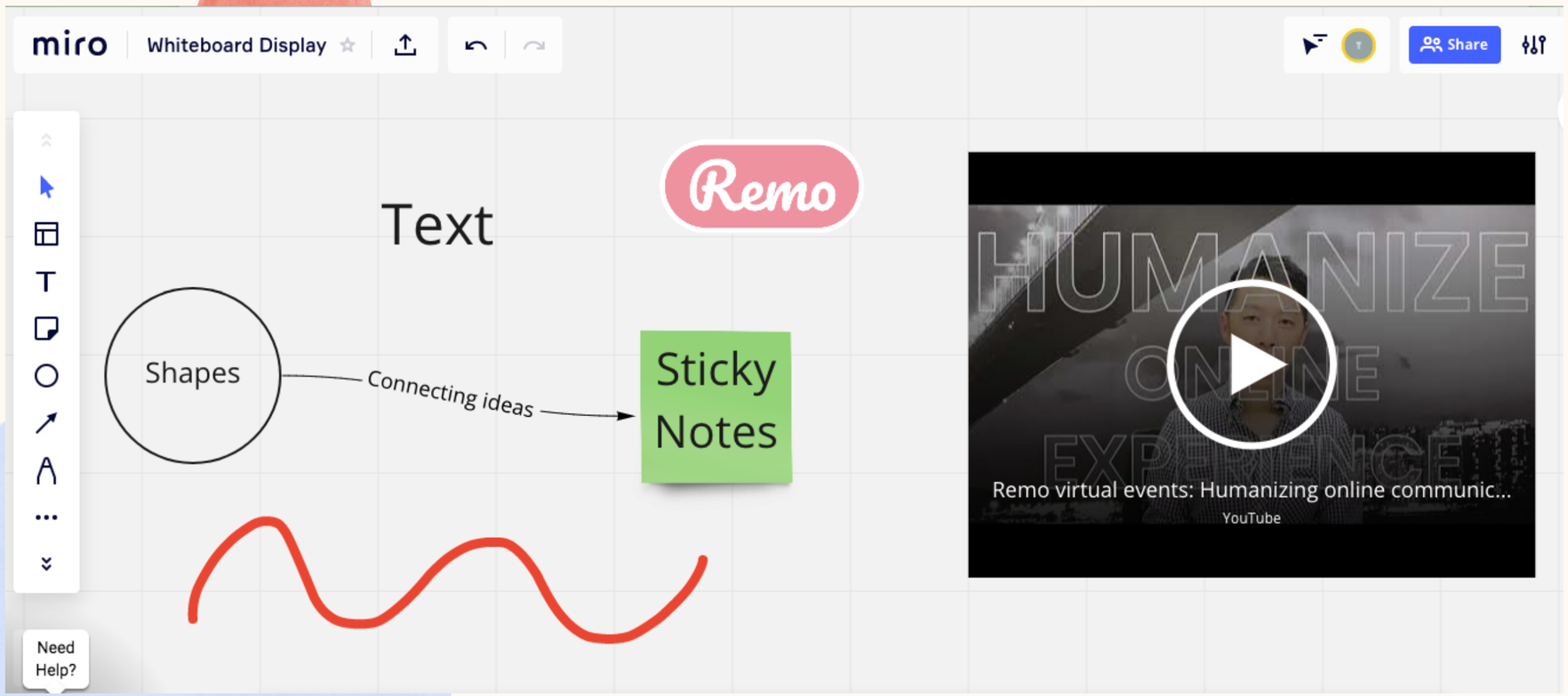
Step 1: Click on the '**Share**' button in the menu on the bottom of your screen.(Shortcut Key: Alt+S)
Step 2: Select what you want to share (your entire screen, a specific application or an individual browser tab)*
Step 3: Hit the blue '**Share**' button
*depends on which browser used





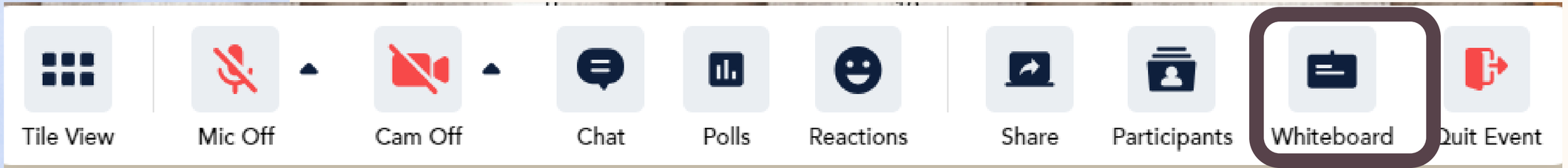
Whiteboards

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



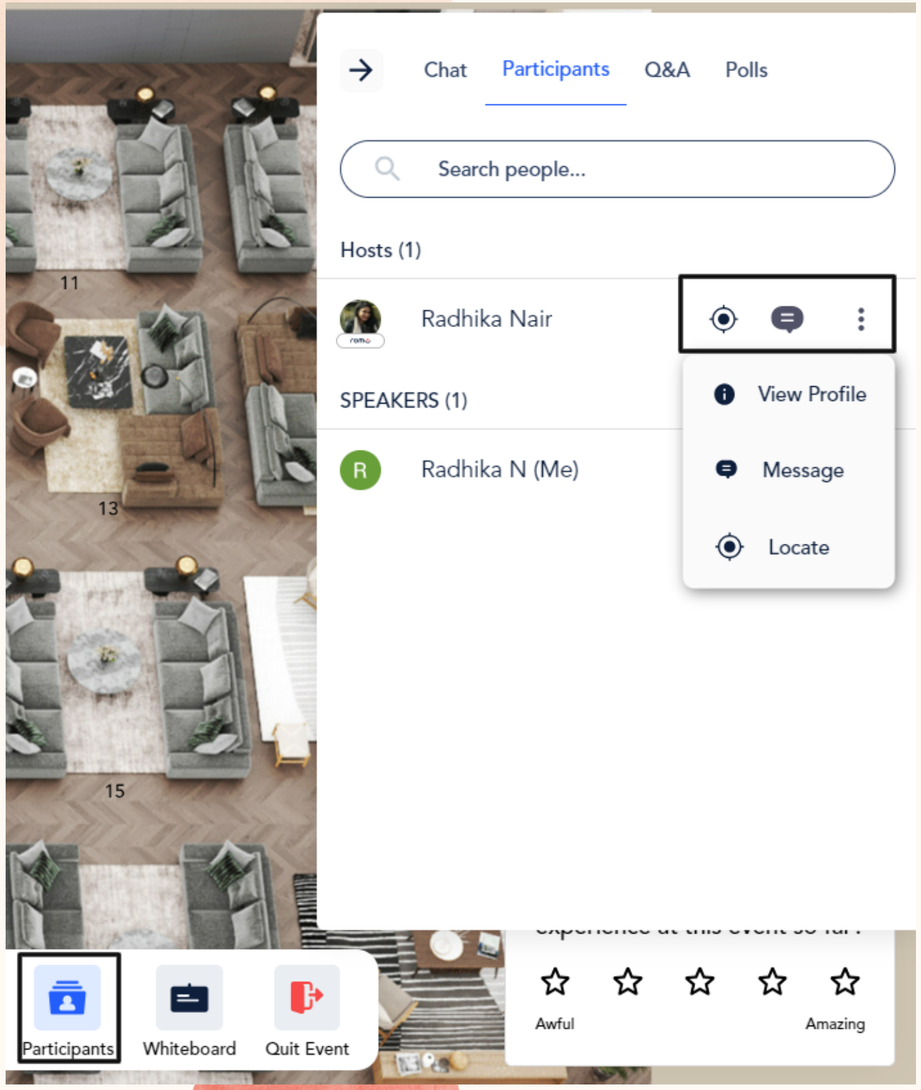
Step 1: Click '**Whiteboard**'
Step 2: Use the tools on the left-hand sidebar to create your whiteboard -or- import a board directly from your Miro account!

For more information, check out our help articles here



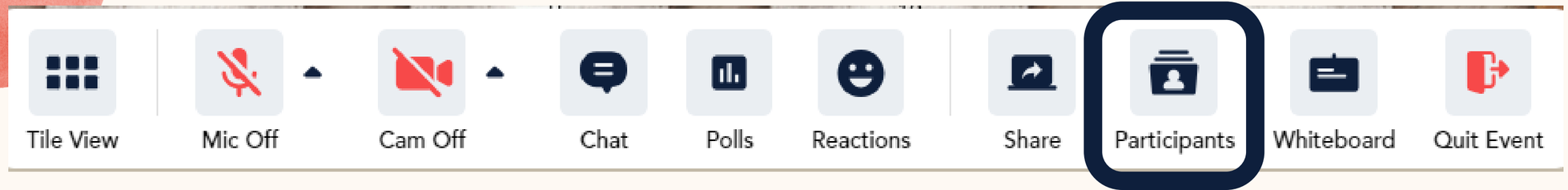
Participants

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

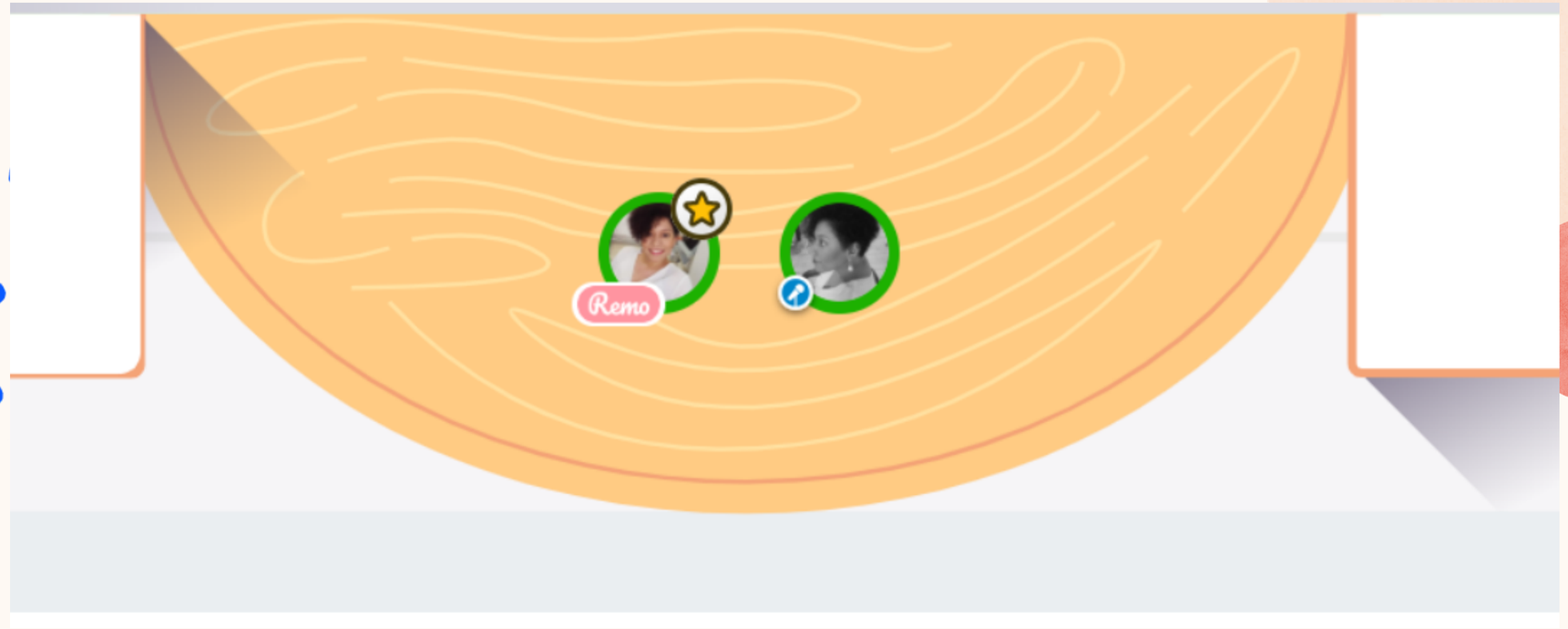


Step 1: Click on the **'Participants'** button in the menu on the bottom of your screen.

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



Green Room

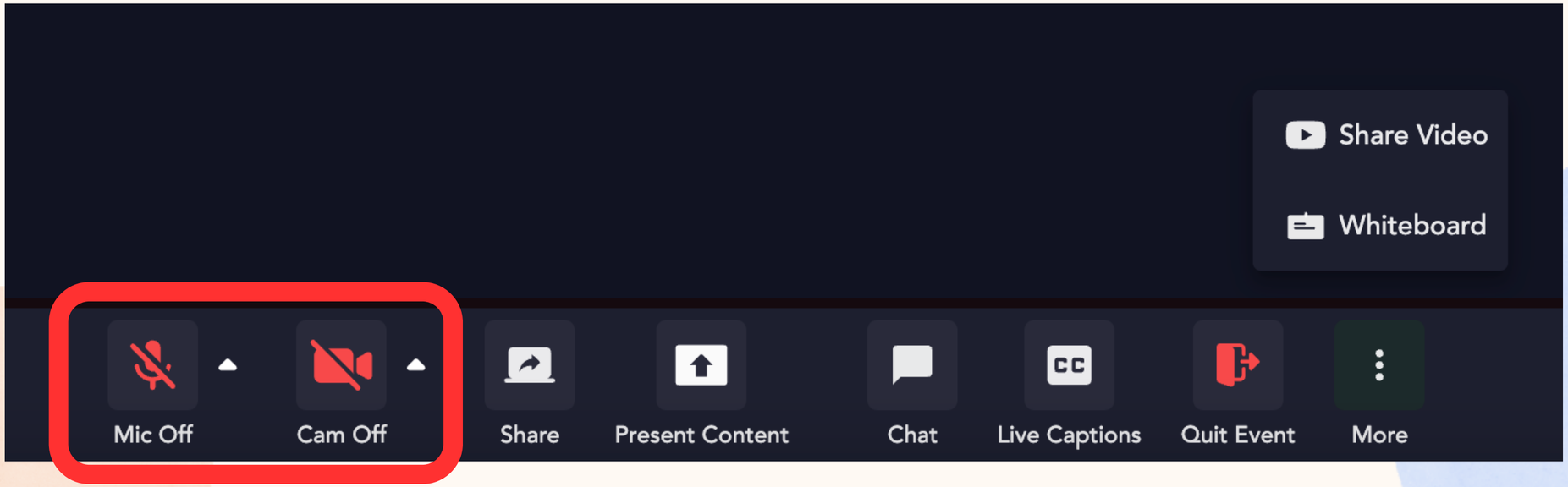


Remember that you can meet with the Hosts and invited Guests in the green room (stage) and have a private conversation. Guests **can't** join the stage on the floor. This will be the staff meeting point!

Go live!

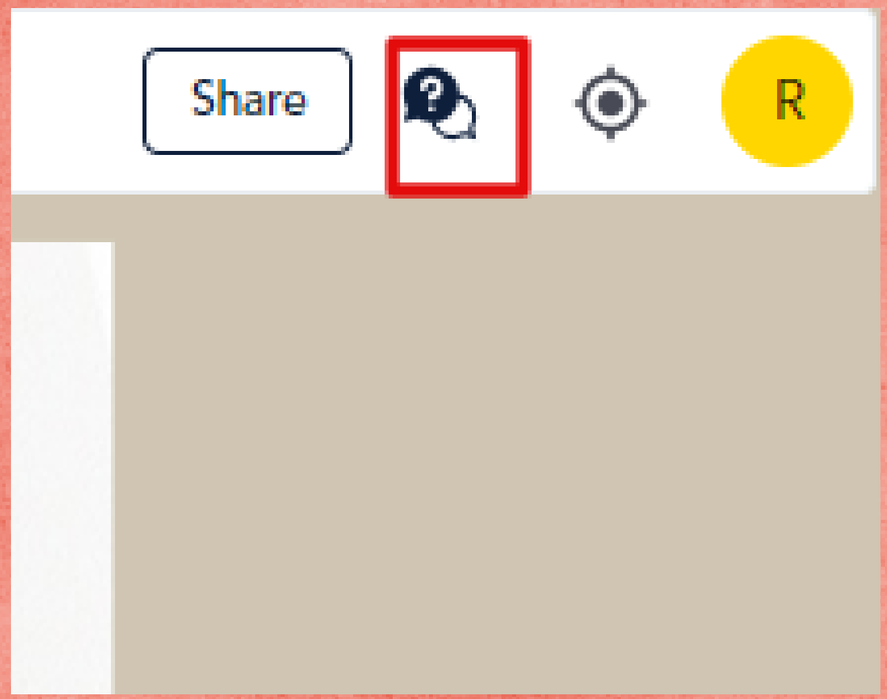
After the Host switches to Presentation mode, you can join them anytime by turning your **Cam/Mic On**.

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!

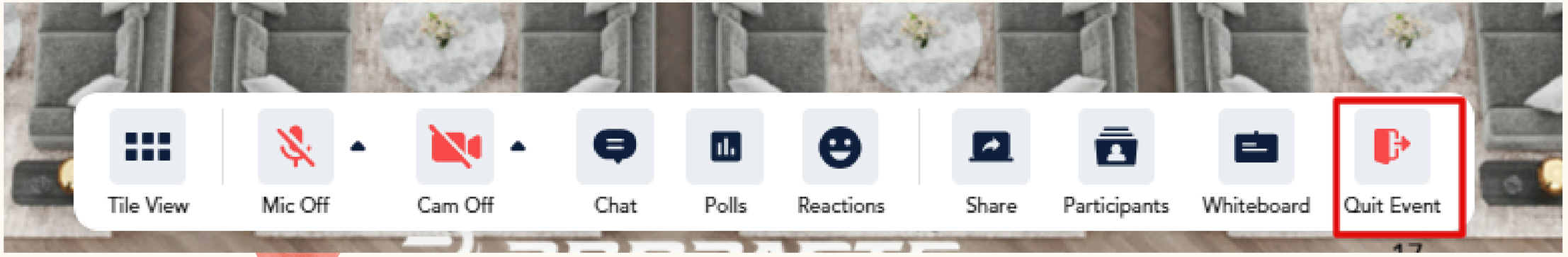


Chat Support

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!

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