

Remo Event Guide for Hosts

Everything an Event Host needs to know before creating their Remo Event

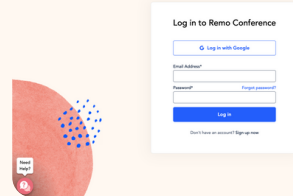


Creating your Event

A step-by-step guide on how to create a Remo Event

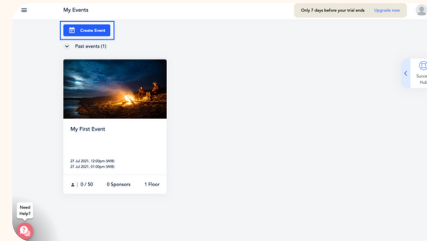
1 Log In

Register or login to your Remo account [here](#).



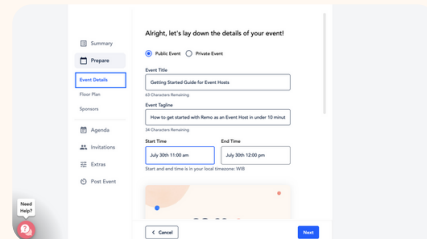
2 Create

Click '**Create Event**' in the upper left-hand corner.



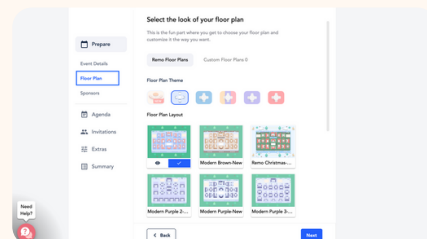
3 Add details

Fill in your **Event Details** to get started.



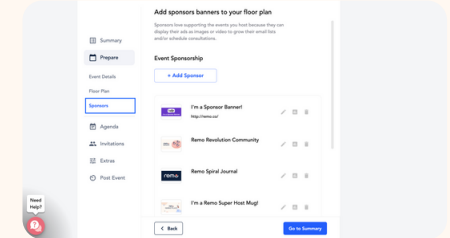
4 Floor plan

Set up your **Floor Plan** (discover how you can [design your own](#) floor plan).



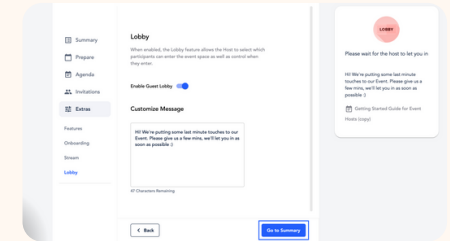
5 Sponsors

Showcase your **Sponsors**. Check out [this article](#) to find creative ways to utilize sponsor banners.



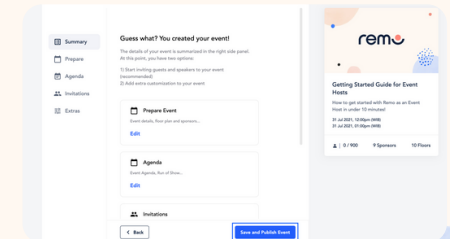
6 Finish

Click the '**Summary**' tab on the left-hand menu.



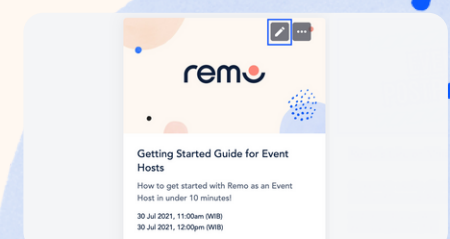
7 Review

Review all your details and when you're ready click the '**Save and Publish Event**' button.



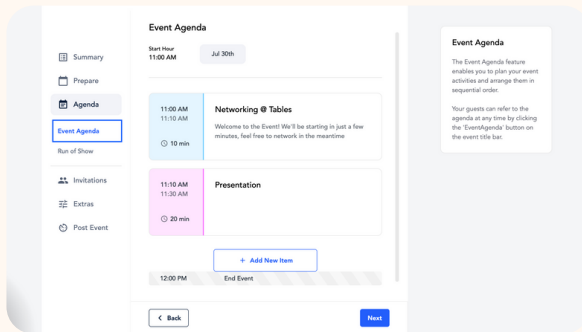
8 Edit

To make further edits, like creating **Agenda** or **Run of Show**, click on the **pencil button** on your Event Card.



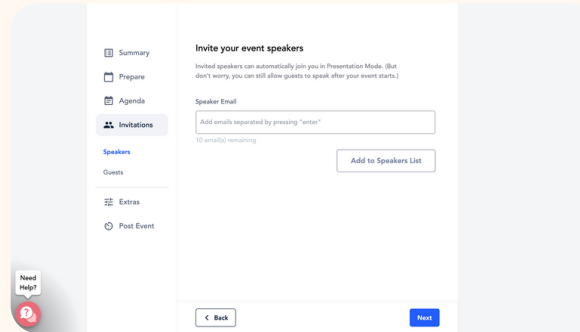
Elevating your Event

Other customizations Event Hosts can do to step up their Remo Event



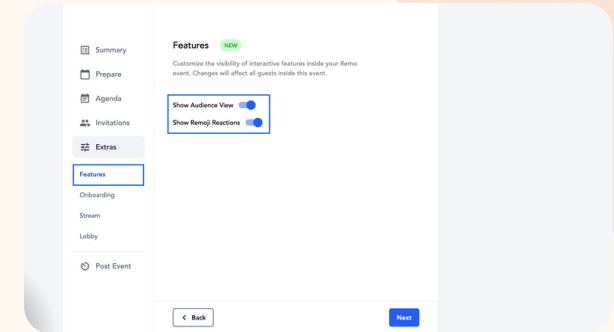
Agenda

Better manage your Remo Event with **Agenda** and **Run of Show**.



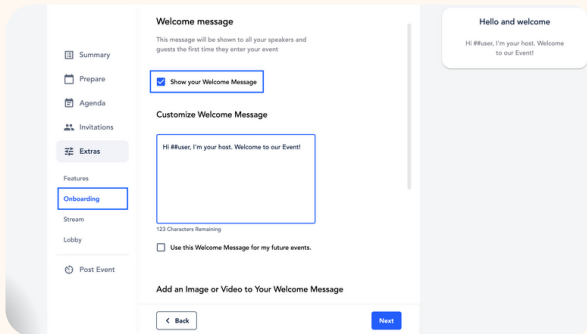
Invitations

Invite your **Guests** and **Speakers** under the 'Invitations' tab.



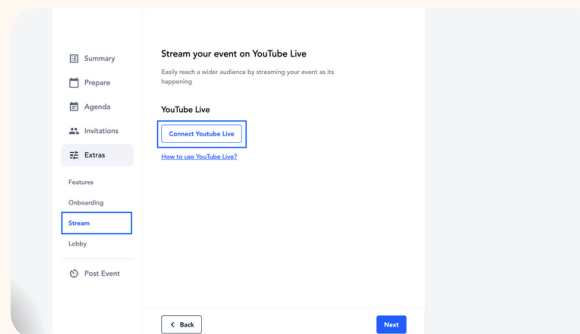
Features

Elevate the engagement at your presentations with Remo's **Audience View** and **Remojis**.



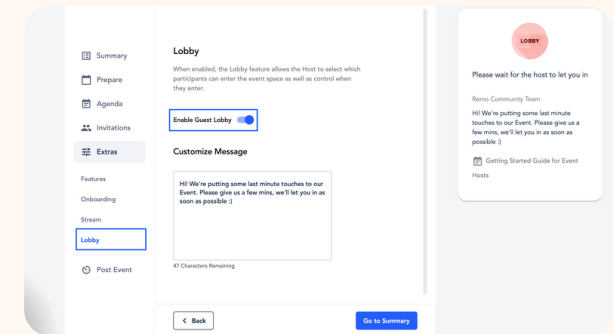
Onboarding

Create a **Welcome Message** to all your guests when they first enter your Event.



Stream

Easily reach a wider audience by streaming your Presentation to **Youtube Live**.



Lobby

Customize your **lobby** message for when your guests are waiting to enter your Event.

Understanding your Remo Event

All the functionalities available in Remo

Conversation Mode

An open space for your guests to freely move around and have private audio and video conversations in small groups.

The image shows a screenshot of the Remo event interface, which is a virtual event space. The interface is divided into several sections:

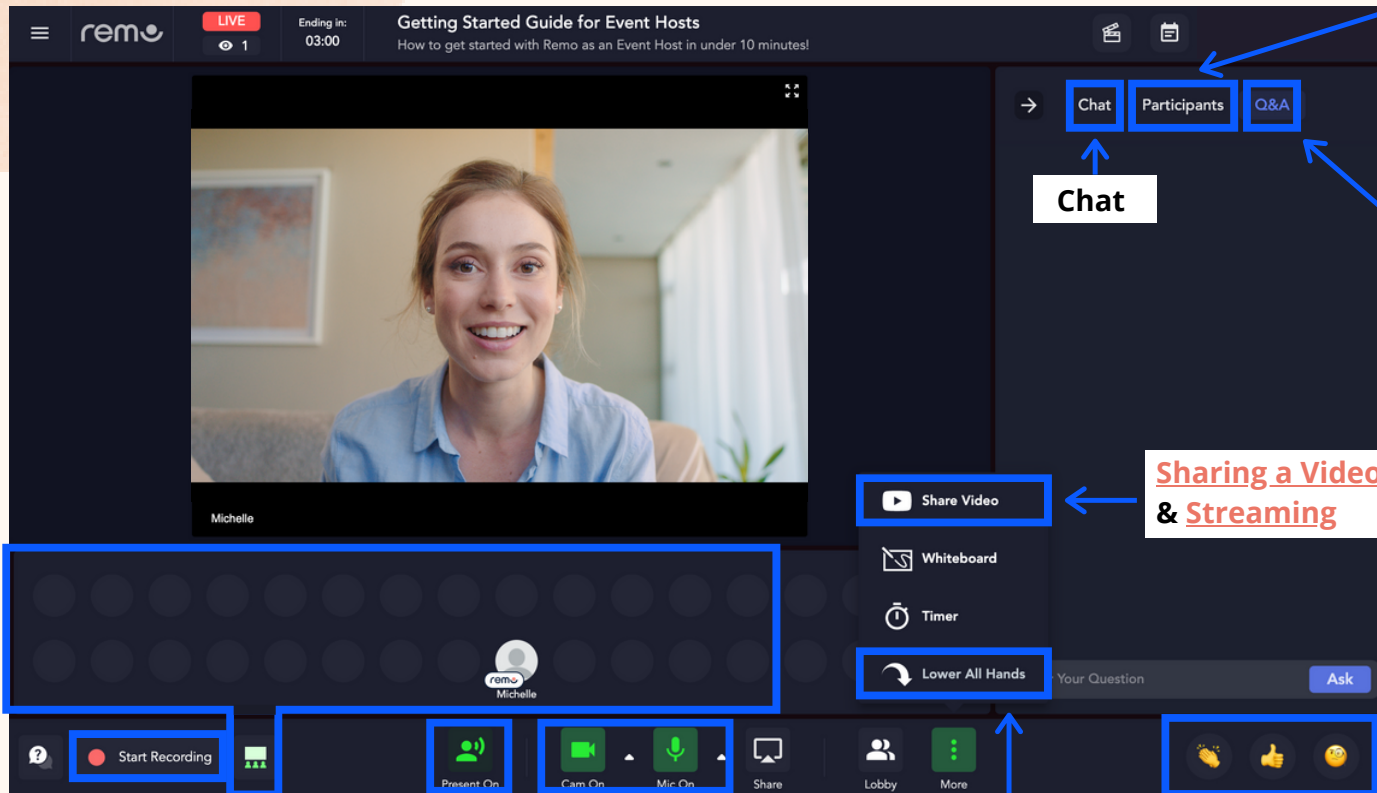
- Top Bar:** Includes a menu icon, a user profile icon, a "Getting Started Guide for Event Hosts" link, a "Run of Show" button, and the Remo logo.
- Left Sidebar:** Contains a "Floor" selector (1-10), a "Where am I" button, and a "Chat Support" button.
- Central Area:** A large virtual space with tables and chairs. A "Left Billboard (Video)" is on the left, and a "Right Billboard (Text)" is on the right. A "Seat" button is in the center. A "Changing table names" button is also visible.
- Bottom Bar:** Includes buttons for "Present", "Cam Off", "Mic Off", "Chat", "Share", "Lobby", and "More".
- Right Sidebar:** Contains an "Announcement" button, a "Whiteboard" button, a "Timer" button, a "Mute Table" button, and a "Shuffle Guests" button.

Annotations and descriptions for various features:

- Sponsor Banners:** Point to banners within the event space.
- Elevator:** Used to navigate between floors within your event building. (Points to the Floor selector)
- Where am I:** A button to locate the user within the event space.
- Chat Support:** A button to access chat support.
- Table/Room:** Double click to move tables. (Points to a table in the central area)
- Going into Presentation Mode:** A button to enter presentation mode.
- Mic & Cam:** Buttons to toggle microphone and camera.
- Chat:** General, Table-specific, and Private. (Points to the Chat button)
- Sharing Screen:** A button to share the screen.
- Lobby:** A button to access the lobby.
- Shuffle Guests:** Randomly scatter your guests across your event space for spontaneous conversations. (Points to the Shuffle Guests button)
- Announcement:** A function to share important notices to all your guests at once. A pop-up on each guests' screen along with a bell to catch their attention. You can also add **active links**. (Points to the Announcement button)
- Whiteboard:** A tool for guests to collaborate together in real-time, or a space for you to pre-populate with videos, sticky notes, charts, and more. (Points to the Whiteboard button)
- Timer:** A function to add structure to your event, indicating the duration of a break, and more. (Points to the Timer button)
- The Green Room*:** Only accessible to Event Hosts and Registered Speakers. Hosts can **invite guests** to enter as well by right-clicking on their avatar and clicking 'Invite to Green Room'.

Presentation Mode

A stage built for you and your speakers to deliver content in a one-to-many way.



Recording a Presentation

Audience View

Leaving Presentation Mode

Mic & Cam

Lower All Raised Hands*

Remoji Reactions

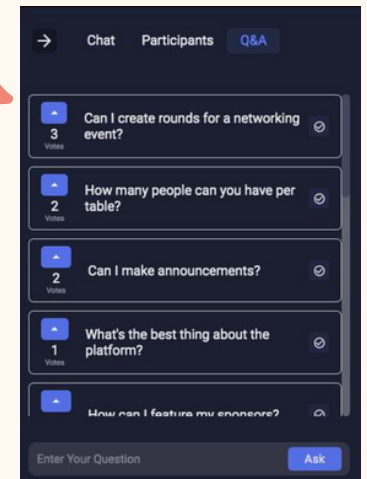
Participants

Provides a list of all hosts, speakers, and guests for the event. It is also where you can invite a guest onto the stage.

Q&A

Guests can ask and vote for their favorite 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.



Inspiration, Support, and Collaboration

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