

## Remo User Guide for CIPMM Virtual Summit Attendees

The CIPMM Virtual Summit organizing committee has added several interactive networking “buildings” that include FACE-TO-FACE “table” discussions. These networking buildings are set up replicate (as best we can in a virtual environment) the main rooms at in-person events where you grab a seat at one of the tables and strike up a conversation with your tablemates.

Two networking buildings will be used: the **Making Connections** building is all about making and fostering business relationships; and the **Meet & Chill** building is for casual conversation and meeting new people.

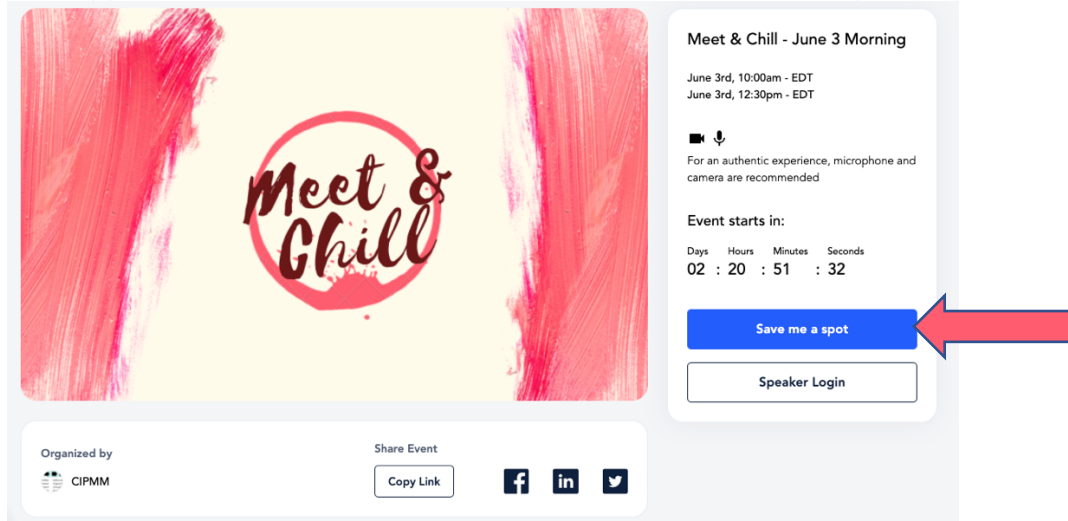
We will be using the REMO platform which was developed specifically to transform the experience of connecting, communicating, and collaborating with people across the globe by "humanizing" online interactions.

### **Here is a quick step-by-step guide to get you set up on REMO.**

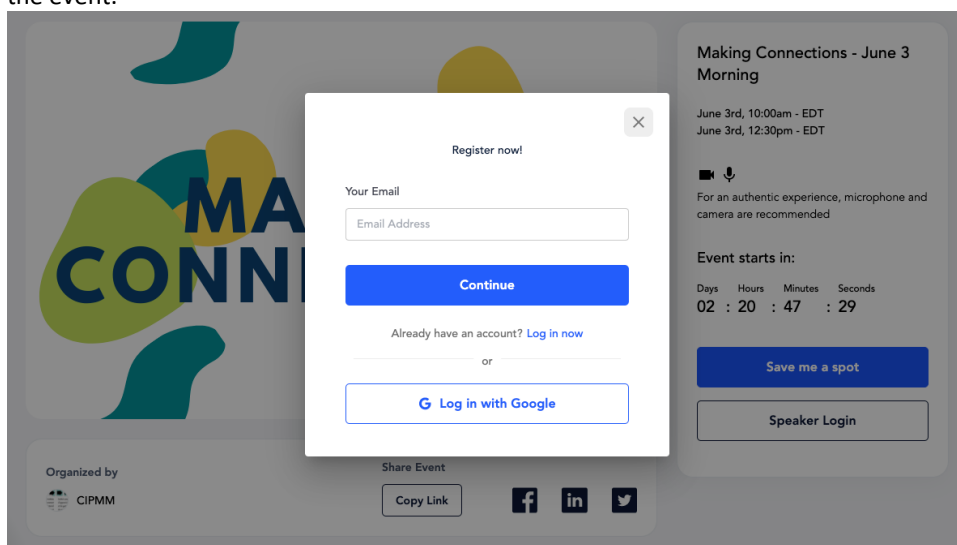
**First and foremost:** REMO works on desktops, laptops and mobile phones. Tablets are NOT supported at this time.

**Schedule:** Within the Summit agenda, look for the Networking Activity sessions. There are morning and afternoon sessions both days. The REMO link is included in the description section for each and will automatically open a new window/tab.

**Creating your REMO account:** Once REMO has opened, select the **Save me a spot** button.



You will then have to set up an account. You will be able to use this account to access all of the networking sessions throughout the event.



Once registered, you will have the option to add the event to your calendar so that you don't miss it.

**Creating your REMO profile:** These sessions are for networking, so be sure to fill out your profile. Here is a quick video tutorial:

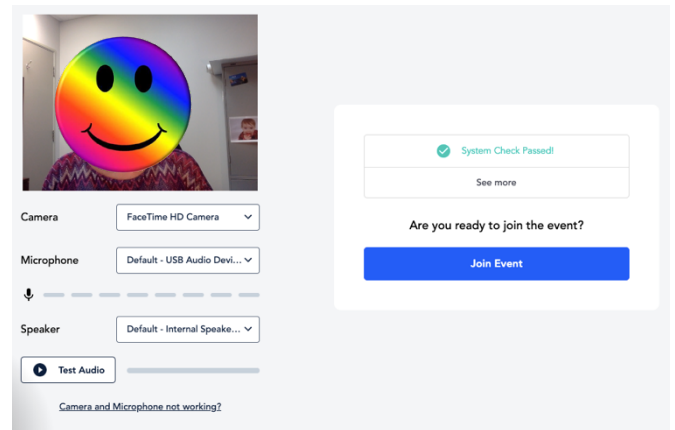
<https://www.youtube.com/watch?v=OE6prVidH4>.

**Joining the session:** Once you are registered, the **Save me a spot** button will be replaced with **Join event now!**

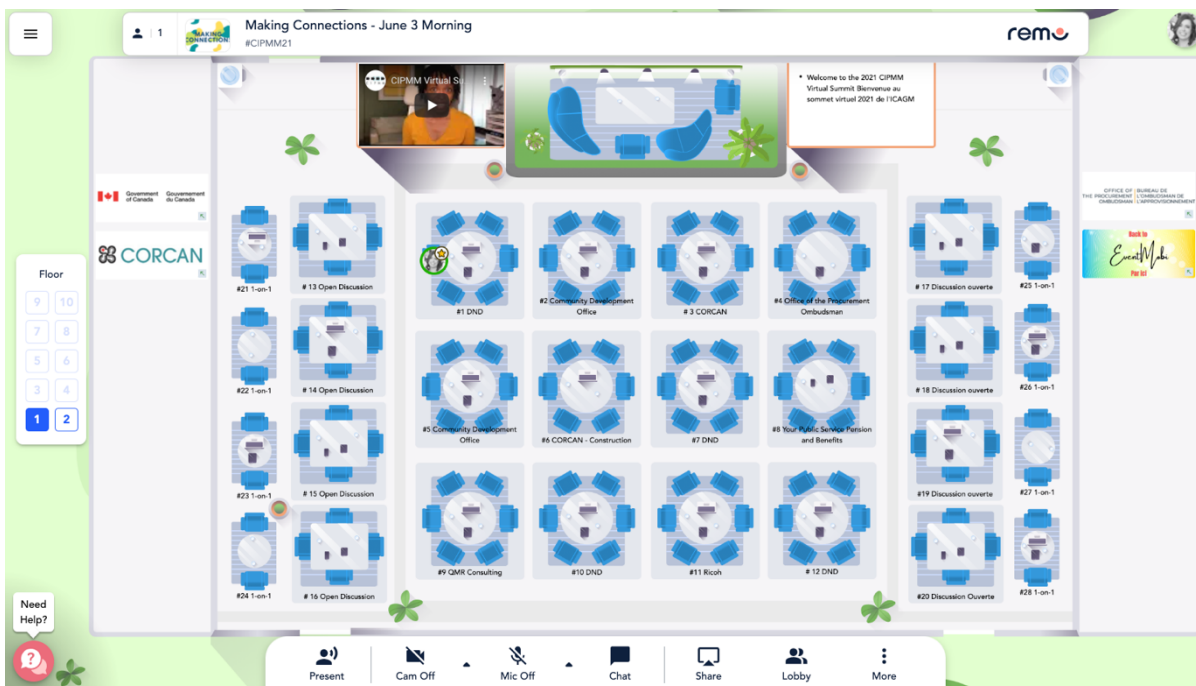
**NOTE:** As this is an interactive networking environment, you will have to grant REMO access to your microphone and camera.

You will then be able to test your video and audio to ensure everything is working. REMO will also check to ensure that your browser is compatible. When you are ready, select the **Join Event** button.

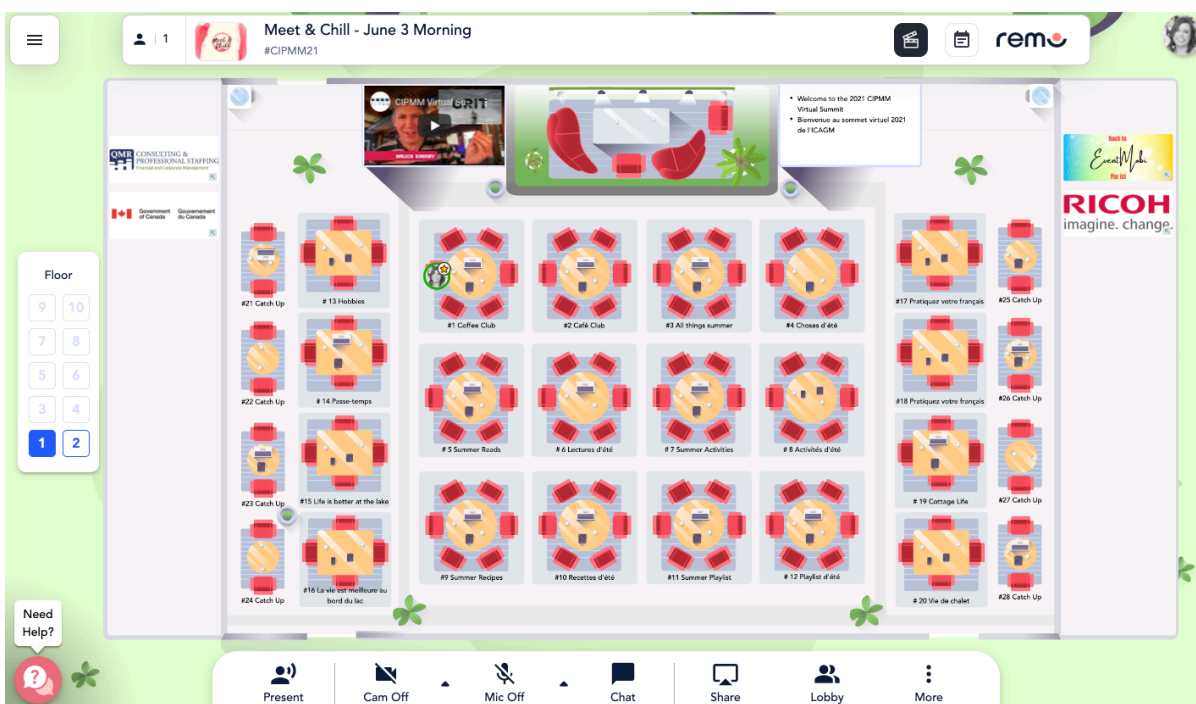
**You're in, now what?** Here's a tutorial on how to use Remo as attendee – <https://www.youtube.com/watch?v=P01JxUBNU2Y>.



This is what you will see when you enter the **Making Connections** building.



This is what you will see when you enter the **Meet & Chill** building.



**Moving Around REMO:** When you arrive, you will randomly join a table. To find yourself, look for the star.

To move around and change tables, simply double-click on the table you wish to join. As with in-person events, you can only join a table if there is an empty seat. If you try to join a table that is full, you will be notified and will have to pick a different table.

The tables all have names to help guide you to the discussions you want to join.



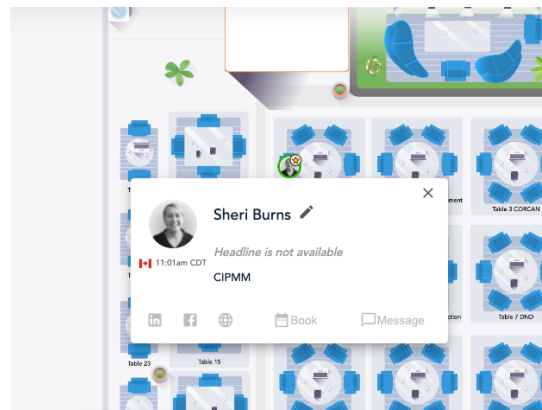
**Floors:** If all the tables appear to be full, or at least those with the discussions you are interested in, fear not! There is a whole other floor of tables for you to check out! To move between floors, use the “elevator” on the left side of your screen.

**You’ve found a table! Time to start networking!** Turn on your microphone and camera by clicking on the 'Cam' and 'Mic' buttons in the menu on the bottom of your screen. Set your view to “Tile View” to make your tablemates videos larger. Enjoy connecting!

**Viewing profiles:** If you'd like to find out more information about another attendee, click on their avatar (profile picture or initial) to open their virtual business card.

You can also send them a private chat message directly from this view.

**Chat features:** In addition to the table conversations, there are also chat features available. Select the Chat button in the menu on the bottom of your screen to bring up the chat window.



There are three different ways to chat with other attendees:

- General chat – visible to all attendees.
- Table chat – visible to only members in your current table.
- Private chat – direct message to individual attendees. You can find people using the search bar at the top.

**Getting back to the Summit:** Once the networking sessions have ended, simply click on the yellow/blue **EventMobi** button on the right-hand side of the floorplan and you will be linked back to the Summit homepage.

**HAVE FUN AND ENJOY CONNECTING!**