

Please be sure to read this manual

必ず一読ください

# Event Guide for Remo Attendees



# Get Your Device Ready Before the Remo Event

## Camera and Microphone Settings

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

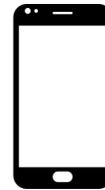


p10の音声・カメラ等のテストを必ず行ってください。

Please test your mic and camera before login (p10)

## Device Compatibility

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



**p5-9もご参照ください。**

**Please refer to pages 5-9**

# 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.

# Browser Compatibility

Make sure your browser is updated to the latest version.

- On Mac desktops and laptops, Remo is compatible with the following browsers:
  - Chrome
  - Safari
  - Firefox
- On Windows 10 desktops and laptops, Remo is compatible with the following browsers:
  - Chrome
  - Firefox

# Browser Compatibility

Make sure your browser is updated to the latest version.

- On iPhone, Remo is compatible with the Safari browser
- On Android phones, Remo is compatible with the Chrome browser

Important

重要

## Desktop/Laptop Compatibility

Operating System (OS)	OS Version	Browser	Browser Version
Mac	10.13+	Chrome	77+
		Firefox	76+
	10.14.4	Safari	12.1+ (no screen-sharing) 13+ (full compatibility)
		Chrome	77+
		Firefox	76+
Windows	10	Chrome	77+
		Firefox	76+

## Smartphone Compatibility

Mobile Operating System (OS)	OS Version	Browser
iOS	12.4+	Safari
	13.0+	
Android	7-10	Chrome

**PCの利用を推奨します。**

**We recommend the use of a computer**

Important

重要

## Pre-Call Test

Make sure your browser, hardware and internet connection work properly on this page:

<https://hi.remo.co/geartest>

必ず行ってください。また下記のサイトで通信速度のテストも行ってください。8mbps以上が必要です。

<https://remo.co/mic-cam-test/>

Be sure to test your connection. You need at least 8 mbps.

## Troubleshooting Guides

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

<http://win10.remo.co>

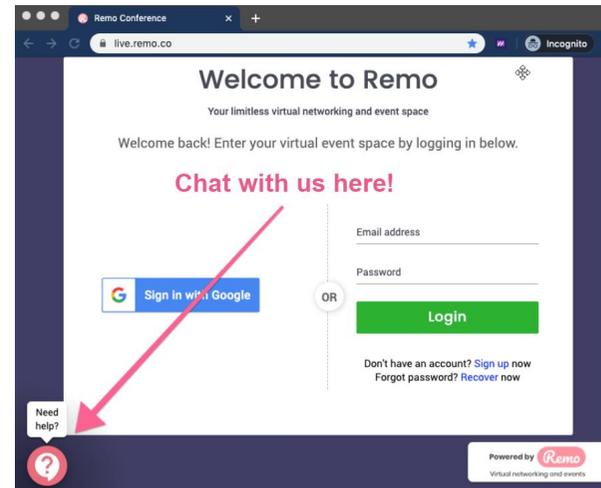
<http://mac.remo.co>

<http://iphone.remo.co>

<http://android.remo.co>

# Chat Support

If your camera or microphone still do not work, visit [live.remo.co](https://live.remo.co) and click on the "Need Help" button on the bottom-left corner.

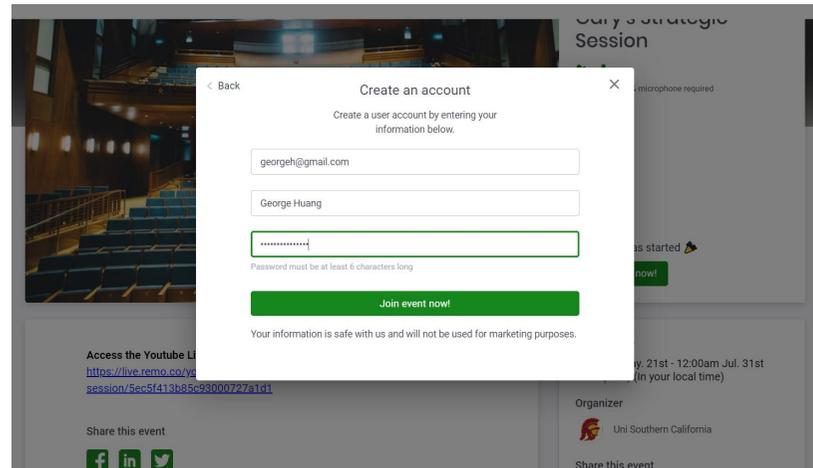


# Set Up Your Remo User Account

# Create a Remo User Account

利用されているメールアドレス (gmail含む) をご利用ください。

Click on the link to the event you want to attend. Enter your name, email address, and create a password of your choosing. The password must be a minimum of 6 characters in length.

A screenshot of a mobile application interface showing a 'Create an account' modal. The modal is white with a green 'Join event now!' button. It contains three input fields: an email address field with 'georgeh@gmail.com', a name field with 'George Huang', and a password field with a masked password '.....'. Below the password field, there is a note: 'Password must be at least 6 characters long'. At the bottom of the modal, it says 'Your information is safe with us and will not be used for marketing purposes.' The background shows a blurred event page with a 'Join now!' button and a 'Share this event' link.

Please enter your registered email address (gmail account is available)

Important

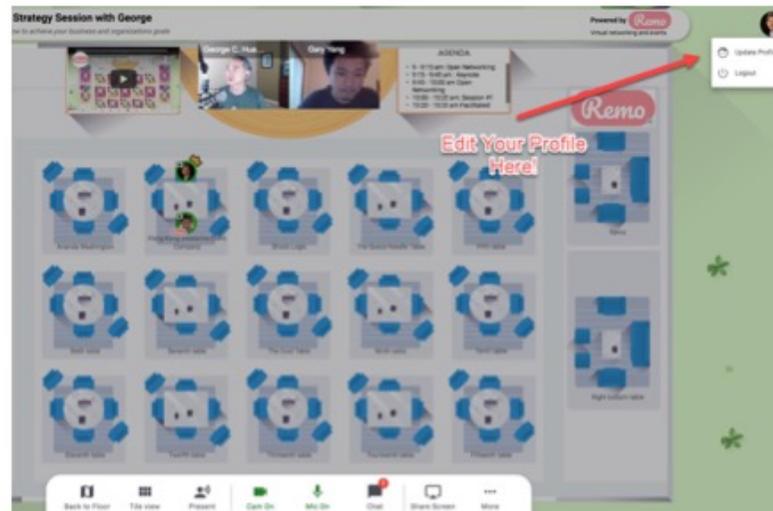
重要

You need to modify your profile

必ず設定してください (p16以降も必ず行ってください)。

## Create Your User Profile: Steps 1-2

- Step 1: Go to the upper right corner of your window and click on the profile icon. A drop-down menu appears.
- Step 2: Click on “Update Profile.” The profile window appears.



**重要**

You need to modify your profile  
必ず設定してください。

# Create Your User Profile: Step 3

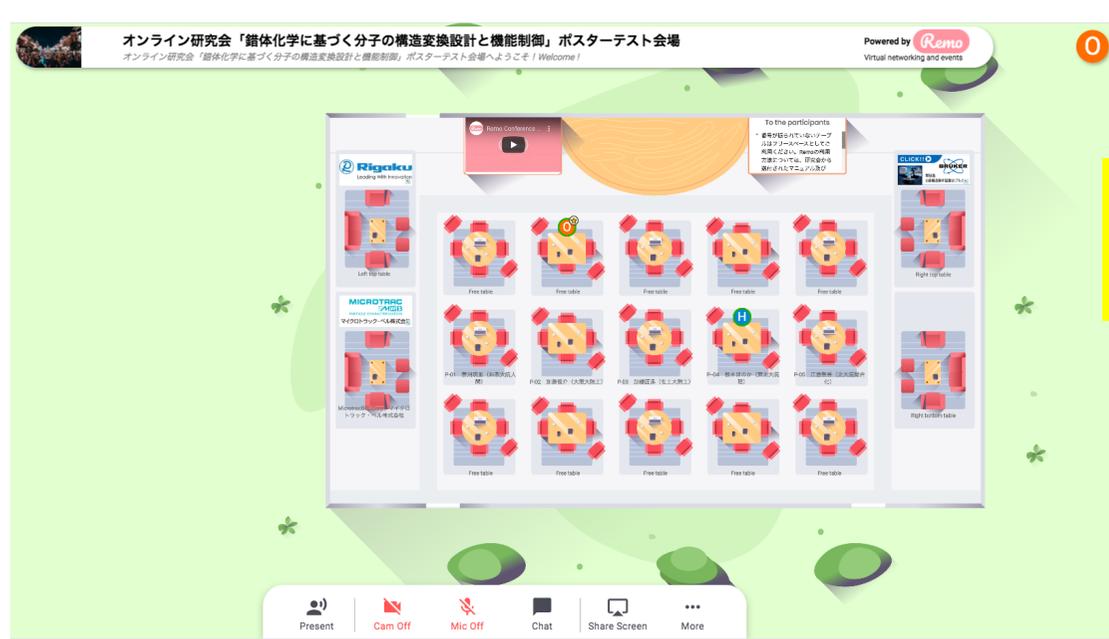
Step 3: Click on the pencil icon. The profile details window appears.

- 3a. Click on the “Add Your Photo” link. Select a profile image no larger than 512 kB.
- 3b. If desired, change your name under “Full Name”.
- 3c. Write a brief headline about your company or role under “Headline”.
- 3d. Insert your company name under “Company”.
- 3e. Insert your job title.



お名前の前に該当するアルファベットをつけてください。

- 必須**
- Full Name\* George C. Huang, M.D.
  - Headline Experience the Magic of Remo
  - Company Remo
  - Job Title Director of Customer Experience & Success
  - Meeting Schedule Link (e.g. Calendly)
  - LinkedIn Public Profile URL
  - Facebook Profile URL
- 必須**
- ポスター発表者 : P Taro Sakurai poster presenter
  - 産業界関係者 : C Taro Sakurai company person
  - 政府関連機関関係者 : G Taro Sakurai government
  - 大学教員 : U Taro Sakurai university staff
  - ポスドク等の研究者 : R Taro Sakurai postdoc
  - 発表者以外の学生 : S Taro Sakurai student
  - 管理者 : O Taro Sakurai organizer
  - 審査員 : I Taro Sakurai interviewer
  - 実行委員会 : J Taro Sakurai organizing committee
  - その他 : E Taro Sakurai



16

ここをクリックして  
My Profileから編集  
できます。

You can modify  
your profile

## Create your user profile: Step 3

- Step 3 (cont'd)
  - 3f: Copy and paste a meeting schedule link from your service of choice (e.g. Calendly, Book Like a Boss, etc.)
  - 3g: Copy and paste your LinkedIn URL if desired.
  - 3h: Copy and paste your Facebook profile URL if desired.
  - 3i. Click “Save Changes” when done.
  - 3j. Finally, click “Cancel” to return to the previous screen.

During the Event

# Joining an Event

- Now you're ready to attend your first event! At the event start time, go to the event link and click "Join event now."
  - **If the event is public**, and you have **not joined a Remo event before**, you will be prompted to create an account.
  - **If the event is public**, and you have **previously joined a Remo event**, a window appears to enter your email address and password.
  - **If the event is private**, and you have **not joined a Remo event before**, you will be prompted to create an account. Make sure to use the original email address that the host used to invite you.
  - **If the event is private**, and you have **previously joined a Remo event**, a window appears to enter your email address and password. Make sure to use the original email address that the host used to invite you.

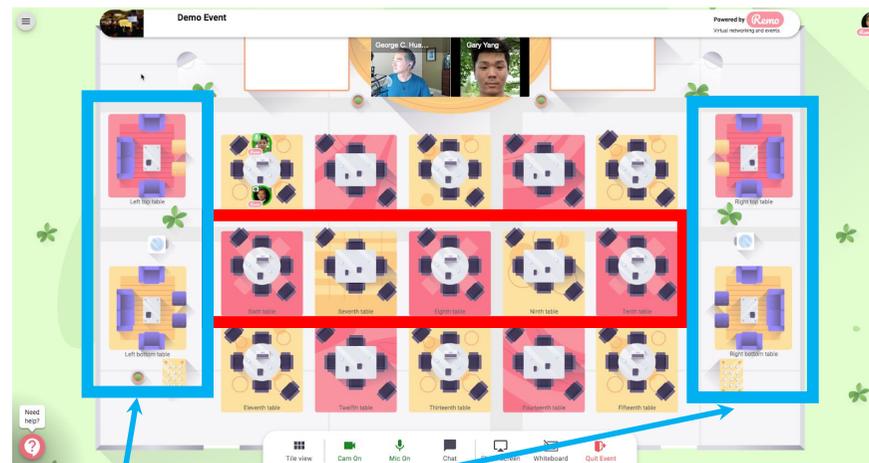
重要

## Floor View

- central five tables are used for poster presentations
- the three tables on the left and right are exhibition booths
- you can find the members in the table at the top of screen
- you can find various menus at the bottom

- 中央の5卓がポスター発表用です。
- 左右の三卓は企業展示ブースです。
- 画面上部にテーブル内のメンバーが表示されます。
- 下部には各種メニューがあります。

- You will now see a bird's eye view of the floor plan.



企業展示ブース  
(積極的にご利用ください)

Exhibition Booths

重要

行きたいテーブルをダブルクリックすると移動できます（最大6名まで）。

## Seating

- 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.
- If you try to join a table that is full, you will receive a message stating that the table is full.

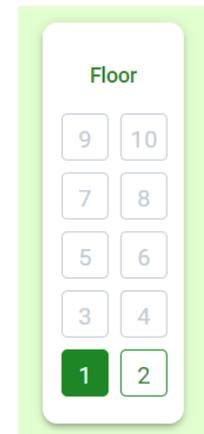


重要

## Elevator

- If there are multiple floors, use the elevator buttons on the left side of your screen to move between them. To see how many attendees are on a particular floor, hover your cursor over the floor button.

各フロア画面左にあるこのパネル内の数字をクリックすると他のフロアに移動できます。



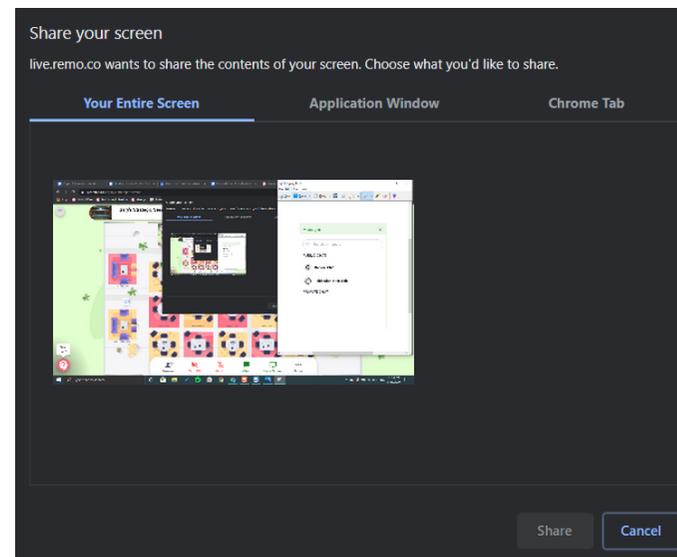
重要

発表者等はご自身のファイルをテーブル内で共有できます。

## Sharing Screens

You may also choose to share screens with other attendees at your table.

- Step 1
  - Click on the “Share Screens” option in the toolbar or use the keyboard shortcut Alt + S. A popup window appears.



## Sharing Screens (cont'd)

Step 2: Select the tab with the image you want to share.

- 2a.  
The window automatically opens to the tab titled, "Your Entire Screen." If you would like to share your entire screen, click on the image displayed in the window and click "Share."
- 2b.  
If you would like to share a specific application window, click on the "Application Window" option. Select the proper application from the list and click "Share."
- 2c.  
If you would like to share an individual Chrome tab, click on the "Chrome Tab" option. Select the proper tab from the list and click "Share."

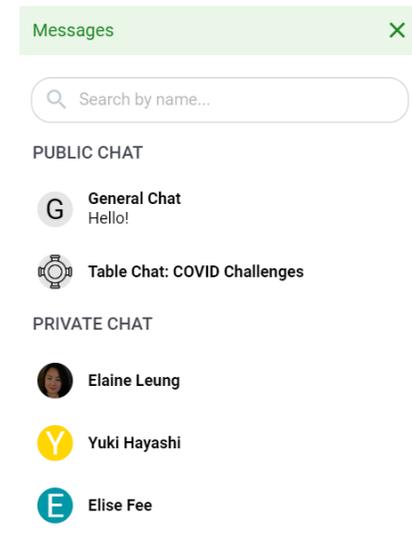
# Chat Function

You may also choose to chat with other users by text via the chat function.

- Click on the chat option in the bottom toolbar. A popup window appears with options for public chat, table chat, or private chat.

各テーブル内のメンバーとチャットができます。  
ファイルの送信も可能ですが、受信者はダウンロード可能となります。

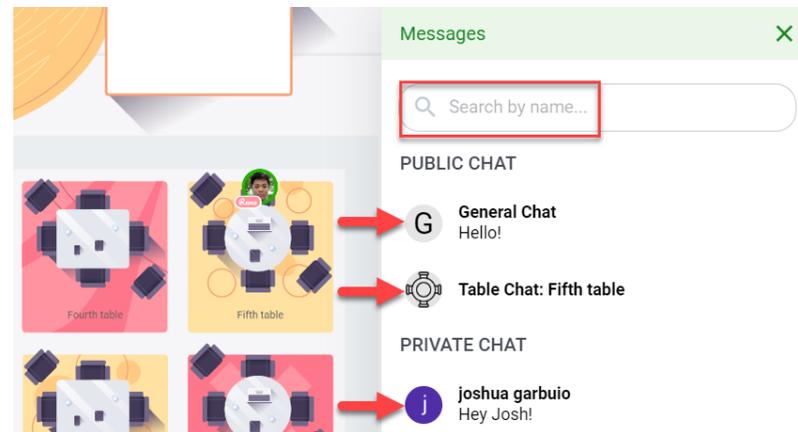
you can send a file to the members via chat



# Chat Function

Select the chat function you would like to use.

- Public chat is visible to all event attendees.
- Table chat is visible only to members of your table.
- To send a direct message to an individual, click on “Search by name” at the top of the window and input the name of your desired recipient.

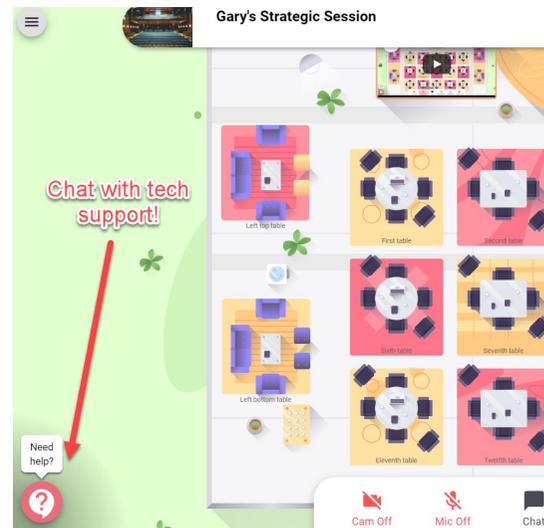


**General Chat**をするとフロア全体に送信されます。ご注意ください。

**Please not that your message will be sent to the floor if you sent it through general chat**

# Chat Support

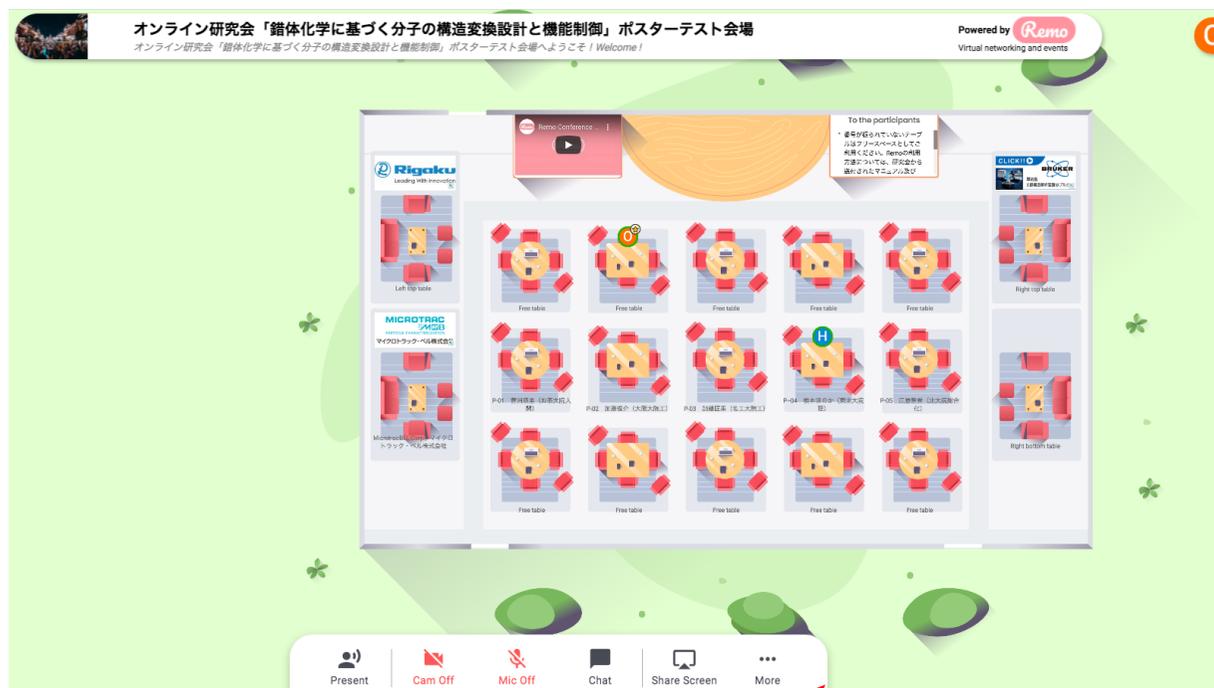
If you experience technical difficulties at any point, feel free to select the “Need help” icon in the bottom left corner for access to the Remo support team.



# ホワイトボードの利用

Important

重要



ここをクリックして  
Whiteboardをします

click to use a whiteboard

参考動画 <https://www.youtube.com/watch?v=4VuuFzy9kFI>

# ホワイトボードの利用

Important

重要

You can share a whiteboard with the members.

You can paste your whole poster on the whiteboard.

We recommend that you lock the figure to prevent unwanted editing and copying.

The screenshot shows a virtual meeting interface. At the top, there is a header for an online research meeting: "オンライン研究会「錯体化学に基づく分子の構造変換設計と機能制御」ポスターテスト会場". Below this, the whiteboard area displays a chemistry poster for the "錯体化学会" (Japan Society of Coordination Chemistry). The poster features a periodic table and the acronym "DISCO" with the words "Discovery", "Internationality", "Encouragement", and "Publicity". The interface includes a toolbar on the left with various drawing and editing tools, and a bottom control bar with options like "Back to Floor", "Present", "Cam Off", "Mic Off", "Chat", "Share Screen", and "More".

★テーブル内でホワイトボードをシェアできます。

29

例：ポスター全体の画像を貼っておけば希望者は共有画面とは別に自由に閲覧できます

注意：貼り付けた画像上で右クリックすると出るメニューから編集やダウンロードができないようにLockを掛けられます（移動は可能）。Lockをかけることを勧めます。

参考動画 <https://www.youtube.com/watch?v=4VuuFzy9kFI>

利用しません。  
you don't use this

## Billboards

- Billboards to the left and right of the stage may display a video and/or other information.
  - If the billboards are covered by the row of video tiles of attendees at your table, you can shrink the floor plan.
    - If you are using a mouse, rotate your mouse wheel to zoom out and view the billboards.
    - If you are using a touchpad, pinch to zoom out.
- The left billboard may display a video.
  - Click on the video to play.
  - Press the full-screen button to enlarge the window.
- The right billboard may display text. It may be helpful to see all the text by hovering your cursor over the billboard.

# Leave the Event

To leave the event, click on “Quit Event” in the bottom toolbar.



Thanks and enjoy your event!



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

© 2020 Remo | All rights reserved.