

Instructions for Remo

In order to provide an opportunity to further exchange ideas during the coffee and session breaks among all participants, we have created an event in Remo. Remo is an online meeting platform that allows you to jump between meeting “virtual” tables.



Fig. 1.

Remo’s main features include:

1. A live, virtual event and networking space.
2. Each conversation is limited to the participants of one ‘virtual’ table, and the number of people is limited to the number of chairs at each virtual table.
3. There is no need for any software download or complex installation. However, you will be asked to sign up to join the event. If you do not already have a Remo account, you will be asked to create an account. Afterwards, you will be able to join the event with your account. Make you’re your microphone and video are turned off before opening Remo. To

access Remo, just follow the Remo link next to each “Break” in the program.

Login in details:

- a. Click the Link next to the corresponding break in the program
- b. Click on ‘Sign up’ to join event.
- c. **Login in:** You can login with your Google account, or you could fill in your email, name and a **new password** to create an account to finish the login.

The image displays three sequential screenshots of the Remo login and sign-up process, connected by a vertical line and a blue arrow pointing from the second screenshot to the third.

Screenshot 1: Sign up to join the event
This screen shows a form with the following elements:

- Header: "Sign up to join the event" with a close button (X).
- Field: "Your Email" with a placeholder "Email Address".
- Button: "Continue" (green).
- Text: "Already have an account? [Log in now](#)" (highlighted with a red box).
- Text: "or" (with a separator line).
- Button: "Log in with Google" (blue).

Screenshot 2: Sign up to join the event
This screen shows the form after the email field is filled:

- Header: "Sign up to join the event" with a close button (X).
- Field: "Your Email" containing "songsutianya@126.com" (highlighted with a green box).
- Button: "Continue" (green, highlighted with a red box).
- Text: "Already have an account? [Log in now](#)".
- Text: "or" (with a separator line).
- Button: "Log in with Google" (blue).

Screenshot 3: Create account
This screen shows the "Create account" form:

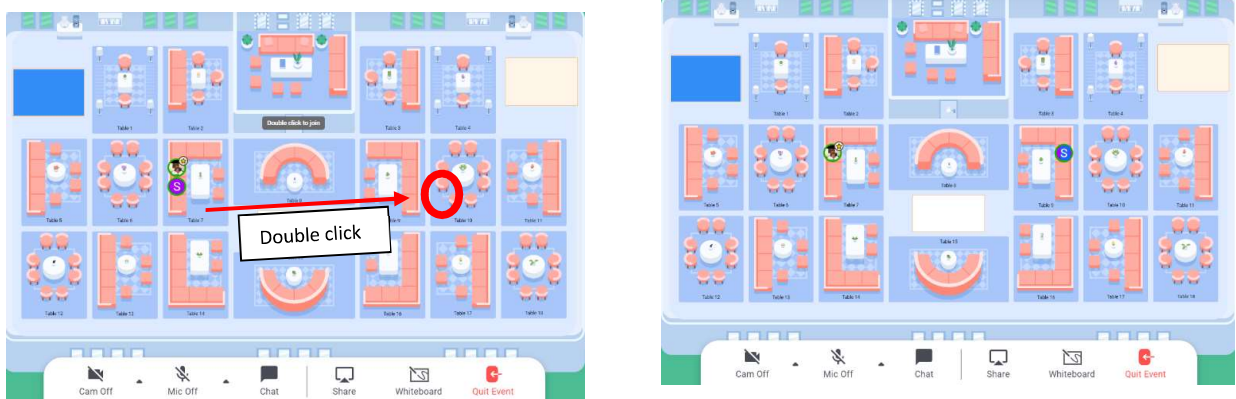
- Header: "Create account" with a back button (< Back) and a close button (X).
- Text: "It seems like you don't have a Remo account. Let's create one!"
- Field: "Your Email" containing "songsutianya@126.com".
- Field: "Full Name" containing "Su SONG".
- Field: "Your Password" (masked with dots).
- Text: "Password must be at least 6 characters long".
- Text: "I agree to the [Terms & Conditions](#) and [Privacy Policy](#)" (with a checked checkbox).
- Button: "Join event now!" (green, highlighted with a red box).
- Text: "Your information is safe with us and will not be used for marketing purposes."

4. Setting up your microphone and Camera

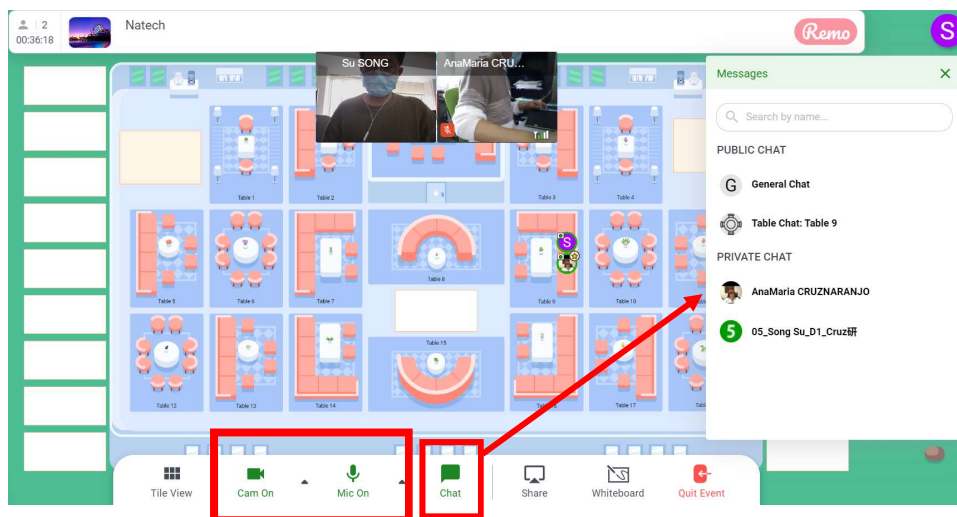
After clicking on 'Join event now!', the webpage will automatically prompt you to allow the use of your microphone and camera. Please follow the instructions from the pop-up guide.

5. Basic operations in the table

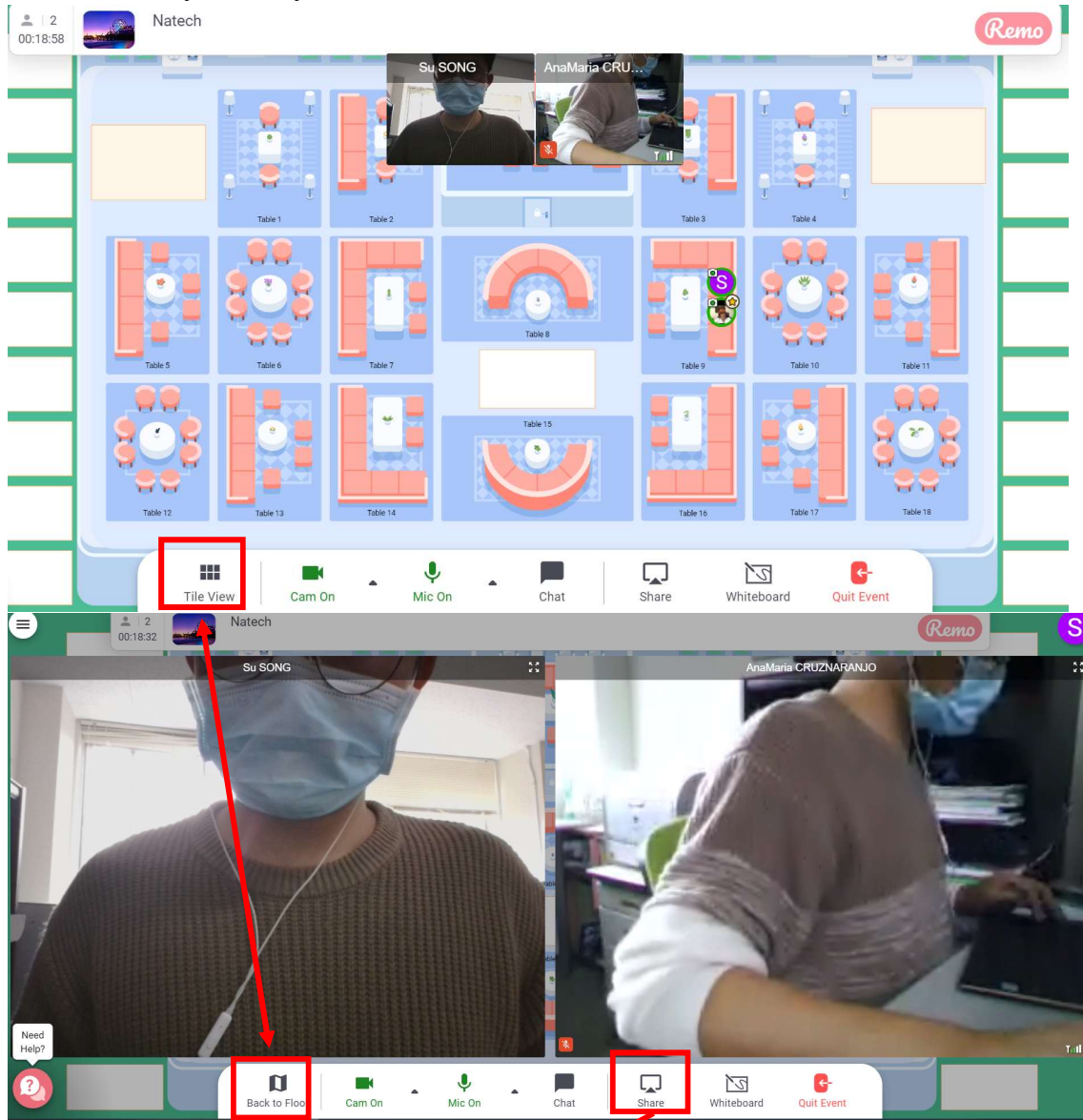
a. Move from/choose a table: Double click on a chair.



b. Switch on your Camera, Mic and open the Chat window to communicate with others.



c. **'Tile view' and 'Back to floor' buttons.** You can move your chair, only when you are in the floor view mode.

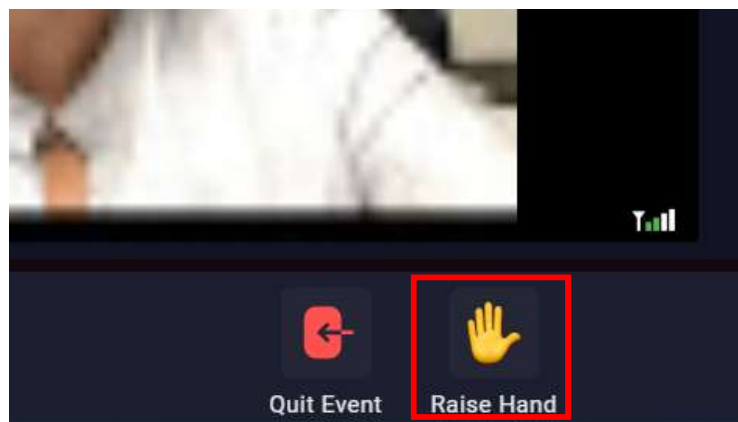


d. **Share your screen.** Click here to start sharing your screen.

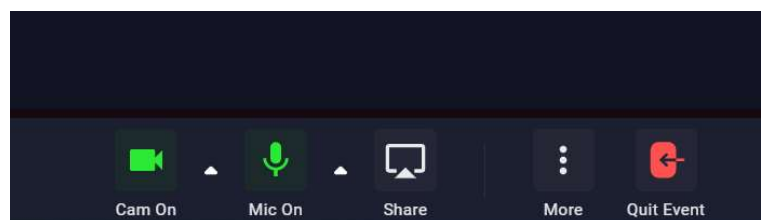
6. Basic operations in presentation mode of Remo

In case there is a general announcement in Remo, you will be automatically switched to presentation mode (similar to Zoom).

If you wish to speak while in this mode, please use the 'Raise hand' button on the bottom right corner to let the host know. The host will then allow you to make presentation or announcement.



After the host invites you to speak, you will find the following buttons on your screen.



You could open the Camera, Mic and the Share, similarly to the previous mode.