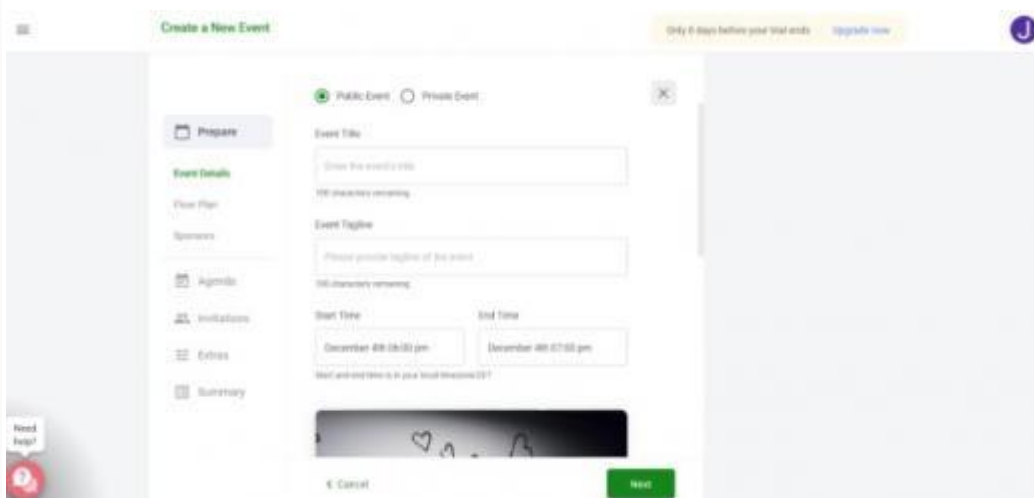
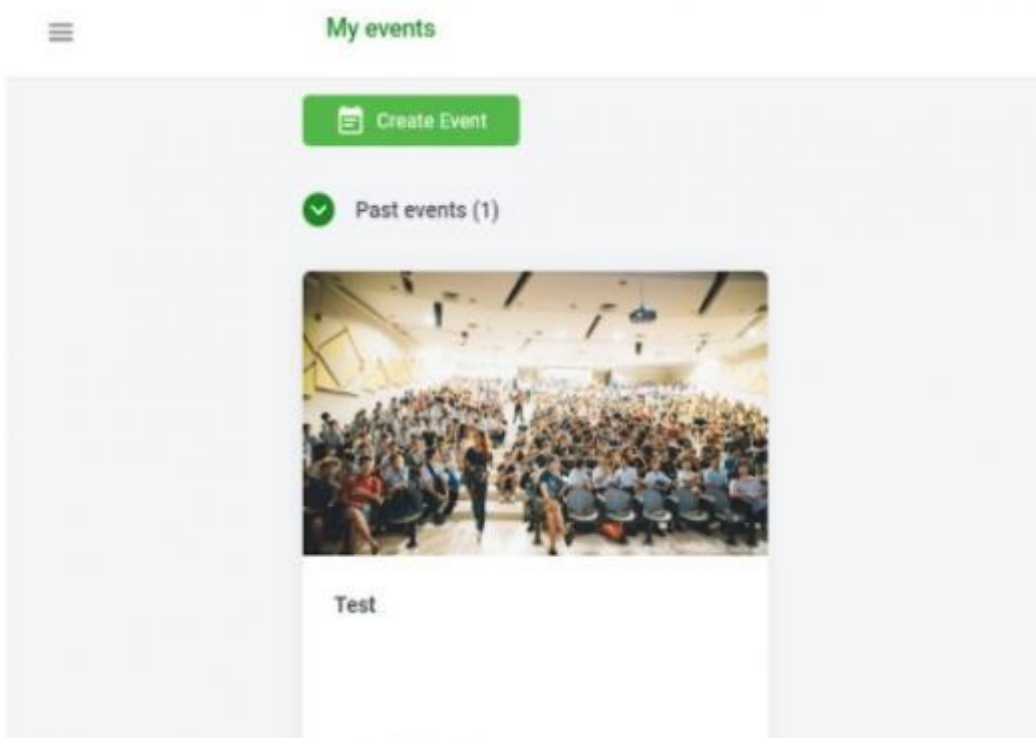


## [HOW-TO] How to use Remo for hosting an online event

In order to start using the platform, the first step is to create a Remo user account by entering personal details including an email address. Once an account has been created, users can proceed to organise events.

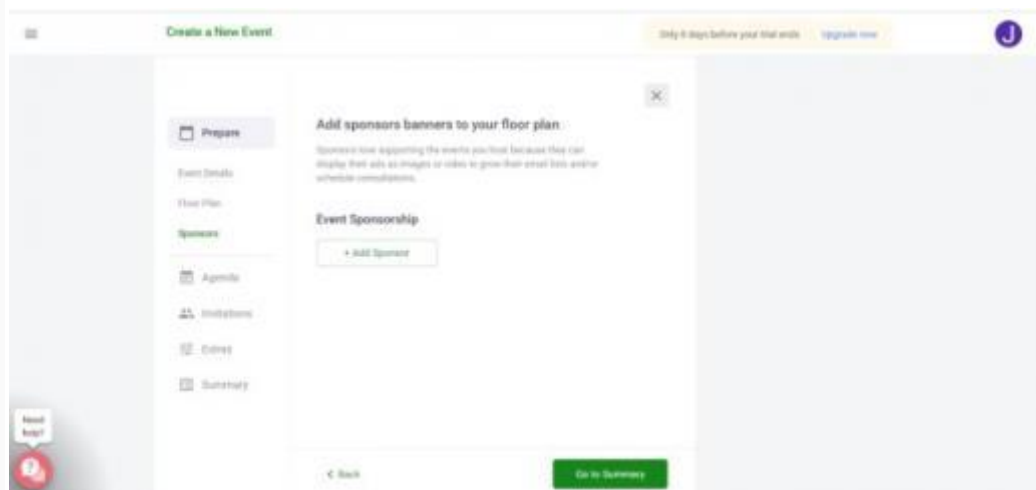
To create an event, users need to click on the 'create event' button. Here, the users can define whether their event is private or public, provide the exact title and event tagline, set the start time and end time as well as add an image of the event.



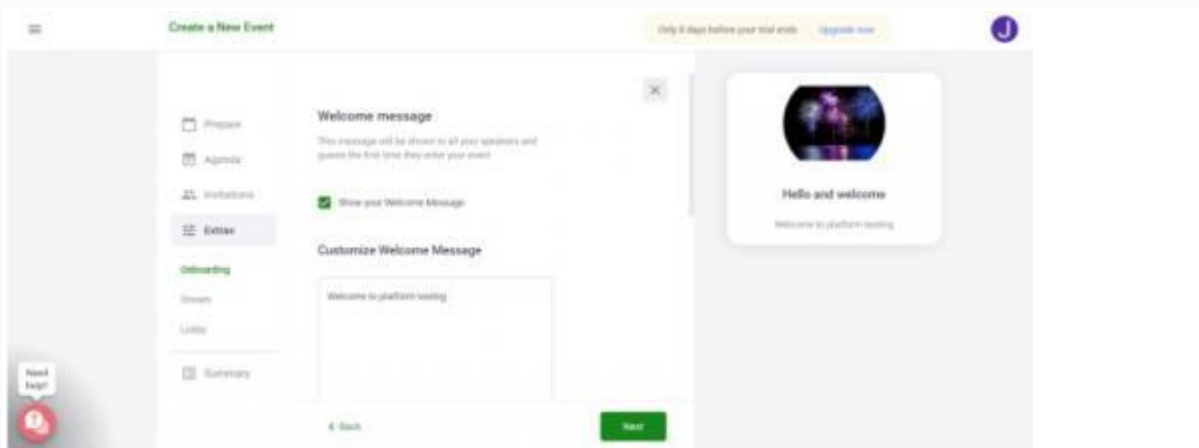
Once the meeting specificities have been defined, the user can choose and create a floor plan from 6 proposed layouts.



Sponsors' banners can be added to the floor plan.

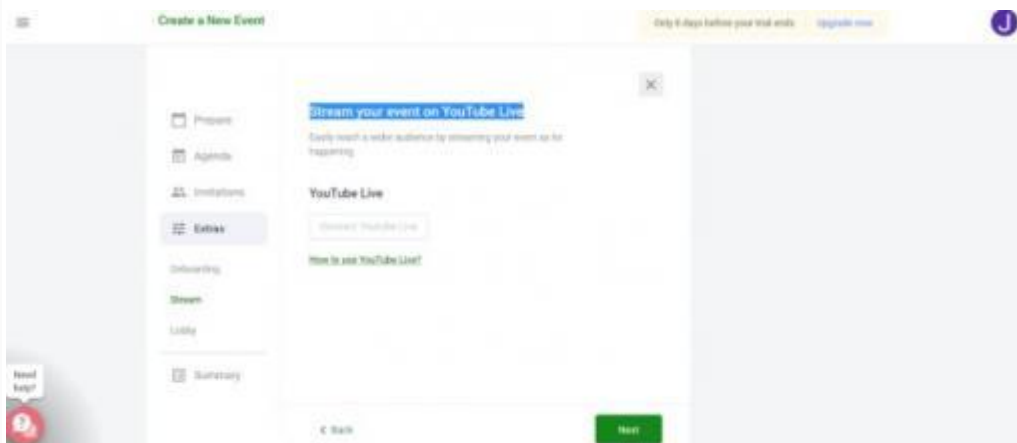


In the extras section, the organiser can add additional event details, including a welcome message that will be displayed to all speakers and participants when they enter the event, and a picture or video.



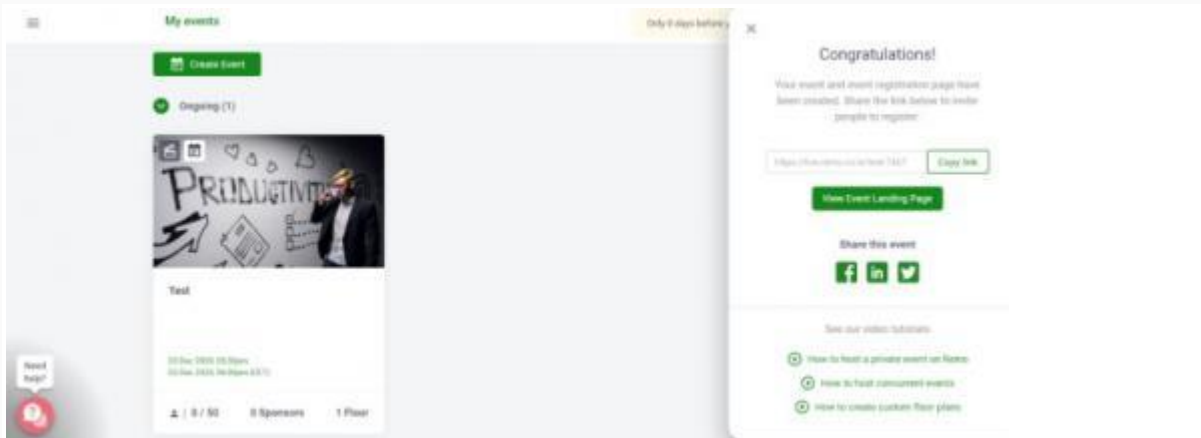
Remo events can be live streamed on YouTube.

When creating an event, users are also offered the option of a left billboard and right billboard. This feature allows users to insert a YouTube link in the left billboard and use the right one to write text.

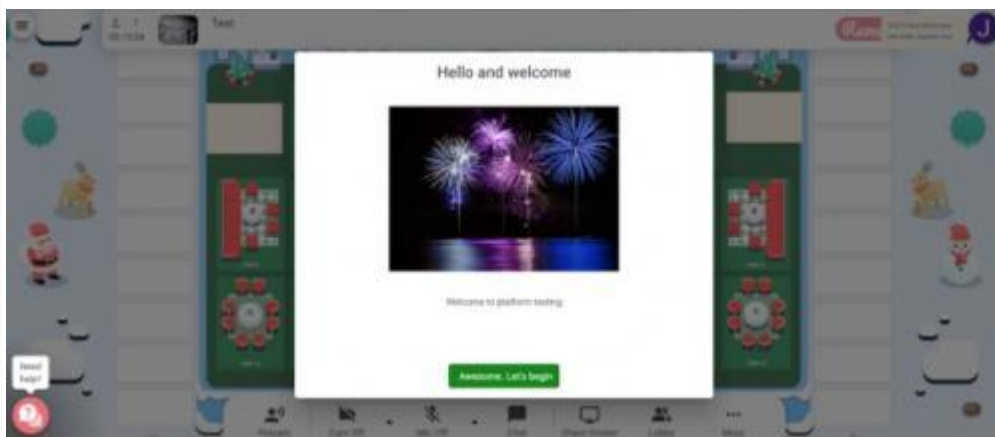


The lobby option enables the creation of a guest lobby thanks to which the host can decide which participants can enter the event space and control when they enter.

Once the event has been created, an invite link will appear on the right hand side that can be sent to participants to register.



When participants register and join the event, the first thing that appears on the screen is the welcome message.



Once the participants have entered the virtual venue, a conference room and tables show up on the screen.



Participants can be assigned a random table or they can double click on a table that they wish to join. In case a participant tries to join a table that is fully occupied, a message stating that the table is full will pop-up on the screen.

For each table, there is a pencil icon. By clicking on this icon users can change the names of your tables.

In case the event venue has multiple floors, users can click on the elevator button (left-hand side of the screen) to move up and down. Participants can also hover their cursor over the floor button to see how many attendees are on a particular floor.

Users can update their profiles by clicking on the profile icon situated in the upper right corner. A drop-down menu should appear with the “Update Profile” feature where users can add their photos, provide their full name, insert their company name and job title, write a brief headline about their company or role, and provide links to their social media accounts.



The chat function can be found inside the bottom toolbar. A pop-up window should appear with options for a public, table, or private chat. While the public chat is visible to all the event attendees, the table chat is only visible to members of your table.

To send a direct message to an individual, users can enter the name of the desired recipient in the “search by name” field at the top of the pop-up window.



Users also have the option to share screens with other attendees at their table. By clicking on the feature, a window automatically opens a tab titled, “your entire screen.” To share the entire screen, users can select the image displayed in the window and click “share.”

Users also have the possibility to share a specific application window by clicking on the “application window” option and select the appropriate application from the list. The “Chrome tab” feature allows users to select and share an individual table from Google Chrome.



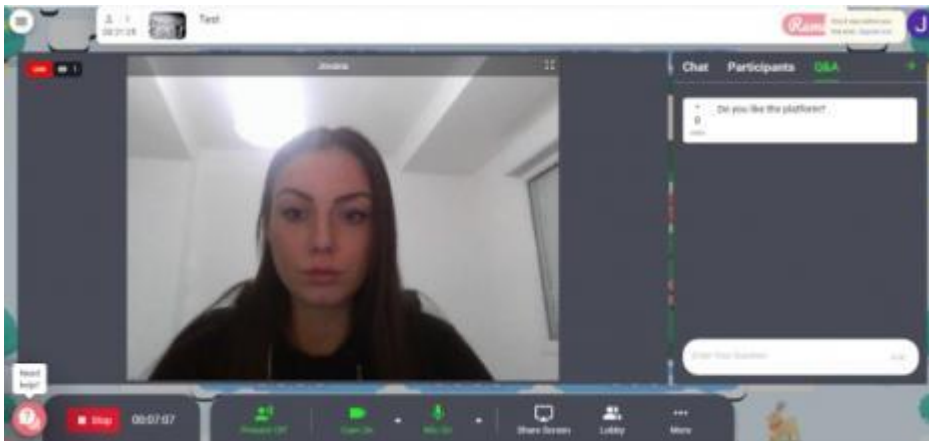
Microphone and camera features can also be found inside the bottom toolbar and are manipulated by clicking on the concerned buttons. The 'lobby' button allows users to see who is in the waiting room and control who will enter from the participants.

At the far right of the toolbar, there is a “more” button that provides access to the whiteboard, timer, and announcement. Here, users can also decide to ‘mute’ their table.

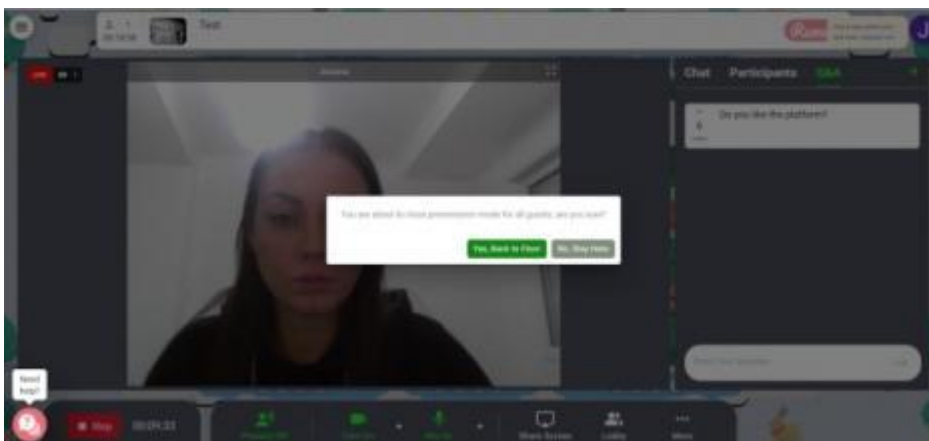


The presenter button takes the participant to a separate room. Presenters can be either added before or during the event by clicking on the green icon next to the participant name. When presenters enter the room, the room starts to be recorded.

Inside the presenter's room it is possible to chat and conduct polls.



To return back to the main room, users can click on the "present off" button.



Towards the end of the event, a message asking whether the event should be ended or extended will pop-up on the screen. If users wish to extend the event, they can click on the extend 'event button' and get an additional 30 minutes.