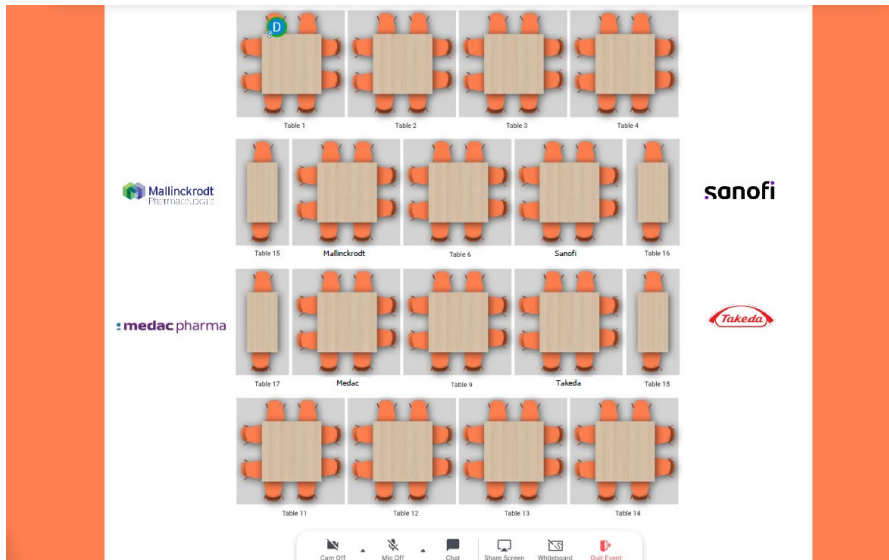


# NAVIGATING THE PLATFORM

## Networking Area:

If you join the event at a time when no talks are scheduled (i.e. before the start time or during a break), you will arrive on a randomly selected table in the Networking area (see below). You can move to a different table at any time - simply double-click on a spare seat. If you join while the talks are taking place, you won't see the networking area until the next break.



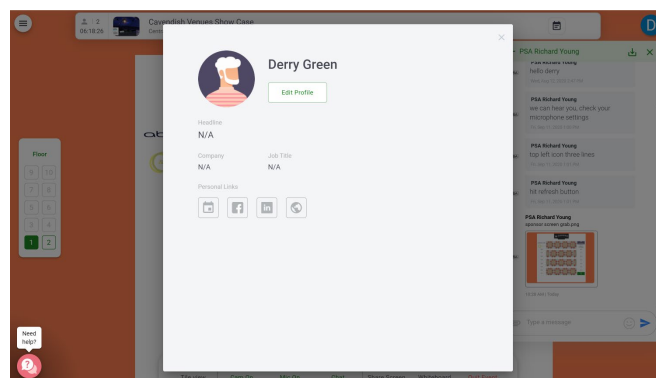
You will see a control panel at the bottom of your screen (as below). Your camera and microphone will be turned off by default and will remain turned off until you click them on. Red = OFF / Green = ON.



## Create a Profile:

This is highly recommended as it will help everyone attending the meeting to identify the other attendees.

To create a profile, click on the circle in the top-right of the screen which shows your initial/initials



Click **Edit Profile** to add a photograph, enter your title, company/hospital, job title, etc.

### **Networking Tables & Table Chats:**

Please remember to turn your camera and microphone ON when you land on a table so that you can see and speak to others at the same table.

When cameras and microphones are turned on, you will be able to see and speak to anyone at the same table – each person will appear in a small window at the top of your screen. Clicking the **Tile View** button on the toolbar will make the windows larger so that you can see your colleagues more clearly. Click the Tile view button again to return to the default view.

If you need to move away from your computer at certain times during the breaks, we would ask that you move to an empty table before doing so. This will avoid making it awkward for others at the same table who do want to chat as they will be unsure if those with cameras and microphones turned off are there listening to the conversation or not. You will find plenty of spare tables/seats on the higher floors.

### **Sponsor Tables:**

The event sponsors will have clearly named tables which you will find in the networking area (the company names will show under the tables that their staff may be sitting at).

We would be grateful if you could pop onto these tables during the breaks to say hello to the representatives who have supported the event.

Please can we ask that you do your best not sit at the sponsor tables with your camera and microphone turned off as you will be taking up a seat and preventing others from joining the tables. There should be plenty of general tables available, named Table 1, Table 2, Table 3 etc.

### **Moving to Another Floors:**

The networking area may offer more than one floor to accommodate everyone who is attending.

The exact number of floors will depend on the total number of people registered for each meeting (Remo will allow up to 100 people on each floor).

You can move to a different floor or check which floor you are currently on by using the button in the top centre of your screen:



After moving to another floor, you will again land on a randomly selected table but can then move to any free seat or table.

### **Meeting Agenda:**

To view an electronic version of the agenda, click the Agenda button which you will find in the top centre of your screen.

### **Zoom In or Out / Where Am I?**

It is possible to zoom in or out while in the networking. You can also drag the white box containing the rows of tables to view a different area. To zoom in or out:

- use the wheel on your mouse
- hold the Ctrl key on your keyboard and hit + (zoom in) or – (zoom out)
- hover over the target symbol (🎯) -in the top right-hand corner of your screen and zoom in / zoom out buttons will appear

If you are ever unsure where you are in the Networking Area, the target symbol also acts as a ‘Where Am I’ button and will zoom in on your current location.

## Chat:

Use the chat function by clicking on the **Chat** button from the control panel at the bottom of your screen. Doing this will open a window showing the Chat options:

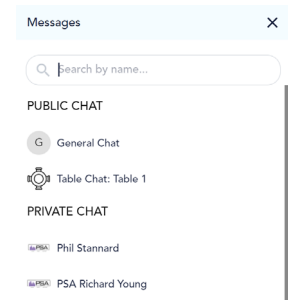
General Chat – everyone in the meeting will see your message

Table Chat – everyone at your table will see your message

Private Chat – select another attendee from the list to send a private message

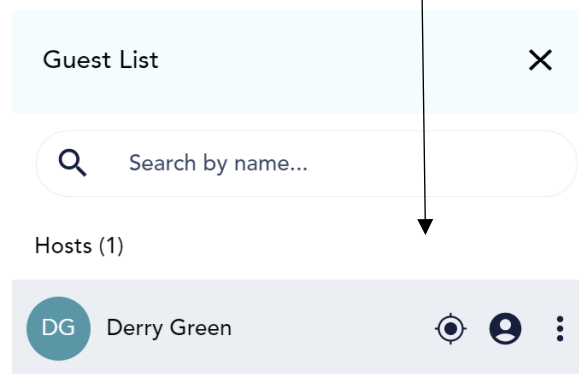
Typing a name or part of a name in the *Search by name* box will make it easier to find colleagues attending the meeting.

Click on a name to send a private message.



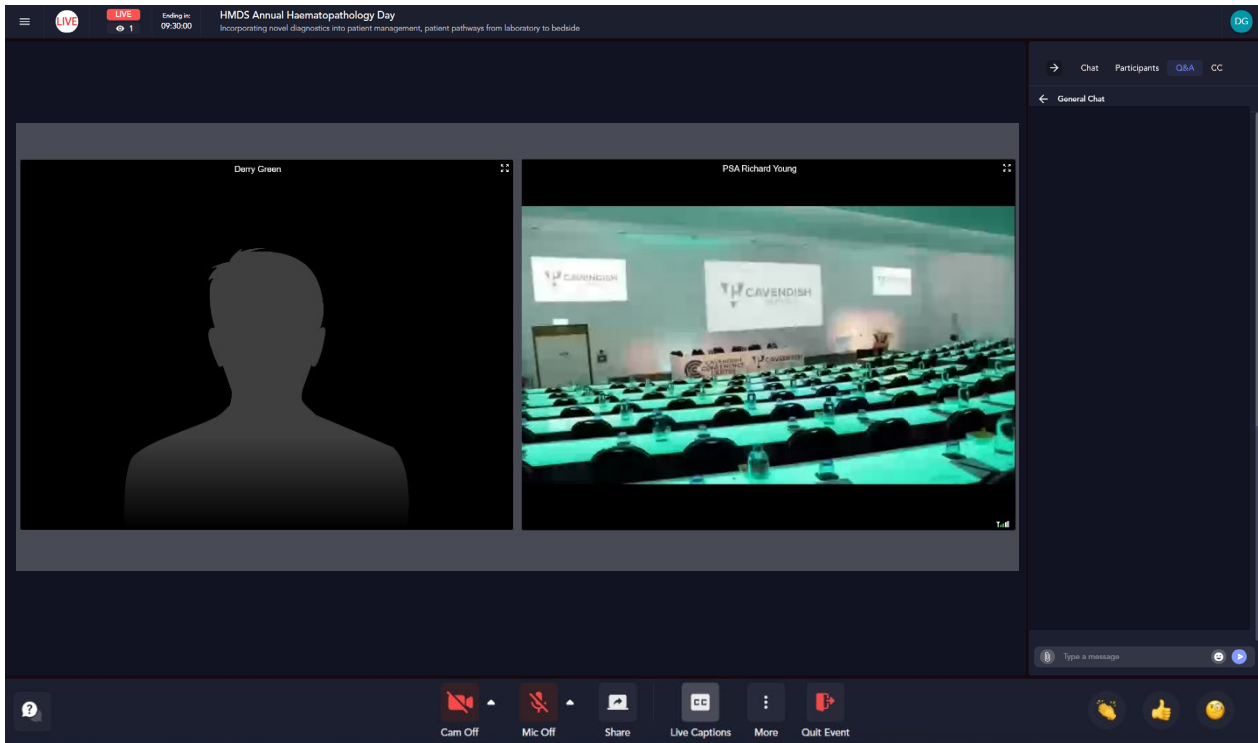
## Participants:

This feature allows you to locate a colleague in the networking area. After clicking the **Participants** button, you will see a list of everyone who is present in the networking area at that time. The attendees will be grouped under 3 headings: Hosts (technicians and event staff), Speakers and Guests. Search for the person you want to locate by typing their name into the Search box at the top of the window and hit the return key. When you have found the correct name on the list, hover over the name and you will see a **Locate Participant** button. Click this button and Remo will indicate which table the person is sitting at.



## Stage Area:

When each session is due to start, an announcement will be made asking you to finish off your conversations. After a count-down, you will automatically be transferred to the stage area which will look something like this.



Your camera and microphone will be automatically turned off while in this part of the platform.

**Chat & Participants:** You can continue to send messages to your colleagues using the **Chat** and **Participants** functions which you will find to the top right of your screen. If you want to send a message to everyone watching the live stream, you can do so by sending a **General Chat**. If you want to send a private message to the event staff, one of the speakers or another attendee, you can do this by searching the **Participants** list.

**Asking Questions:** You can submit questions using the **Q&A** function (see top right of your screen). Please remember to use the **Q&A** and not the Chat tab for your questions as this is the one that the Chairs will be monitoring. Questions entered in the Chat are therefore likely to be missed.

Each attendee is able to vote once on any submitted question. If you see a question that you are interested in hearing the answer to, please use your vote rather than asking the same question again.



To vote, just click the arrow alongside the question. The more votes a question receives, the higher up the list it will move and the more likely it is that it will be answered.

When asking a question, please include the name of the speaker that your question is directed towards.

**Live Captions:** The **Live Captions** function provides a text-based interpretation of anything that is said during the presentations. Simply click the button to turn this feature on and off.

As sessions end and there is a break in the programme, everyone will be transported back to the networking area and will land in the same seat that they were in previously.

**Leaving the Event:**

It is important to QUIT EVENT when you need to leave and not just close the window as we will need proof of your attendance to be able to issue a CPD certificate after the event.