



Oregon Society for Healthcare Engineering  
Annual Fundraiser  
Friday, September 25th, 9AM – 3PM

# REMO Platform 101

## Checklist before attending a Remo Event

*Follow this checklist to get you and your computer Remo ready!*

- To get the full networking experience use a computer with a camera and microphone. It is not required but will let you have an amazing experience!



- As we use the latest video technology, make sure your browser and OS is updated to the latest version. Please check that you are using a compatible browser and OS that fulfills the versions listed in the table below.



- [Click here to check your OS and browser version](#)
  - Remo currently supports Chrome, or Firefox browser on your desktop/laptop computer. Remo usually has a few issues with Safari. We recommend Firefox or Chrome.
- Before the event, check that your microphone and camera works and that your browser, hardware and internet connection fulfills our requirements on this [test page](#).
  - If your camera or microphone does not work here are some troubleshooting guides to help you resolve common issues:  
[My camera and microphone does not work on Windows 10](#)  
[My camera and microphone does not work on MacOSX](#)
  - If your camera or microphone still does not work, go here [live.remo.co](https://live.remo.co) and click on the "Need Help" button on the bottom left corner.
- Locate yourself in a quiet place with a non-distracting background before you enter the event
- Watch this YouTube video for instructions on how to use [Remo](#).
- Go to the link that was sent to you and register with your name, email, and password.
- Most importantly have fun and a great event!

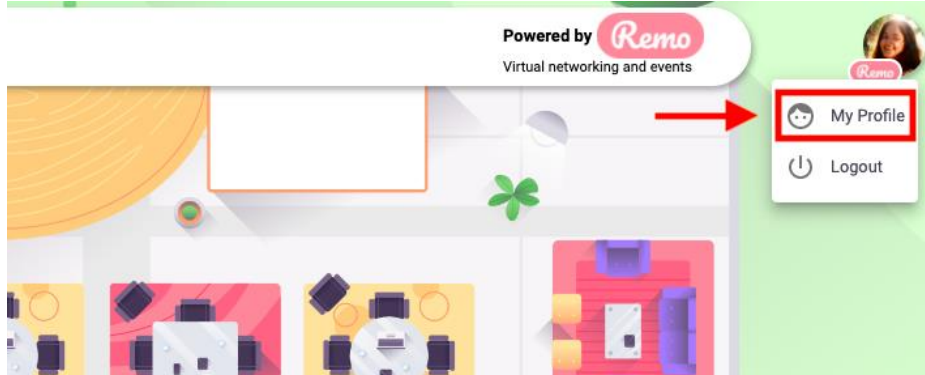


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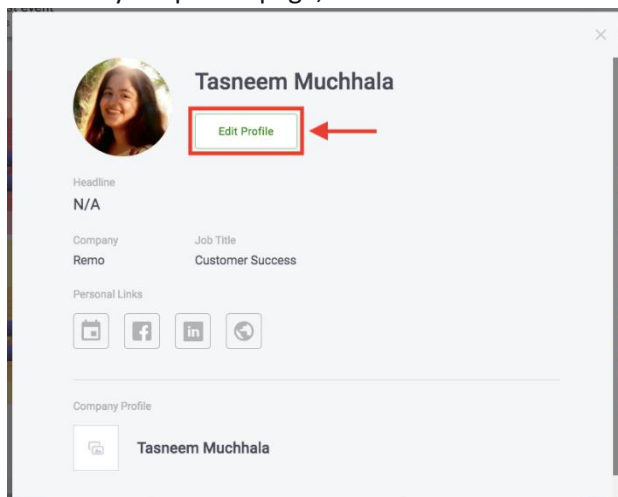
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## How to Update Your Attendee Profile

1. Click on your image/image icon in the right-hand corner
2. From the drop-down menu select 'My Profile'



3. Once on your profile page, click the 'Edit Profile' button



4. To edit your profile you can:
  - a. Add your Full Name
  - b. Add a Profile Picture
  - c. Add a Headline and your Job Title
  - d. Add a URL to schedule meetings, e.g. a Calendly link



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- e. Connect to your LinkedIn or Facebook Profiles
  - f. Add a link to your Website (you can use this to link to your Instagram if you wish!)
5. Once you've filled everything you want, make sure to click 'Save Changes' at the bottom of the page

**Edit Profile**

[Change Profile Picture](#) [Remove](#)

**Full Name \***  
Tasneem Muchhala

**Headline**  
Customer Success Associate

**Company**  
Remo

**Job Title**  
Customer Success Associate

**Meeting Schedule Link (e.g. Calendly)**  
<https://calendly.com/tasneem-strategic-session>

**Links to Public Profile URL**

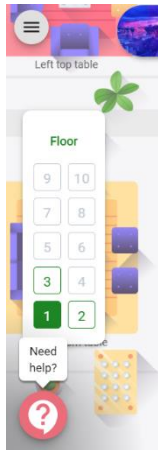
6. Check out this [short video walk-through](#) for updating your profile



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## How to Move Around the Room

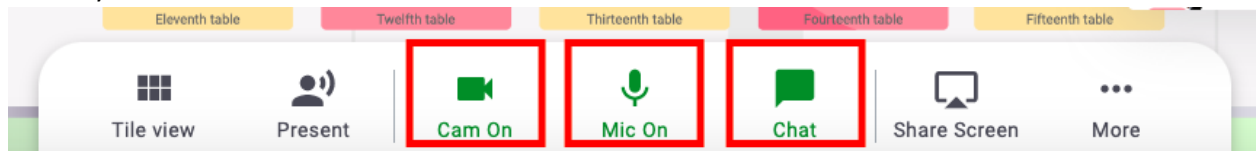


1. Join a table by double clicking on any open seat at a table or seating area
2. Click and drag to look around the room to find an open seat
3. When you are ready to move to a new table, bid farewell to your tablemates and double click on another open seat
4. You can continue exploring by using the Elevator on the left of the room to visit other floors
5. Change your view by click on the button on your white menu bar in the bottom center of your screen
  - a. Depending on the view you are currently in, you can change to “tile view” or “back to map”

## How to Connect with People During the Conference

There are a number of ways you can connect with other attendees in Remo:

1. Switch your mic on
2. Switch your camera on



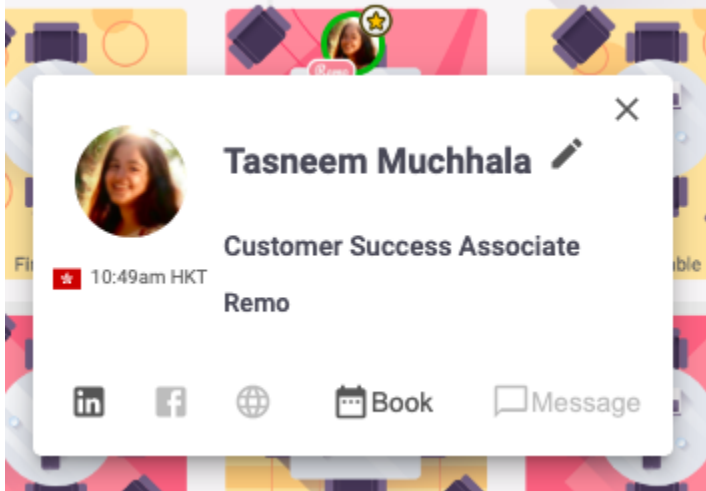
3. If you are having issues with your microphone or camera, please check out [this test page](#)
4. Online chat - You can choose to chat with...
  - a. General Chat: All other attendees
  - b. Table Chat: Those only on your table
  - c. Private Message: 1:1 direct message with another attendee
  - d. Check out [this article](#) for the differences in the above types of chats
5. Connect with attendees on LinkedIn or Facebook or via their website
6. Book/schedule a meeting with another attendee



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7. To do this, all you need to do is click a user's profile image and the following pop-up will appear.



8. You can now experience Remo with the above powerful features for networking. Enjoy! ✨