



We are excited to have you join us for State of the Girl 2021! Here you will find some instructions and tips to help you navigate the Remo platform as an attendee.

Tips:

- It is preferred that you use the Google Chrome browser. Any browser will work but Google Chrome has fewer issues. It's also recommended to clear cache and cookies.
- It is best to use a laptop or desktop computer. Mobile devices like phones and tablets will not let you use the camera function/interact.

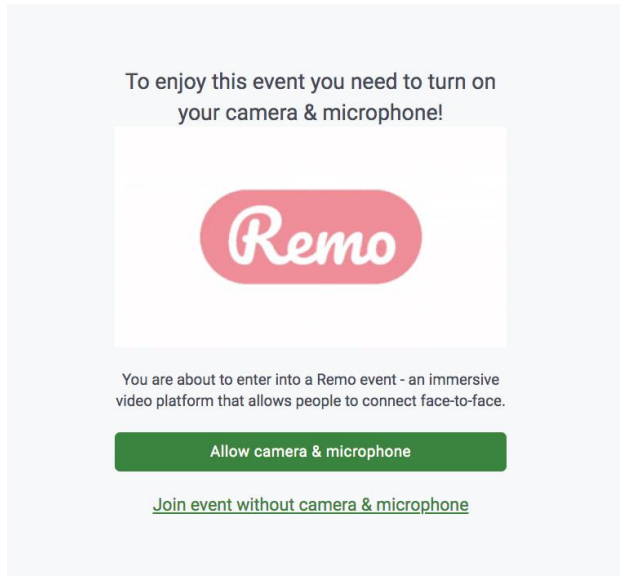
Terms to Know:

- **Map:** In Remo, the map is what's on your screen. The tables, stage, floors, etc. are all a part of your map.
- **Selected Video/Billboard:** The Selected Video/Billboard is to the left of the stage. This video was created and selected for your viewing by Girl Scouts of Ohio's Heartland as a thank you to all our sponsors.
- **Stage:** The stage is between the selected video and the information box.
- **Information Box:** The information box is to the right of the stage and will include information regarding State of the Girl.
- **White Board:** We will have pre-loaded content on here that is accessible when you are in Table Mode. We will use this for the table talk discussion.

- **Upvote:** When using the Q&A feature, guests can upvote the questions they most want answered, moving these questions to the top of the list.

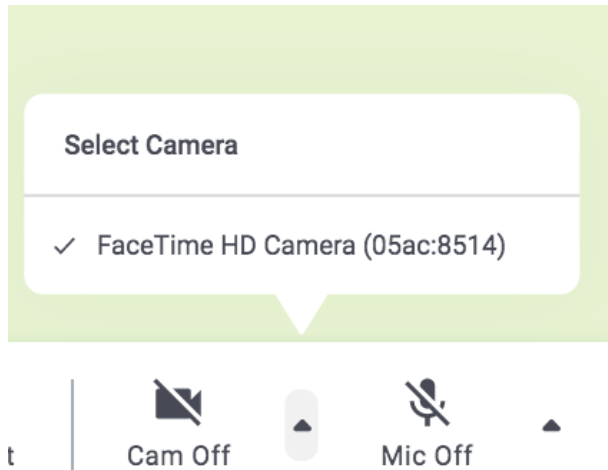
Logging into State of the Girl and Using Remo:

- At the start of the event, you should navigate to the event link and select Join Event. You will be directed to something that looks like this:



- If you have not used Remo in the past, you will be directed to create a Remo account. This is necessary to join any Remo event.
- For the full State of the Girl experience, make sure you have given Remo access to your camera and microphone. At the top of your browser — where the Remo event link was entered — there is an option to select the camera and microphone you would like to use while operating Remo. If you have two cameras on your computer, be sure to select the camera icon next to the link to select the correct camera.

Example:



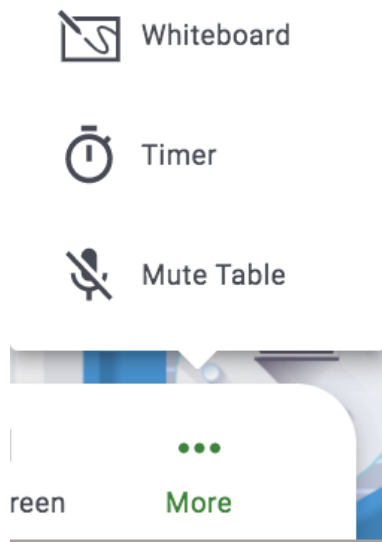
- Upon entering the platform Remo will place you in a seat at a table at random. Feel free to say hello to those you are seated with! You're welcome to stay here unless the table is labeled "reserved."
- Click and drag your mouse to see around the map.
- **To zoom in:** use Ctrl ++, Command ++, or use your mouse pad and expand two fingers to zoom in.
- **To zoom out:** Ctrl --, Command --, or use your mouse pad and bring two fingers together to zoom out.
- **Finding your seat/changing tables:** To find a seat of your choosing, double click on the table that you would like to visit or be seated at. All seats are open unless a table is labeled "reserved."
- **Navigating floors:** To change floors, look to the left of your map. You will see a list of numbers, the numbers that are shaded are floors that are accessible to you. Click on the number of the floor you would like to visit. Please note, you will again be placed at a random table when you get to a new floor. Use the directions above to help find your seat or the seat of your choosing.
- **Chat features:** There are three chat features within Remo:
 - **Table chat:** Chats entered in the table chat will only be seen by members of the table you are currently seated at.
 - **General chat:** Chats entered in the general chat will be seen by everyone at the event.

- **Private chat:** You have the option to privately message anyone at the event. Just click the name of the person you'd like to privately chat.

Using the Whiteboard:

- To find the white board, look for the three dots at the toolbar at the bottom of your screen. Click these dots and you will find the Whiteboard feature.

Example:

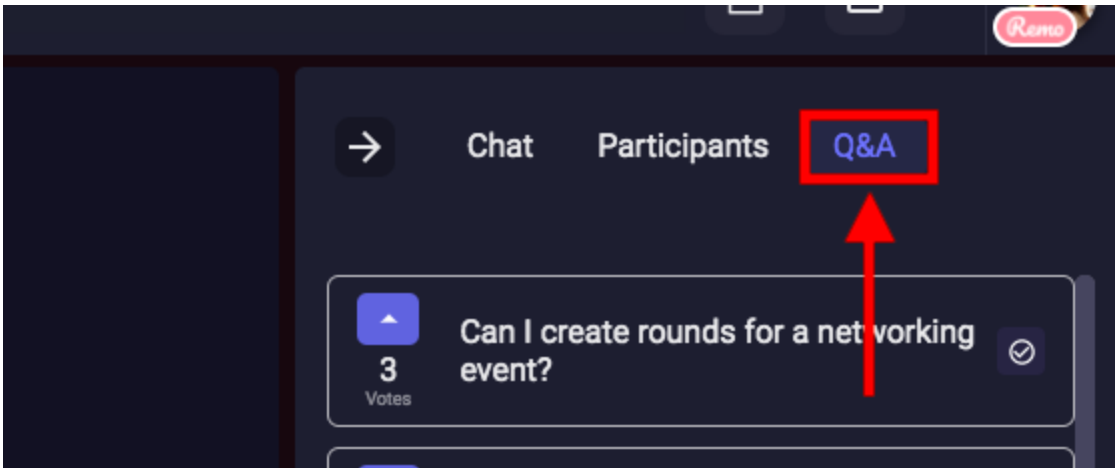


- The white board we will be using for the table talk discussion is only available when in Table Mode.

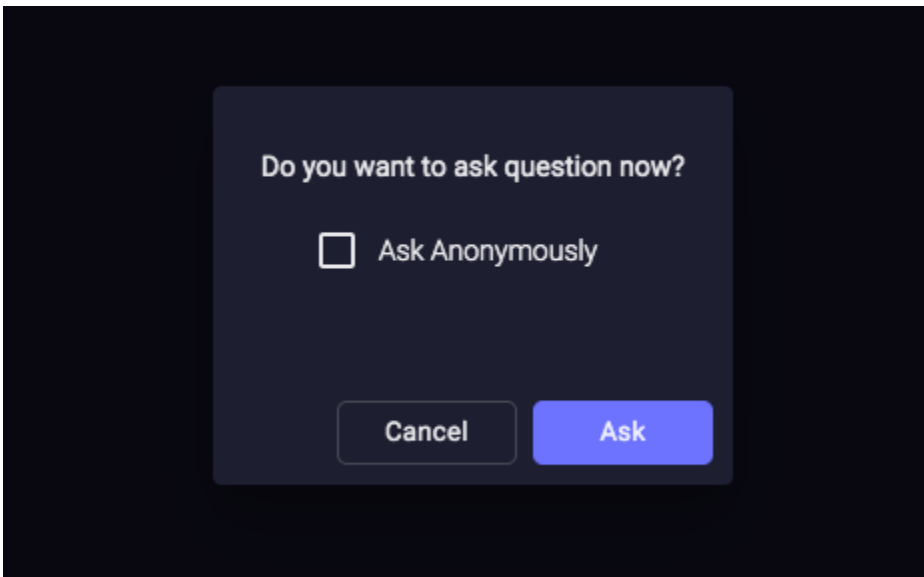
Using the Q&A Feature:

- The Q&A feature is accessible during Presentation Mode. It can be found to the right of the screen.

Example:



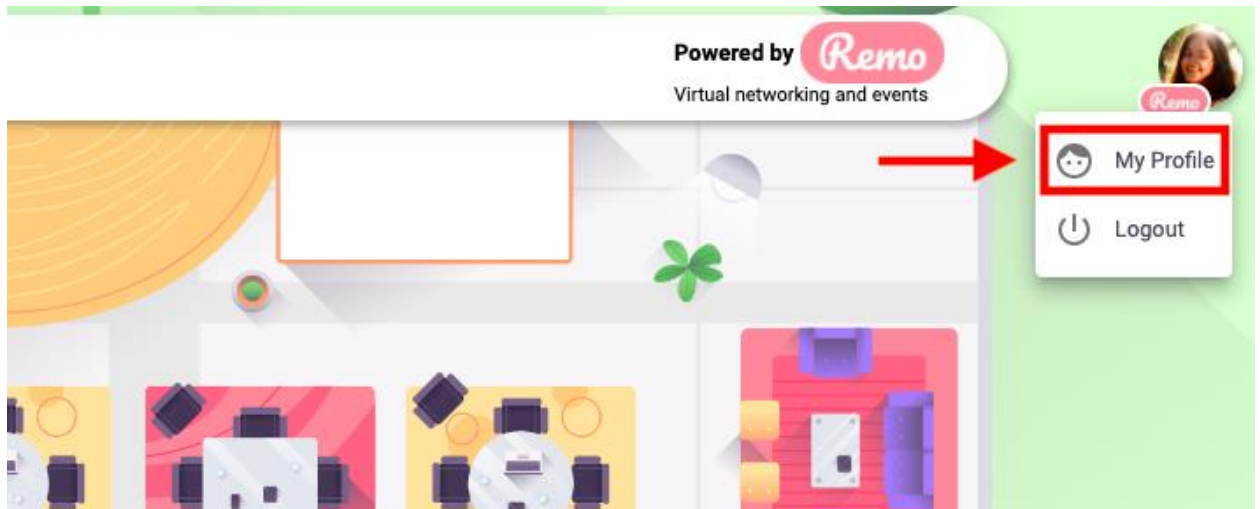
- We will use this feature during our panel Q&A.
- You may also opt to ask anonymously if you wish by checking the following box when asking your question:



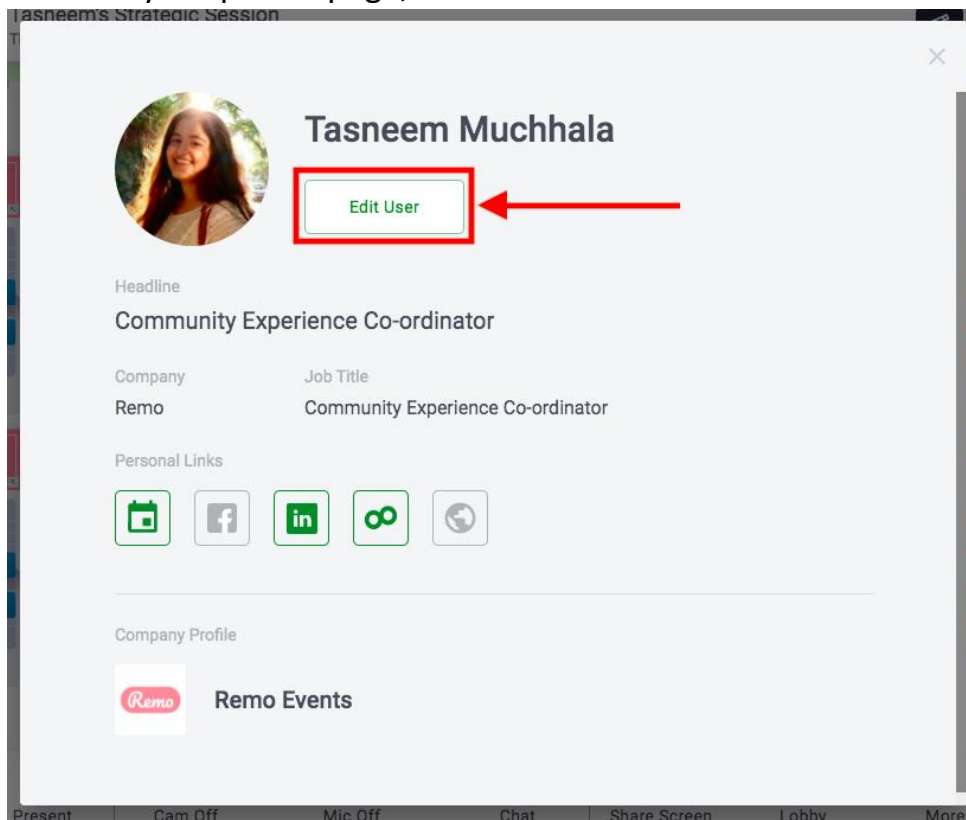
- Guests can upvote questions within the Q&A feature to move questions they would most like answered to the top of the list.

How to Fill in Your User Profile:

- Update your user profile so other guests can get to know you.
- Click on your image/image icon in the right-hand corner.
- From the drop-down menu select My Profile.




- Once on your profile page, click the Edit User button.



- To edit your profile, you can:
 - Add your full name.
 - Add a profile picture.
 - Add a headline and your job title.
 - Add a URL to schedule meetings, for example a Calendly link.
 - Connect to your LinkedIn or Facebook profiles.
 - Add a link to your website.

- Once you've filled in everything you want, make sure to click Save Changes at the bottom of the page.

Tasneem's Strategic Session

 Edit Profile

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

Full Name *
Tasneem Muchhala

Headline
Community Experience Co-ordinator

Company
Remo

Job Title
Community Experience Co-ordinator

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

Save Changes Cancel

Present | Cam Off | Mic Off | Chat | Share Screen | Lobby | More