

# Remo Users Guide

## For Poster session at FYR02 QLC meeting

(for all participants)

The poster session at FYR02 QLC meeting will be held at 13:30 on December 22<sup>nd</sup>.  
At first, "1 min. Preview" using Zoom will be held, and after that, 2 hours "Poster Presentation" will be held using Remo.

The following information is for joining and presenting to "Poster Presentation" on Remo.  
Please read the following carefully before joining the poster session.

### ■ Time Schedule

December 21 (Mon.) 13:30 ~ 15:30 ..... Trial time for using Remo

\*Please check the operation of Remo during this time.

\*There is a Help Desk for questions on the first one hour (13:30 – 14:30).

December 22 (Tues.) 13:30 ~ ..... 【Zoom】 "1 min. Preview"

@1min. X 43 presenters

14:45 ~ ..... 【Remo】 venue Open

15:00 ~ 17:00 ..... 【Remo】 "Poster Presentation"

\*15:00 ~ 16:00 → core time for the presenters with **odd** Poster numbers

\*16:00 ~ 17:00 → core time for the presenters with **even** Poster numbers

### Step 1. Preparation for starting Remo (For All Participants)

#### ■ Requirements

- PC with camera, speaker & MIC or headset
- Browser **Chrome** (highly recommended) or Safari/Firefox  
for more information, check the [Remo Technical Requirements](#)
- High-speed Internet access
- ※Using headphones or earbuds is recommended.
- ※Be aware that system in Remo is subject to change without notice.

#### ■ Remo System Check (**Important**)

<https://remo.co/mic-cam-test/>

You can check on this and allow your browser to access your mic and cam from the Security & Privacy section in your System Preferences.

#### ■ Join URL link

We will send the URL link for the poster session by an e-mail.

## Step 2. Creating Remo account (For All Participants)

### ■ Remo Website

Access to the Remo website ( <https://remo.co/> ) and click Login button.

Then click “Sign up now” and fill in your Full name, Email, and Password.

You can Sign up with Google account, as well.

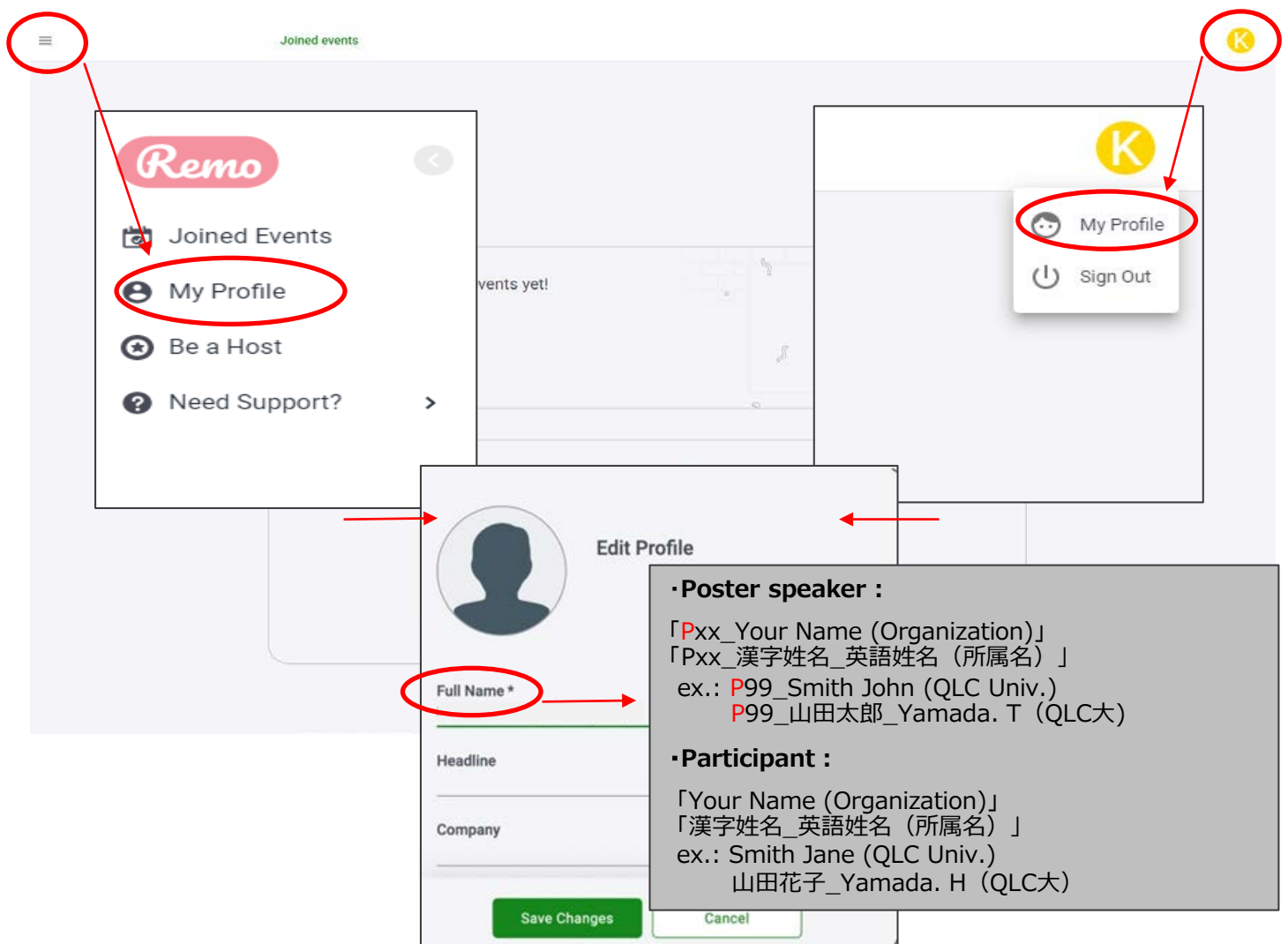
\*Free trial 14 days will not be counted down unless you create any events.



### ■ Username in Remo (Important)

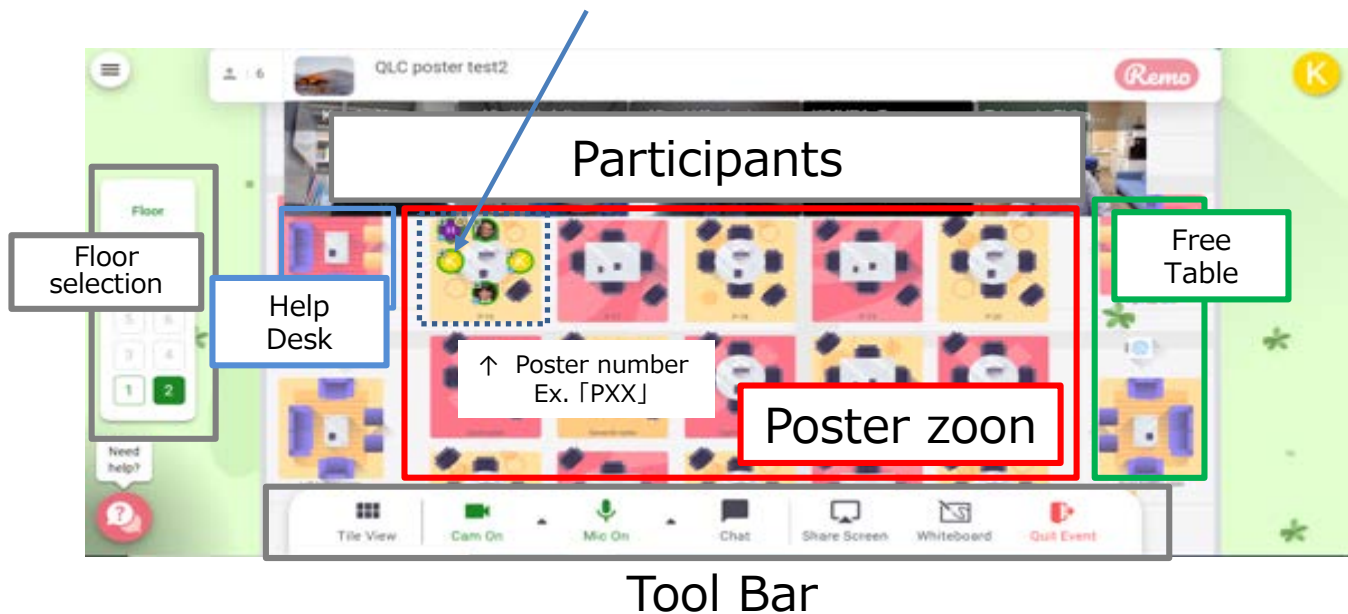
Please change your “Full name” in Remo as shown below.

- **Poster speaker:**「Pxx\_Your Name (Organization)」 ex.: P99\_Smith John (QLC Univ.)  
... Please check your poster number at the program.
- **Participant:** 「Your Name (Organization)」 ex.: Smith Jane (QLC Univ.)



### Step 3. Join Poster floor (For All Participants)

Double click the table to join in.  
Your icon is here.



#### ■ Poster zone

- 1 Table = 1 Poster board, 1 floor = 15 Tables ( = 15 Poster boards)
- All posters in the floor can be available at General Table
- ※ Poster presenter (poster number Pxx) is making presentation at Pxx

#### ■ Floor selection

- To move to other floors, click the "Floor" (shown left side bar) number which you want

Floor	Poster number
1	P01 ~ P15
2	P16 ~ P30
3	P31 ~ P43

#### ■ Tool bar (bottom in your screen)

Tile View/Back to Floor button → switching your screen presentation

Cam On/Mic On → on and off for camera and mic

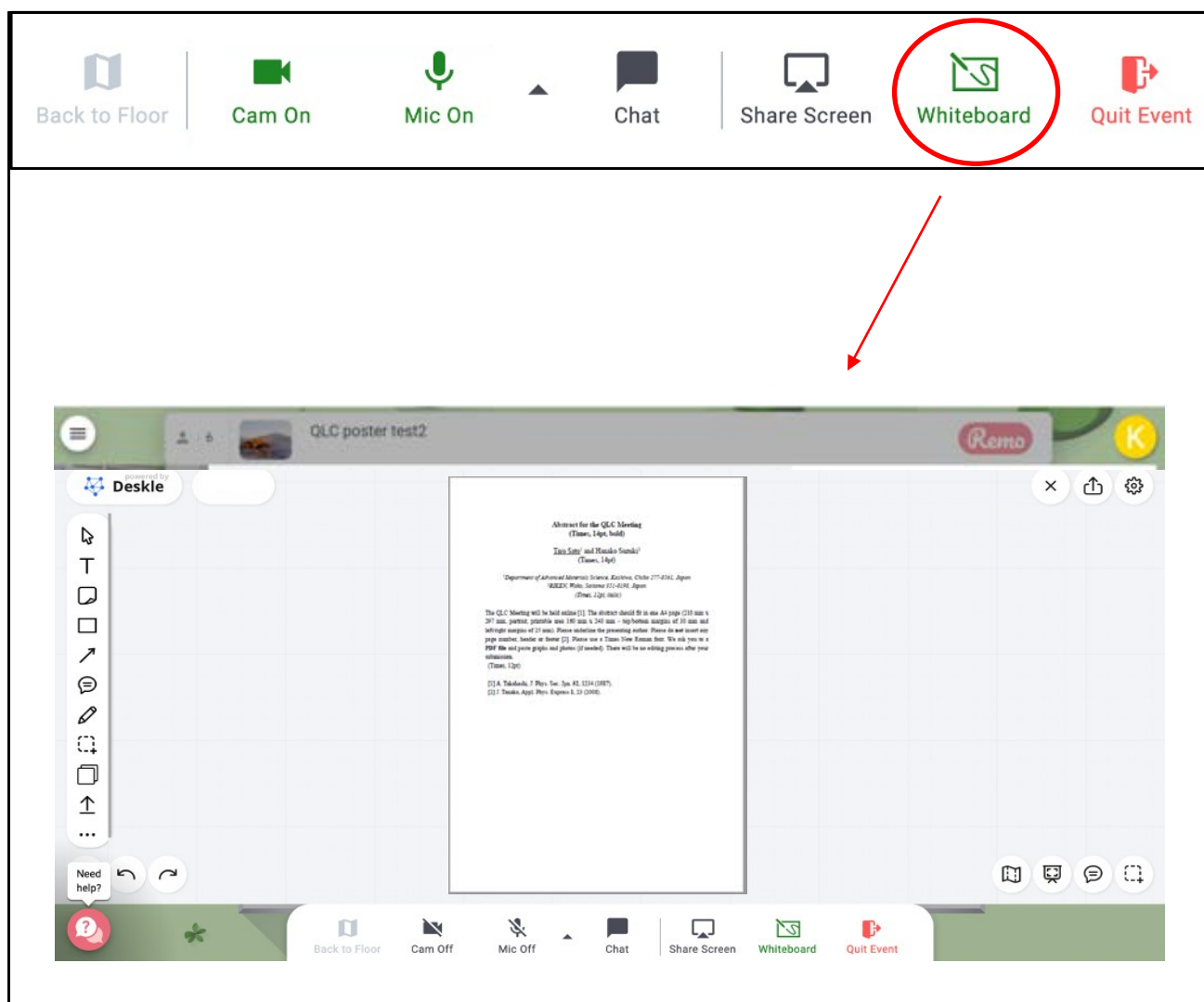
Chat → select whom you would like to chat with

Share Screen → to share your presentation data for people at your table

#### ■ Moving to other tables

- Please confirm where your icon is
- Double click a table for moving

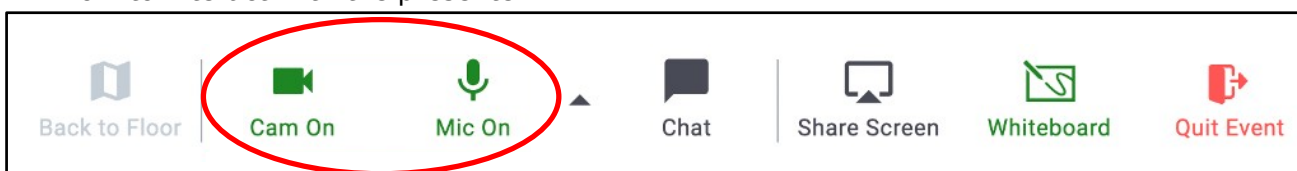
#### Step 4. How to join a presentation (For All Participants)



\*When you visit a poster table, please open "**Whiteboard**" to see the poster.

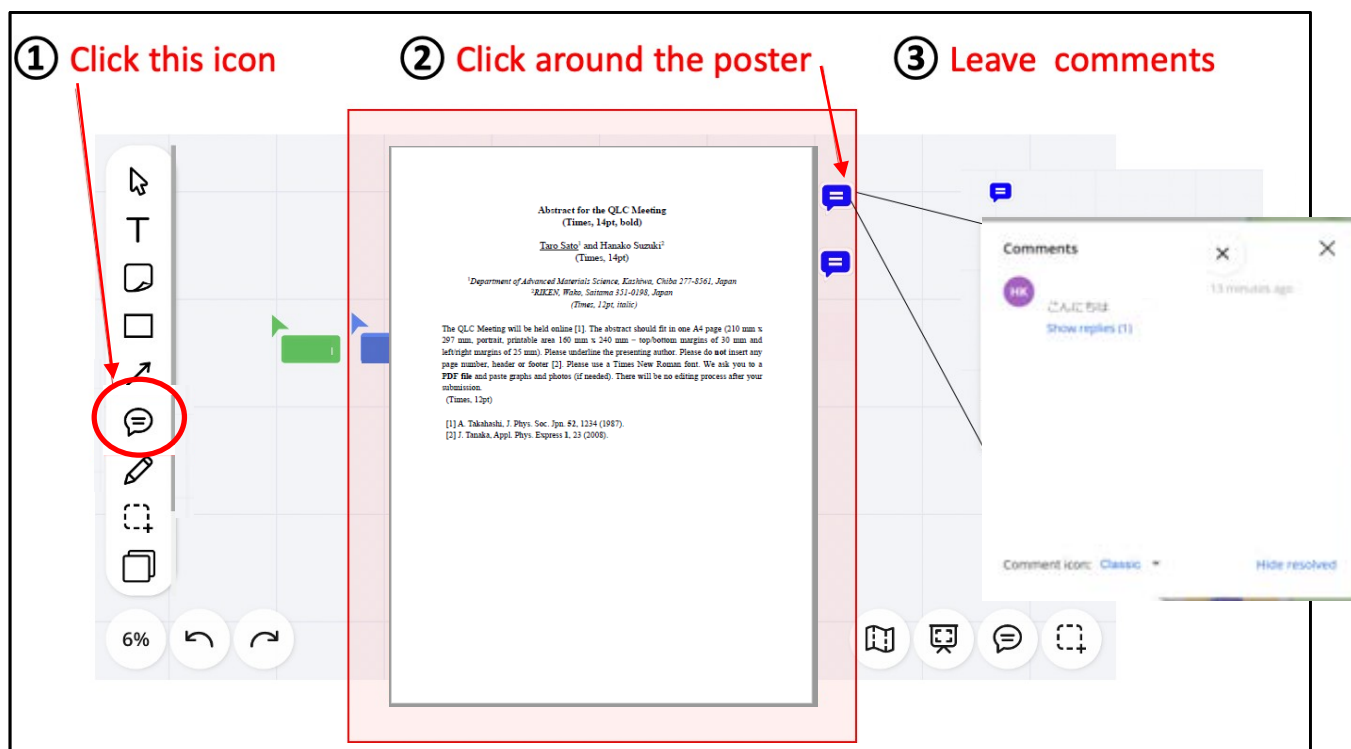
- The poster image can be freely scaling in your PC.
- Please avoid staying a Poster Table after you finish the discussion.

#### ■ How to interact with the presenter

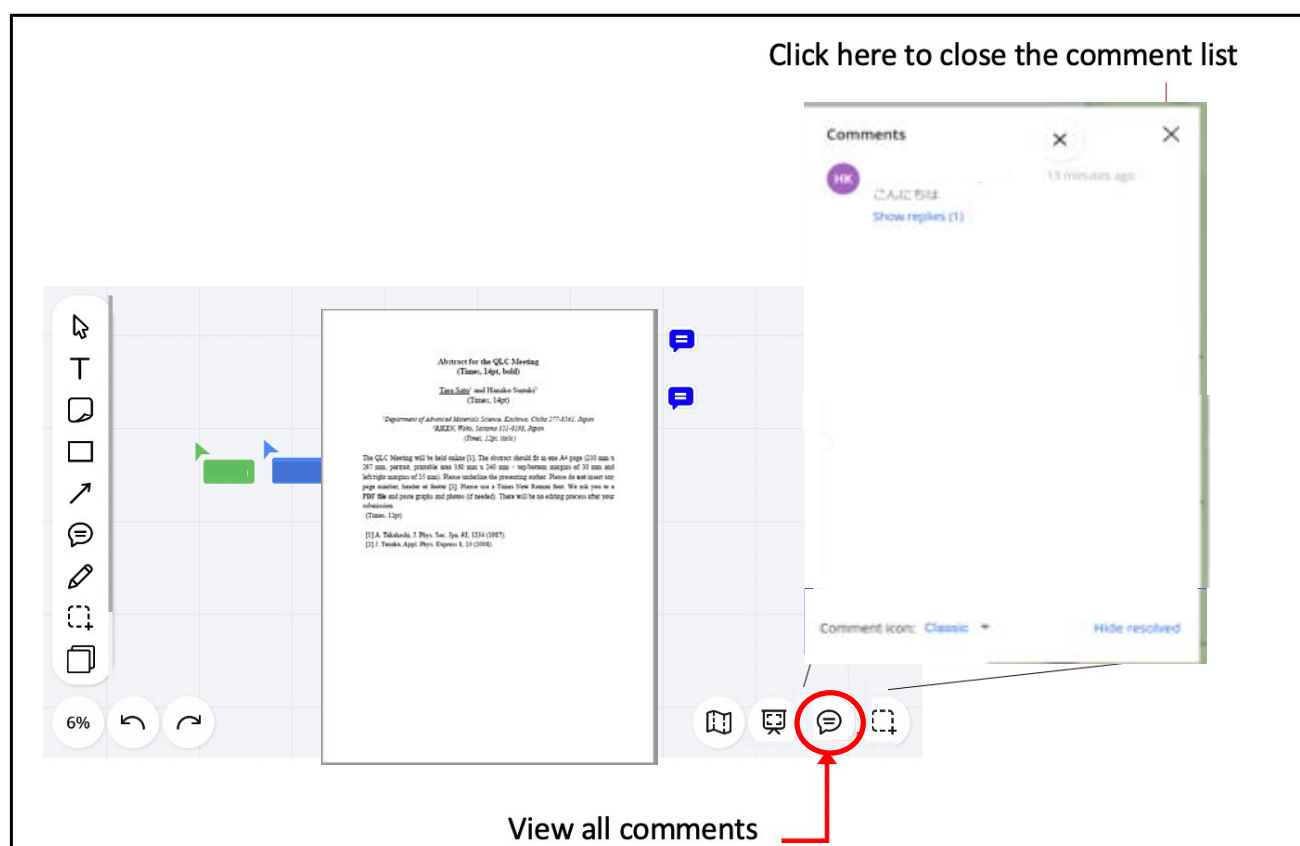


- Turn on **Camera** and **Microphone** to speak to the presenter.
- Use of **Chat** is not recommended as you cannot view previous conversations once you leave the Poster Table.

## ■ How to leave comments

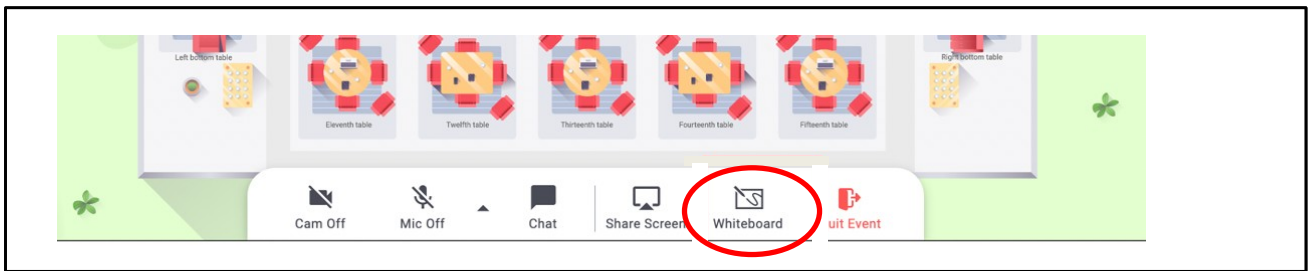


## ■ How to view comments

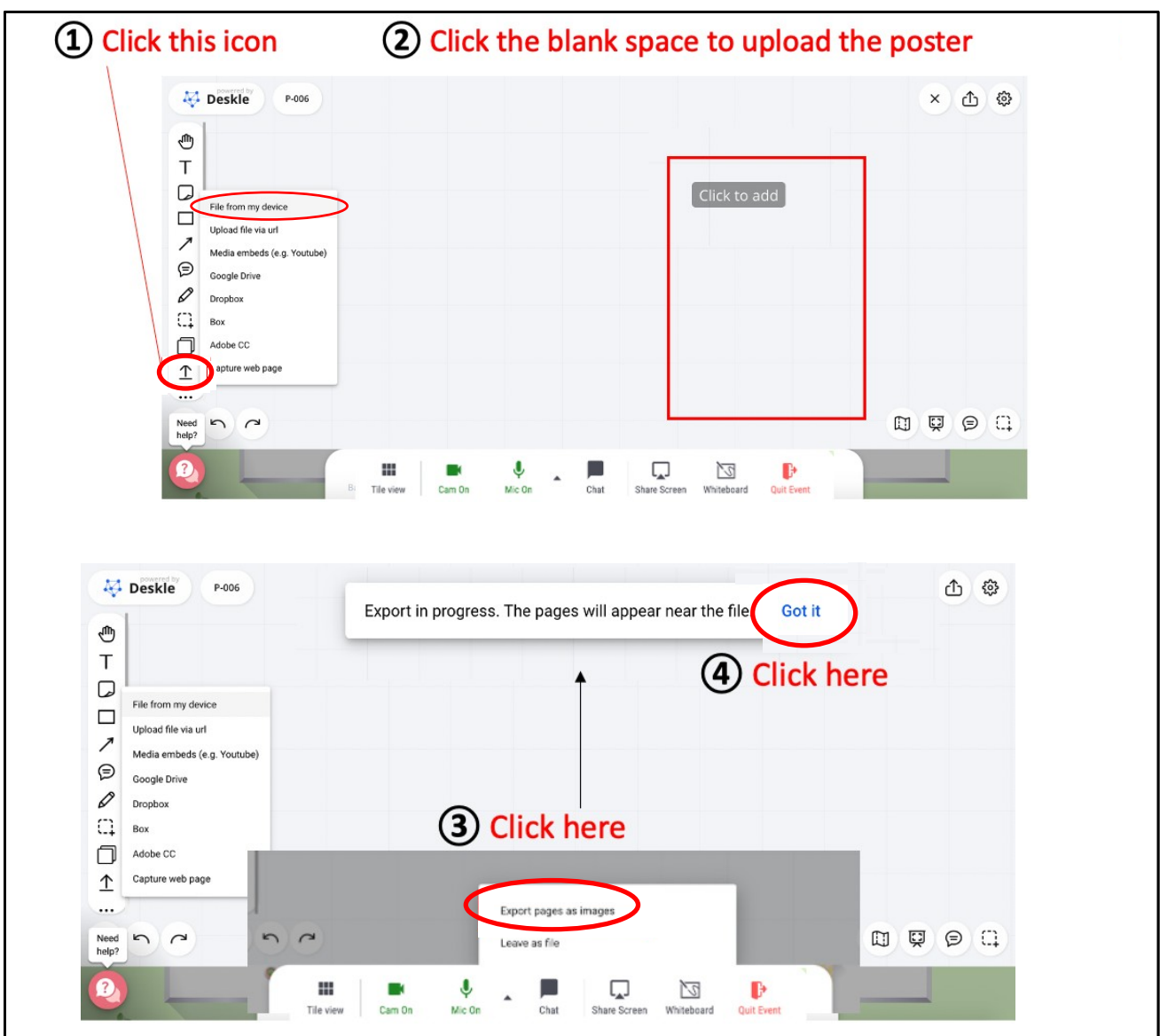


## Step 5. How to prepare and display your presentation (For Poster Speakers)

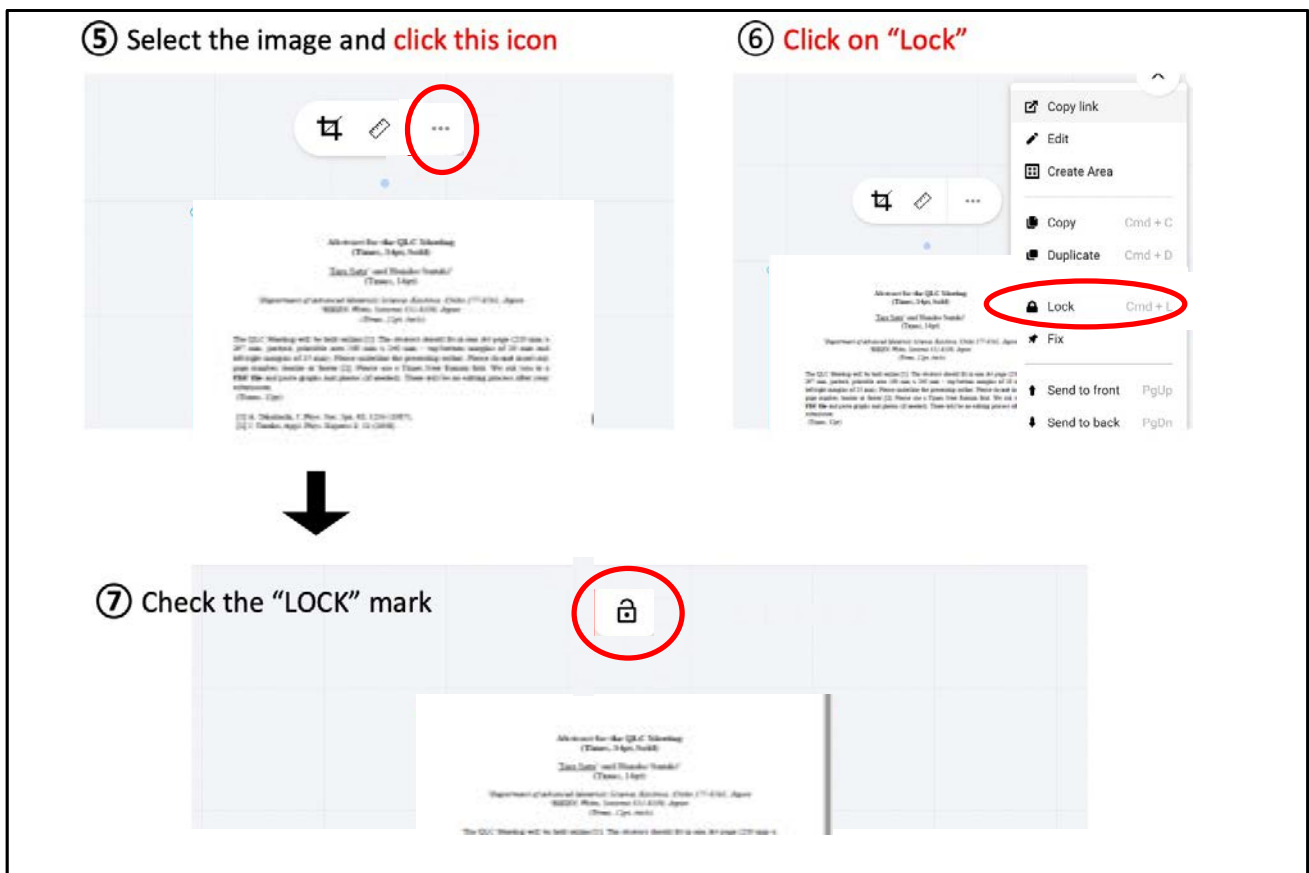
1. Open "whiteboard "



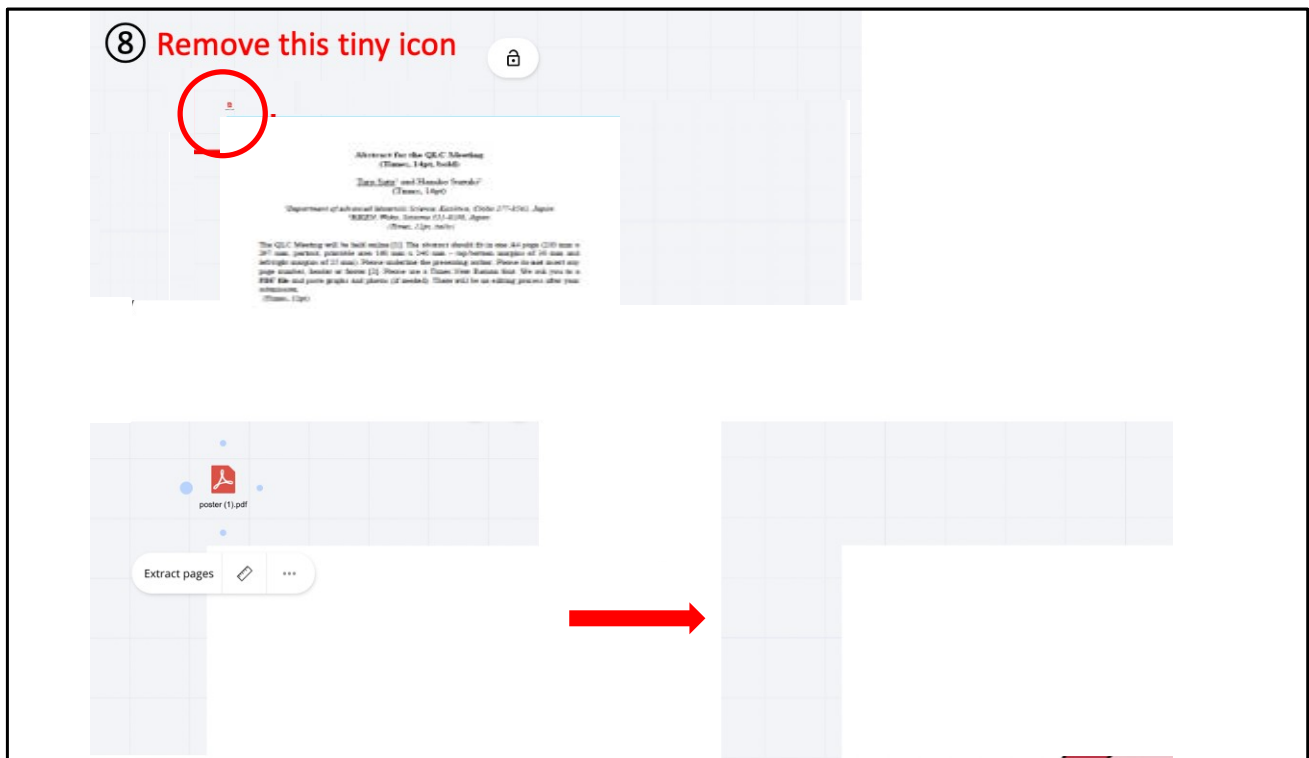
2. Upload your poster in Whiteboard.



3. The poster image must be “locked” to prevent others from downloading it.



4. Also remove the tiny PDF icon on the top left of the poster image, either by pressing [delete] button or by pressing three-dotted icon and choosing **Delete**.



## ■ Guidelines for creating poster data

1. Size : (recommended) A0 [ 841 mm (33.1 inch) x 1189 mm (46.8 inch) ]  
( Since it is projected on a PC screen, horizontal layout is recommended, but there is no problem with vertical layout. )
2. Create posters with image data such as JPEG and png. Pdf. , Ppt. files not allowed.  
Please confirm the visibility on the trial schedule.
3. Write your poster number in the upper left corner of the poster at 60 pt. or more.  
Please check your poster number in the program.
4. Write the title of the presentation at the top of the poster and the author's name and affiliation below.
5. We recommend a minimum of 72 pt. for presentation topics and 50 pt. for authors.  
Sans-serif fonts such as Arial and Gothic are recommended, but please decide by yourself.
6. Since we set up the core time of the poster presentation, the audience may visit in the absence of the presenter. Please make a poster understandable contents even if there is no presenter.
7. In this Poster Session, the QLC Young Researcher Award is/are judged.  
Please note that significant deviations from the guidelines may be disadvantageous during the audit.

## ■ Notes for Poster Presentation

1. To allow poster presenters to see posters by others, we set the following core time.  
Odd poster numbers : (15:00 – 16:00)  
Even poster numbers : (16:00 – 17:00)
2. All participants will be able to see the posters displayed. However, do not download posters.  
The poster presenters must lock the pasted data so that it cannot be inadvertently manipulated by other participants. Also, pasted data remains when you leave the table or leave Remo.  
Keep the pasted data for the duration of your presentation session, and be sure to unlock and remove the image data when you leave Remo after the session ends.
3. In the poster presentation in Whiteboard, you can check where the audience pay attention as an icon. If necessary, enlarging the display.
4. We recommend that you have a face-to-face discussion with the camera on.  
Only 6 people including the presenter can participate in one poster at a time.  
Please do not stay in the same poster for a long time.

### ※ Tips

YouTube Remo official channel

<https://www.youtube.com/channel/UCXz-ypDKTaTFxinSmVbPekg>

Remo's events

<https://remo.co/guided-tours/> FAQs

<https://remo.co/frequently-asked-questions/> Remo

system check <https://remo.co/mic-cam-test/>



The following additional information is for poster presenters to prepare the poster.

#### ■ 1min. Preview (Zoom)

Each poster presenter will have one minute poster presentation in a PowerPoint file on Zoom. Please prepare your own slides.

The "1min.Preview" is positioned as a place for the presenter to advertise in order to attract the audience. Although there are no specific instructions, it is expected that the poster content will be summarized in 1 ~ 2 PowerPoint slides and explained briefly to all participants via Zoom screen sharing within 1 minute.

#### ■ Poster Presentation (Remo)

After the "1 min. Preview", "Poster Presentation" using Remo will be held for 2 hours. Showing the image data that each presenter pasted on Remo's Whiteboard, and poster presenters explain and discuss with visitors, as in a regular conference poster presentation. For smooth progress the presentations and discussions at Remo, please follow the guidelines above when creating poster data.

We set up the trial time, at 13:30 - 15:30 on Monday, December 21, the day before the poster session. In order to prevent troubles, please check the operation of Remo during this trial time .