ACEC of Massachusetts
Engineering Excellence Awards

September 30, 2021

Virtually using **Remo.co**

3:30 – 4:00 PM Networking
4:00 – 5:30 PM Program with presentations
5:30 PM Networking Session II

We are so excited you are joining us for the ACEC/MA Engineering Excellence Awards. Remo.co is the virtual platform we are using for the evening.

Introduction to Remo.co
(Note: The site is Remo.co NOT Remo.com!)

If you have questions or experience any technical issues before or during the event please call 617-227-5551 for assistance. We will have people standing by to help you.

Overview

Remo is a virtual networking and event platform that encapsulates the same feeling of attending an in-person event. Remo has existed for a few years and is used by a multitude of large companies and organizations, including NASA.

Networking: Remo allows for the opportunity for you to chat in groups of 8 at virtual tables using your webcam and audio. You will get a bird's eye view of a conference room where you can see all tables and other attendees. You can move around to different tables as you choose (double click a different table to move to it). You can see and speak to everyone at your table. There will be multiple floors. You can change floors by clicking the floor box in the left-hand side of your screen.

Program: For the program you will automatically be brought to the main presentation screen. You will be able to see and hear the speakers. You will not be seen or heard but you can use the chat feature to see a list of all the attendees. You will be able to send chat messages to individuals or groups during the event without disturbing the speaker.

Display Name: You will enter your full name when you log in. You can also create your own 'virtual business card' with contact information and include links to your LinkedIn or other websites so other attendees can access it. Instructions for this can be found in the guide.

Timing: The networking will be from 3:30 to 4:00 PM. The program will begin promptly at 4:00 PM. Networking will continue after the program and last until 6:30 PM.

You can join at any time during the evening.   It will not disturb the presentations.

A step-by-step guide and technical information for Remo follows.

Technical Requirements: Remo works best on Google Chrome, Firefox, and Safari browsers. It is **not** supported on Microsoft Edge or Explorer. It is recommended that you use a computer (MAC or Windows (10 or greater) rather than a phone or tablet though it does work on most.

We recommend you log onto Remo.co prior to the 3:30 PM start.

You can test the compatibility of your computer here: https://geartest.remo.co/
More details on computer requirements: http://bit.ly/RemoComputerReq

Connecting:

- The first time you connect to Remo you will have to give Remo permission to connect to your webcam and microphone.
- A pop-up will appear in your browser and you will have to click 'allow' to connect.
- Note: Depending on your browser, you may have to then refresh the webpage to get these permissions to take effect.
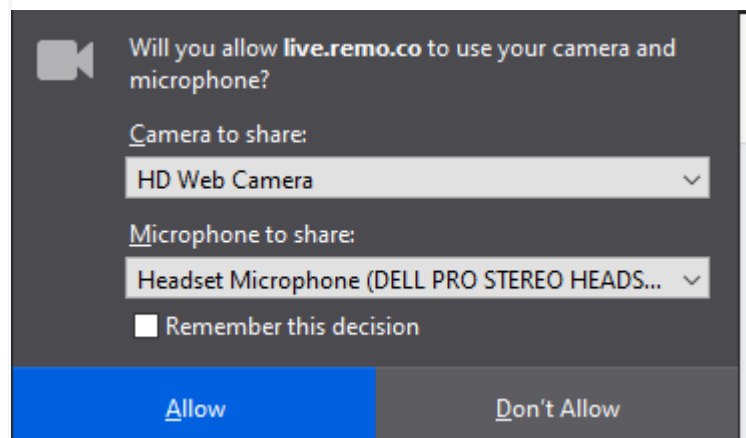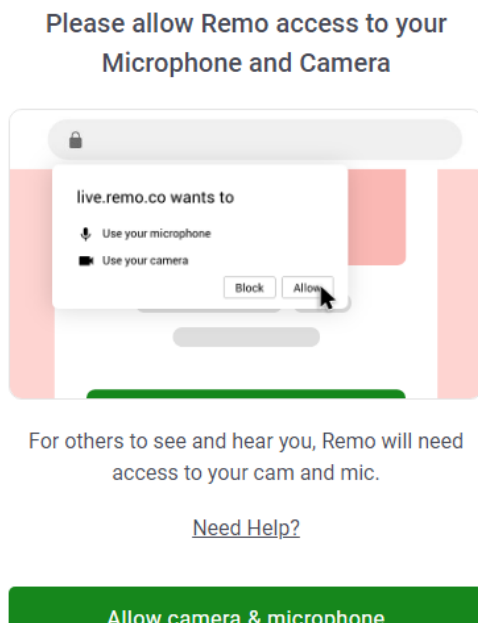

Step by Step Guide to Remo.co:

- All attendees will receive a link to the event by email.
  - At a little before 3:30 PM, copy and paste this link into a supported browser.
  - You will be led to the event landing page which will have a sign in button.
  - Click this button then enter your email address and create a password.
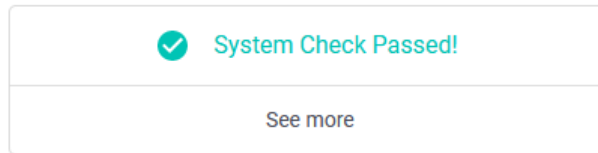
The event has started 🎉

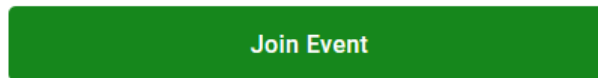*Note: You can join the event at anytime.*   Sign in to join event!

- You will now be asked to provide Remo.co access to your webcam and microphone.
- These are the same permissions you would allow Microsoft Teams or Zoom to have access to. Click the big green button that reads "Allow camera & microphone". You may then receive a browser pop up to allow Remo access, this pop up will look similar to the gray image below.

Please allow Remo access to your
Microphone and Camera

live.remo.co wants to

🎤 Use your microphone

📷 Use your camera

Block   Allow

For others to see and hear you, Remo will need access to your cam and mic.

Need Help?

Allow camera & microphone

Will you allow **live.remo.co** to use your camera and microphone?

Camera to share:

HD Web Camera

Microphone to share:

Headset Microphone (DELL PRO STEREO HEADS...

☐ Remember this decision

Allow   Don't Allow

Once you connect your camera and microphone the webpage will show a green button that says "Join Event", click this button.
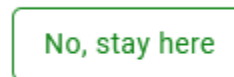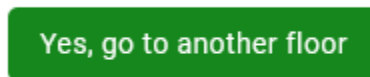

You will now be in the event and your camera and microphone are ready to be turned on. On the bottom bar of your screen, click the camera and microphone buttons to turn them both on (the icons shake when they are turned off).

Note: Depending on your browser, you may have to refresh your web page to get your camera to turn on after you click the camera icon. You have given Remo permission to access your camera but refreshing the page makes those permissions take effect. Not all users may have to do this.

You will know you have successfully turned your camera on when you can see an image of yourself at the top of your webpage. Other people at your table will now be able to see and hear you.

- Remo will automatically place you at a table once you join the event. You will appear at the table as a small circular icon. You can move yourself to a new table by double clicking the table you want to move to. There are also multiple 'floors' for this event. To move to a new floor, click the 'floor' box on the left side of the webpage and choose which floor you wish to move to. A pop up will ask you to confirm your move.
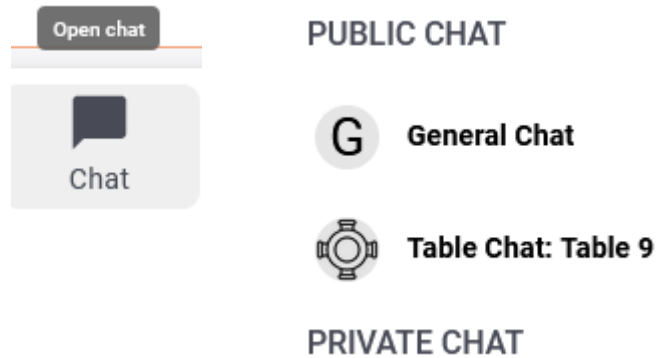

You are now free to move around and chat with everyone attending the Celebration. We recommend you make use of the great features the event offers: Sponsor tables, the Chat feature, and the Virtual Business Card. Details on how to use these features are below. When the networking part of the event ends, only the Chat feature will be available during the main presentation.

- To leave the event, close the browser window and you will automatically be signed out.

If you have questions or experience any technical issues during the event please call 617-227-5551 for assistance.

Event Features:

Chat Feature: On the bottom bar of the webpage, to the right of the microphone setting you will find the Chat feature. There are three types of chats: select General Chat to speak with everyone at the event, select Table Chat to speak with everyone at the table you are currently seated at, or select someone listed under Private Chat to privately speak with that specific person. Everyone logged in and attending the event is listed under Private Chat.

Virtual Business Card: When you hover over yourself or another attendee you will see their full name. Remo has a great feature that allows you to create your own 'virtual business card'. In the very top right hand corner of the webpage, click your icon and select 'My Profile' and then 'Edit User'. This opens a menu that allows you to fill in information about yourself and how other attendees can contact you. You can also change your profile picture if you wish to. You can view other attendees' virtual cards by clicking their icon.