

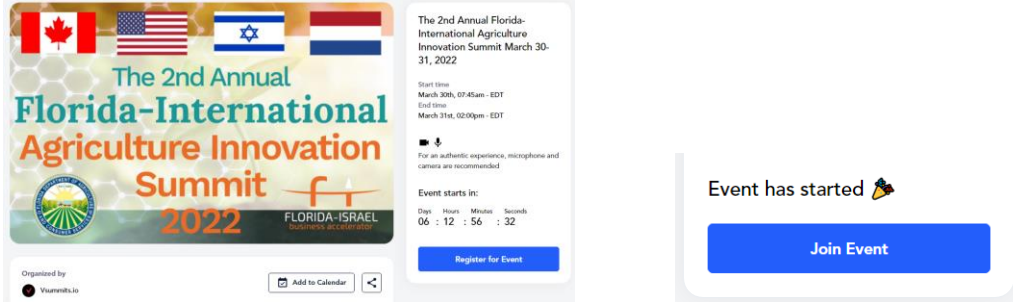
Don't forget to add the event to your calendar.

To access the Event on the day itself, click the given link.

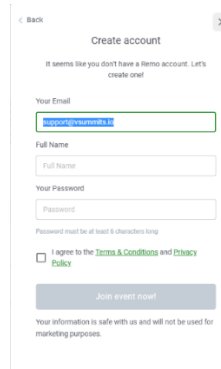
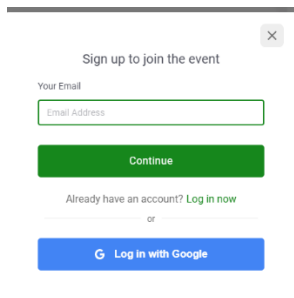
Signing-up

Since Remo is a digital platform, you will be asked to create a profile. If you have not yet already done so, please create a log-in using your email. You will also need to create a password.

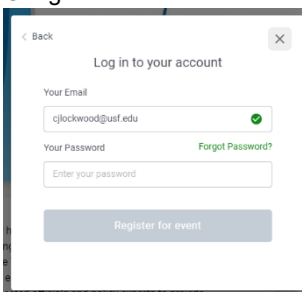
- 1) It will lead you to the registration page. Click the "Register for Event" or "Join Event" button.



- 2) If you haven't been to a Vsummits event, sign-up by filling in your E-mail address and clicking the "Continue" button. It will direct you to create a password. You can finish the sign-up process by clicking the "Join event now" button.

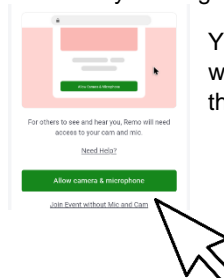
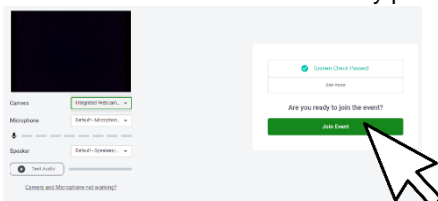


Alternatively, you can also sign-up by using your Google account. Do this by clicking the "Log in with Google" button.



Should the window pop-up alert to ask for your password, chances are, you've already previously signed-up on this platform attending another event. You can sign-in using the password you've created before, or click Forget Password and you will get an email to reset your password and gain access.

- 3) After signing up or logging in, it will do a quick system check to check the functionality of your camera, microphone and speaker. This will give you a general idea if there is any blockage that could prevent mic, camera or sounds access. You may proceed to join the event by clicking the "Join Event" button.



You can also click the "Join Event without Mic and Cam" to directly join the event.

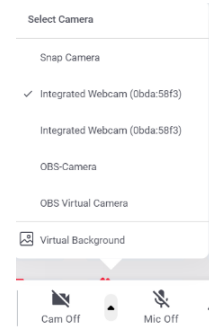
Connectivity Tips:

Use the email address you are receiving notifications on to login.

Camera & Microphone Settings



- To get the full experience of connecting with others, we recommend using a device with a camera and microphone.
- If you have multiple Web camera or microphone sources and want to pick a certain one during the event, click on the small arrow just beside the Camera and Mic button on the bottom menu, and it will give you the available choices detected by your system.



Audio



- We recommend using headsets/headphone to avoid audio feedback.

Compatibility Device



Vsummits works best on **desktops and laptops**.

Operating System Compatibility

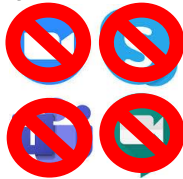


- Make sure your operating system is updated to the latest version.
- On **desktops and laptops**, Vsummits is compatible with macOS and Windows 10. It works on **Chrome, Safari, and Firefox**.
- On smartphones, Vsummits is compatible with iOS and Android.

Internet Connection

Video and audio feed is dependent on your Internet connection. A stable internet connection is advised.

Other Meeting Applications



Close out of any other applications that uses your camera or microphone before joining the event. For example: Zoom, Microsoft Teams, Google Meet, etc.

VPN and Firewalls

If you are having trouble connecting and are using a VPN or Firewall, temporarily turning that off might help.

Vsummits Tech Support

Visit the Tech Support table at the virtual event for any questions or troubleshooting help!

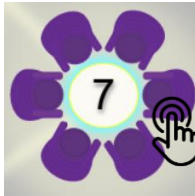
For any additional issues or concerns, please contact the Vsummits staff via chat or locate a member in the event room. You can also reach out to support@vsummits.io

Navigating the Event

Moving Tables





You will be randomly placed on an empty seat when joining the event.

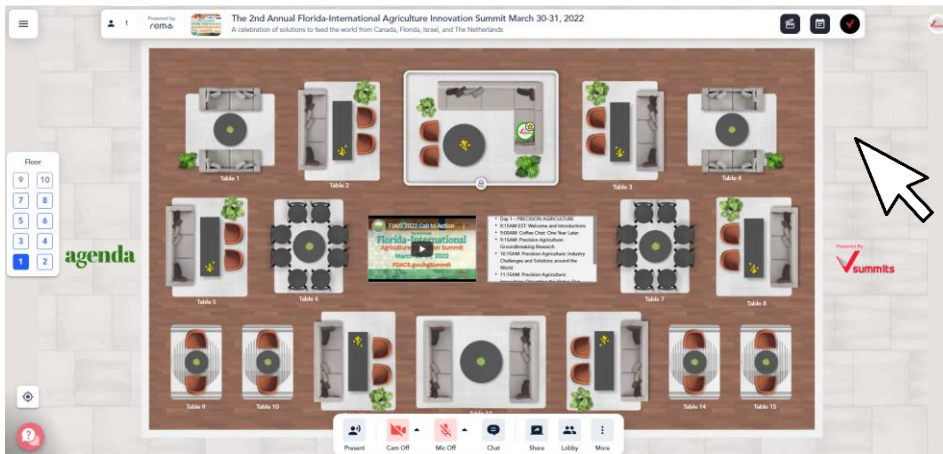


To move from table to table, double click on another table's empty seat.

Viewing the Whole Floor

Drag

To view the full floor layout, you are able to drag around from right to left, top to bottom. To start dragging, click and hold once on an EMPTY space (not a table or seat) and move your cursor. Your cursor will change icon from  to . When this happens, you can then start moving the cursor around to drag.



Zoom In/Out



To zoom in or out, for Windows, click CTRL +/-.

For MAC, click CMD +/-

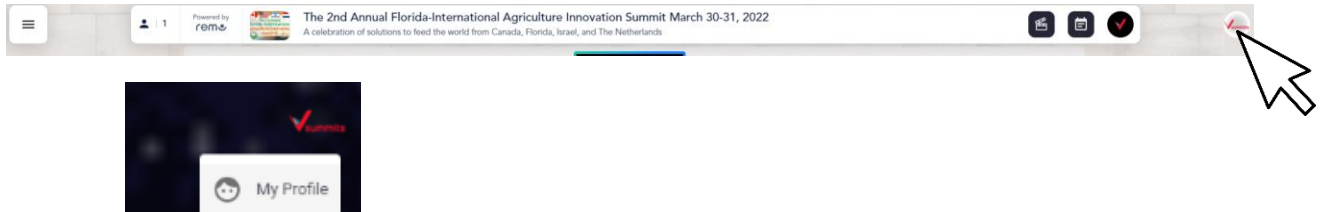
Moving to Another Floor



To move to another floor, click on a floor number on the elevator control located on the left side of the screen.

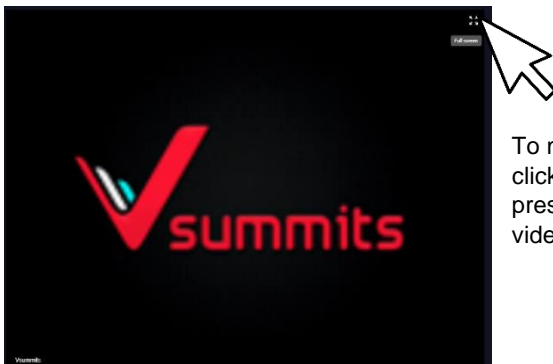
Updating Your Profile

To update your profile, click on your circle avatar located at the upper right of the screen.



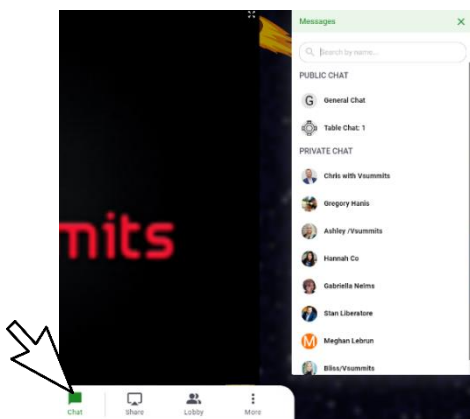
Maximizing View

To maximize an attendee's video feed, simply click on their video window.



To maximize or switch on full screen during a presentation, click on the full screen icon of a speaker or their presentation. It is located on the upper right corner of their video feed.

Chat Feature



There are 3 ways to chat: General chat, Table chat and Private chat.

During a presentation, Chat is the only way to interact with the speakers and attendees. Chat is bi-directional. Both speakers and attendees can type in to chat.