

REMO Joining Instructions & Troubleshooting

How to set up your Remo profile ready for Generation Innovation

BROWSER SET TO CHROME TO ENABLE FULL FUNCTIONALITY & IS UPDATED TO THE LATEST VERSION (YOU CAN CHECK THIS BY USING OUR TROUBLESHOOTING GUIDES

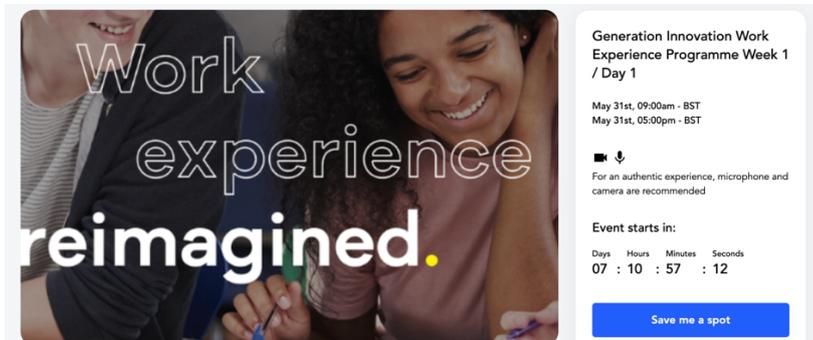
BELOW)

THE PLATFORM DOES NOT FUNCTION ON IPAD/TABLETS

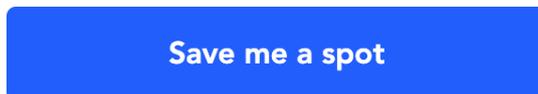
PLEASE USE A LAPTOP/PC

A MOBILE PHONE WILL ENABLE YOU TO ACCESS THE PLATFORM BUT DOES NOT CONTAIN FULL FUNCTIONALITIES

1. Click the link for Remo Day 1 in your email – this corresponds to the week you have registered for (For each day of the programme there is a new Remo link – make sure you select the right one for the correct day) It will look like this:



2. Click the 'Save me a spot' button on the right-hand side of the screen:



3. Register:

A registration form with a close button (X) in the top right corner. The text 'Register now!' is centered above the form. The form includes a label 'Your Email' above a text input field containing the placeholder 'Email Address'. Below the input field is a blue button labeled 'Continue'. Underneath the button is the text 'Already have an account? Log in now'. Below this is a horizontal line with the word 'or' centered. At the bottom is a button with the Google logo and the text 'Log in with Google'.

4. Create an account and select 'register for event':

< Back ×

Create account

It seems like you don't have a Remo account. Let's create one!

Your Email

judithcamblin@gmail.com

Full Name

Full Name

Your Password

Password

Password must be at least 6 characters long

I agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Register for event

Your information is safe with us and will not be used

5. That's you registered:

×

Registration successful!

You are successfully registered for
Generation Innovation Work Experience
Programme Week 1 / Day 1

 Add to my calendar

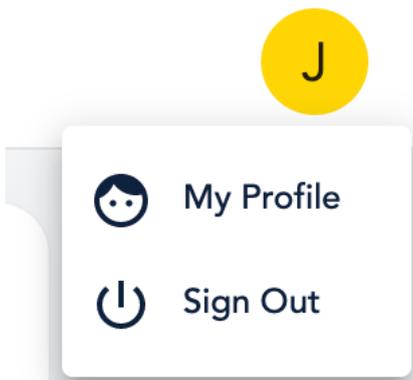
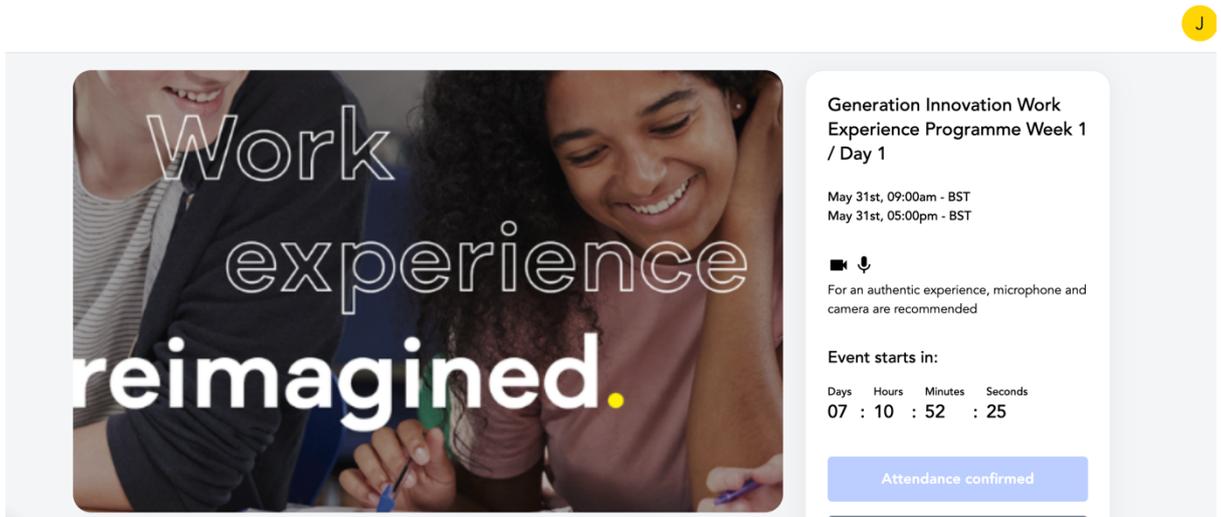
Share this event

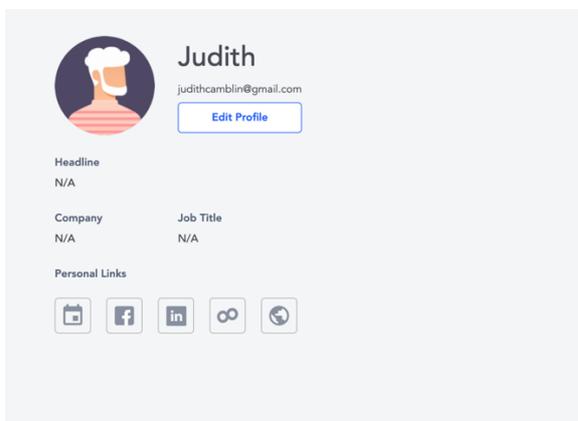
<https://live.remo.co/e/generation-> Copy link

6. Close the 'registration' successful box using the 'X' in the top right-hand corner of the box.

- Click on your profile icon in the top right of the main screen to edit your profile (note the yellow 'J' in the picture below – this will correspond to the first letter of your name):



- Edit your profile to add the details required and as applicable. We recommend you include all the details listed and a picture is a must, given that it's a virtual work experience.



- Once you've done that your profile is set up and you are ready for your Remo networking experience.

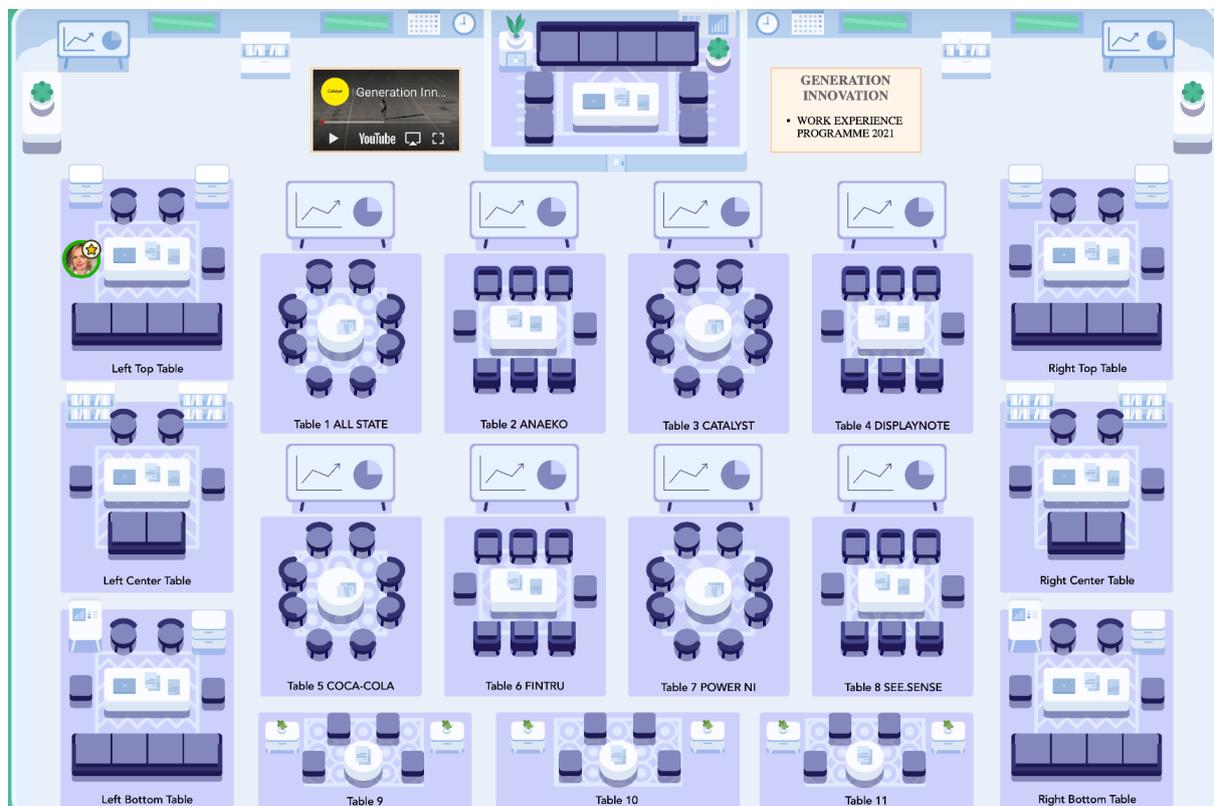
10. On the day you will be using the specific links sent to your email inbox

11. Each day of the work experience programme has a new Remo link – so click on the corresponding link for each day (1-5)

What Can I Expect In Remo?

Imagine Remo as a virtual conference building with tables, seats, floors and the main stage.

Each floor looks like this:

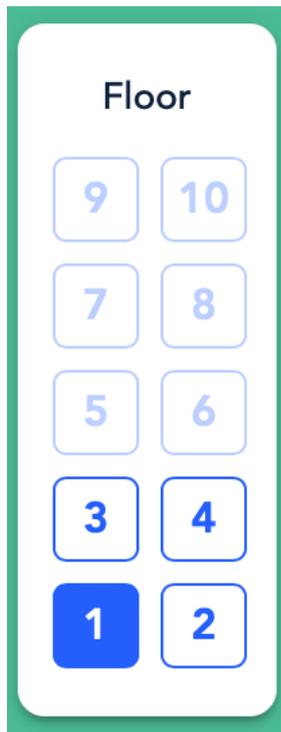


The Remo platform will be used for Design thinking, team working, co-design and any networking opportunities. In your email, you will have been assigned a Floor, Table number and company for the week.

When you enter the Remo room from the lobby you will be randomly placed.

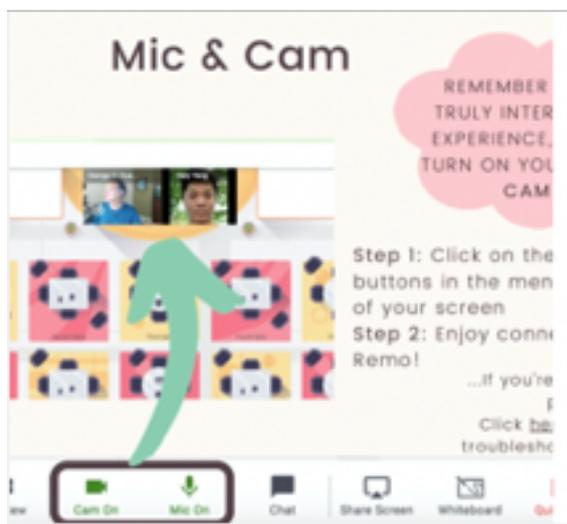
Once you are in the room please move to the Floor/Table Number corresponding to your email information. The table name there will match the Company you have been selected to do your work experience with over the next 5 days.

There will be 4 floors that can be navigated via this panel (imagine this is the building lift):



For any networking throughout the week, you will use the 4th floor (we will tell you when these sections of the programme are happening). There you'll be able to move around the tables to speak to different people and company reps. The tables will have partner company names and when you sit at that table you will be able to meet the company rep and ask questions. You can join any table with an empty seat.

After you've joined a table you will be put into a break-out room with the others at that table to facilitate discussion. For you to appear in/ join in a breakout room you must have your mic and camera switched on when you join each table. It will look a bit like this:



For large group training, our facilitators will bring you all into one room for training on design thinking – you will be notified that you are being brought out of the breakout room and into the presentation room.

You can view the agenda in the top right-hand corner of the Remo interface – this will give you the rundown of the day. We will update you when we are moving from Remo – Zoom – Miro.

There will be several coaches assigned to your floor who are there to support you – they will be moving around the tables and checking in.

If at any point you need support, there will be support tables on the fourth floor – go there and jump on the 'Support Table' and one of our team will be able to help you.

TROUBLESHOOTING

Here are some helpful links for setting up and using the Remo platform:

<https://help.remo.co/en/support/solutions/articles/63000241111-checklist-before-attending-a-remo-event>

https://remo.co/wp-content/uploads/2020/07/Remo-Guide-for-Attendees_2_7_20.pdf

Here's to a great experience!