



How-to guide

You will note that we have opted to use Remo to host this event. In order to maximise the experience and minimise any potential technical issues, we have put together some resources to help you navigate the platform.

1. How to register for a Remo event

If you're having trouble creating a Remo account or registering for the event, please follow these instructions.

2. Testing your systems compatibility

We strongly advise running a <u>systems check</u> before joining the event. This will ensure that you're using a compatible browser and that your video and microphone are working correctly.

N.B. We highly encourage everyone to come to the event with their cameras on, but if you're having trouble, here's how you can enter the event without a camera.

3. How to use Remo

Please watch this <u>5-minute video</u> to familiarise yourself with Remo's main functions. Some key points are:

- You will automatically be muted and off-camera as a member of the audience.
- We would love to hear your comments and questions through the event which
 we encourage you to make visible through the 'chat' function. Please note
 that messages in the chat function will be visible to all delegates, unless you
 message one delegate privately.
- 4. Take a look at this checklist to make sure your computer is ready for the Remo event.

