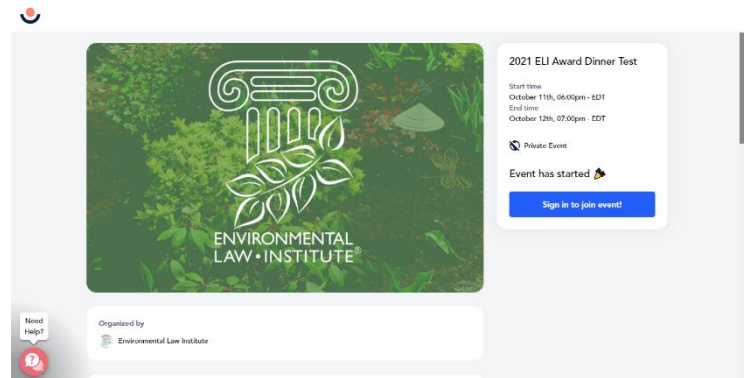


STEP-BY-STEP INSTRUCTIONS FOR REMO

Welcome to the Environmental Law Institute's virtual Awards Ceremony Networking Reception!

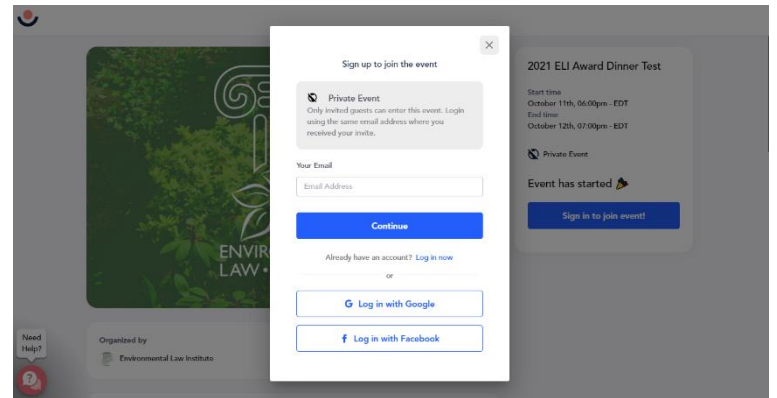
Step 1: Join the Remo Event

- At the event start time - October 19th at 6:30pm ET - go to <https://live.remo.co/e/2021-eli-award-dinner-1> in your browser.
- Click "Sign in to join event!"



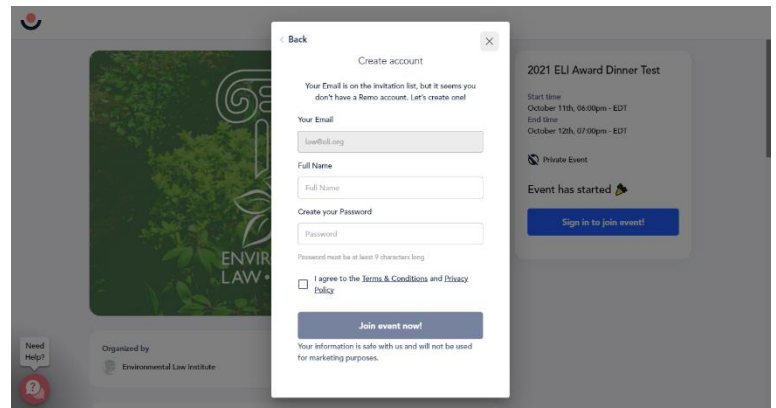
Step 2: Sign up to join the event

- You will be prompted to create an account.
- Enter your email. **Make sure to use the email address that your personal event link was sent to.**
- Click "Continue"



Step 3: Create an account

- Enter your full name, password, and agree to the terms and conditions.
- Click "Join event now!"
- You will be taken to a quick tour of how to use Remo. We strongly recommend you take the tour!
- The final step on the tour will ask you to customize your profile/virtual business card.
- Your Remo profile is designed to maximize your digital networking experience and will allow you to stay connected with contacts post event.
- Add your profile picture, headline, company, and job title. You can also include the URL for your LinkedIn profile and professional website.
- Click "Save profile and join event" to enter the event



Need more help?

Please visit our FAQ page: <https://www.eli.org/award-dinner/fag>

Watch the “How to Use Remo as an Attendee” video: <https://youtu.be/P01JxUBNU2Y>

TROUBLESHOOTING

Q: There is no “Join event now” button, only a “Confirm by attendance” button. What do I do?

- Thanks for stopping by early! The event starts at 6:30pm ET. If you can see the countdown clock, the event has not yet started.
- While you wait for the event to start, click “Confirm my attendance” to create an account.
- Customize your virtual business card while you wait.
- At 6:30pm ET, return to the event landing page. Click “Join event now” to enter the networking reception.

Q: How do I create a virtual business card before the event starts?

- If the event has not started, click the icon in the top right corner of your browser. Click “My Profile”
- Then, click “Edit Profile”
- Customize your virtual business card. Add your profile picture, headline, company, and job title. You can also include the URL for your LinkedIn profile and professional website.
- Click “Save Changes” when you’ve completed customizing your profile.