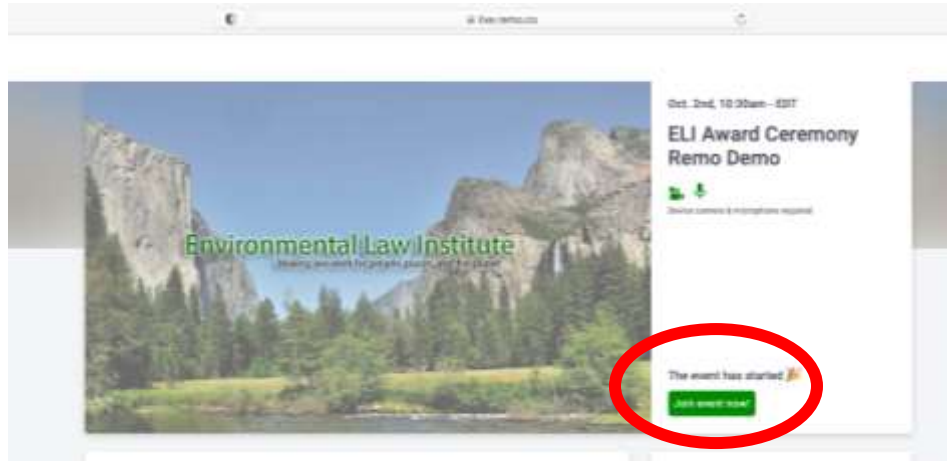


STEP-BY-STEP INSTRUCTIONS FOR REMO

Welcome to the Environmental Law Institute's first-ever virtual Awards Ceremony Networking Reception!
Virtual Networking Reception on Remo | 5:30pm ET
Virtual Award Ceremony | 7pm ET

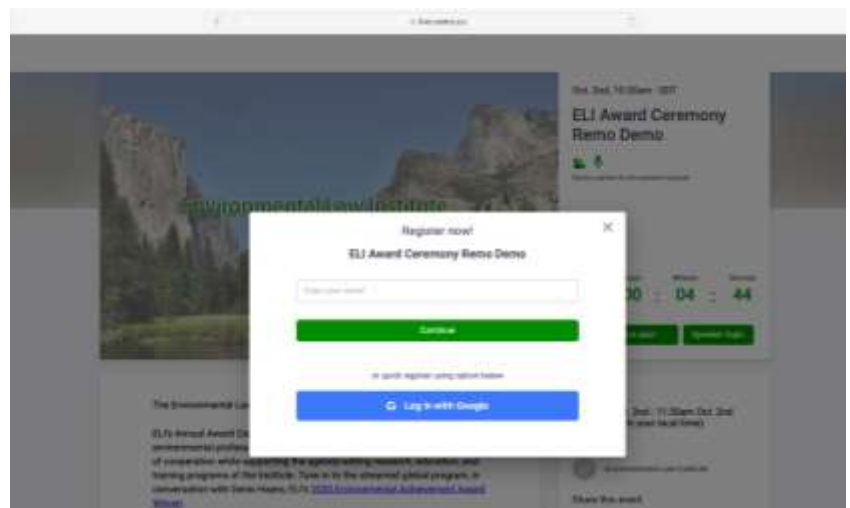
Step 1: Join the REMO Event

- At the event start time - October 15th at 5:30pm ET - go to the URL provided by ELI in your browser.
- Click "Join event now!"



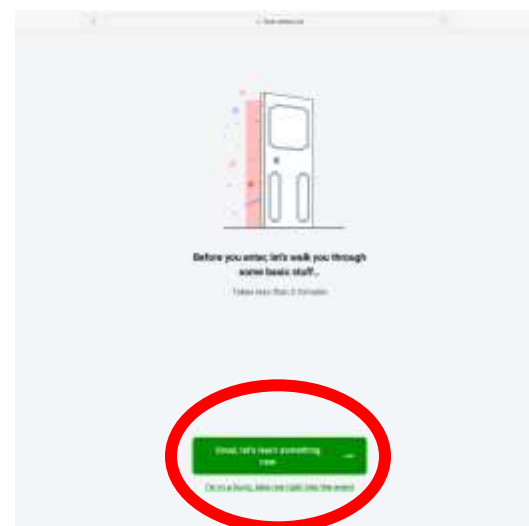
Step 2: Create an account

- 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"
- Then, enter your full name and create your user account password.
- Click "Register Event"

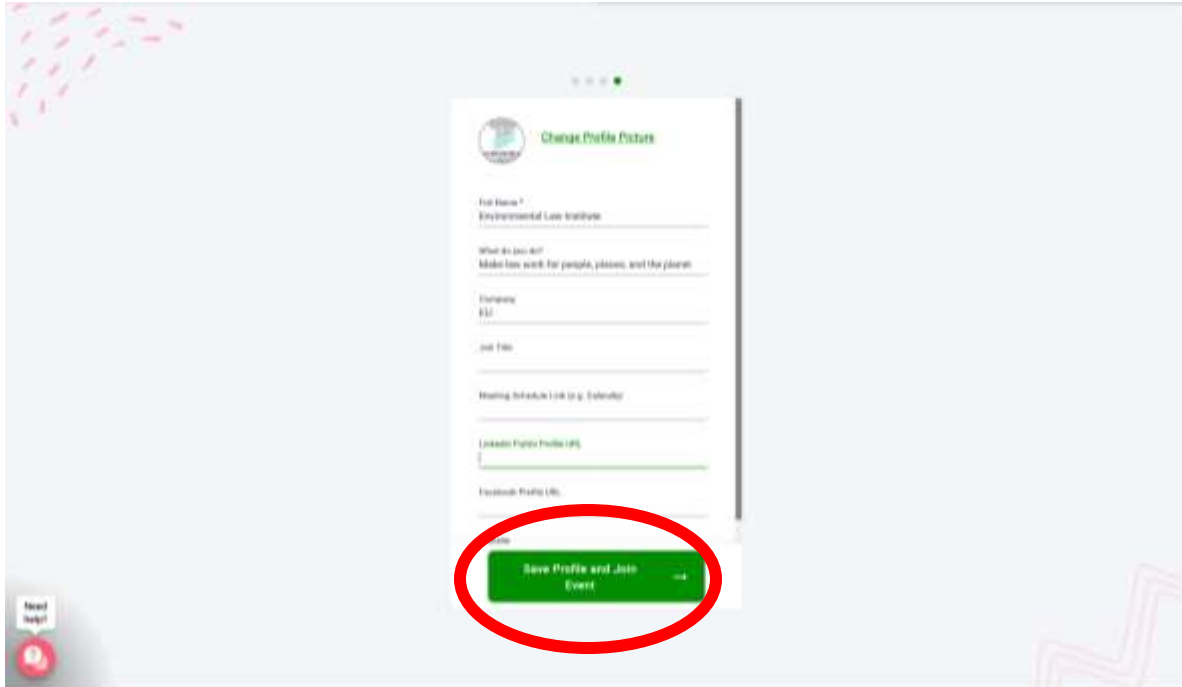


Step 3: Tour of Remo and create a virtual business card

- Once you register, you will be asked to take a quick tour of Remo before you enter. **We strongly encourage you to take the tour.**
- Click "Great, let's learn something new -->"
- Follow the prompts to learn how to use Remo



- 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.



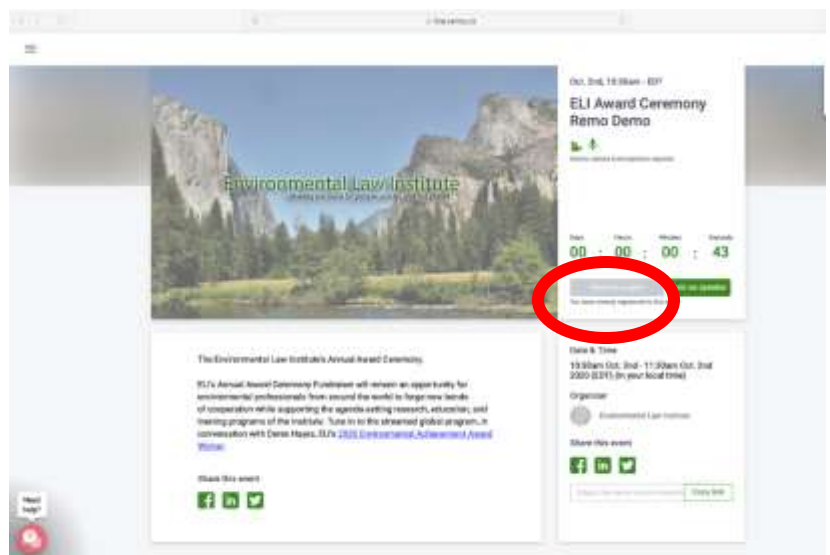
Need more help?

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 “Save me a spot” button. What do I do?

- Thanks for stopping by early! The event starts at 5:30pm ET. If you can see the countdown clock, the event has not yet started.
- While you wait for the event to start, click “Save me a spot” to create an account.
- Customize your virtual business card while you wait.
- At 5:30pm ET, return to the event landing page. Click “Join event now” to enter the networking reception.

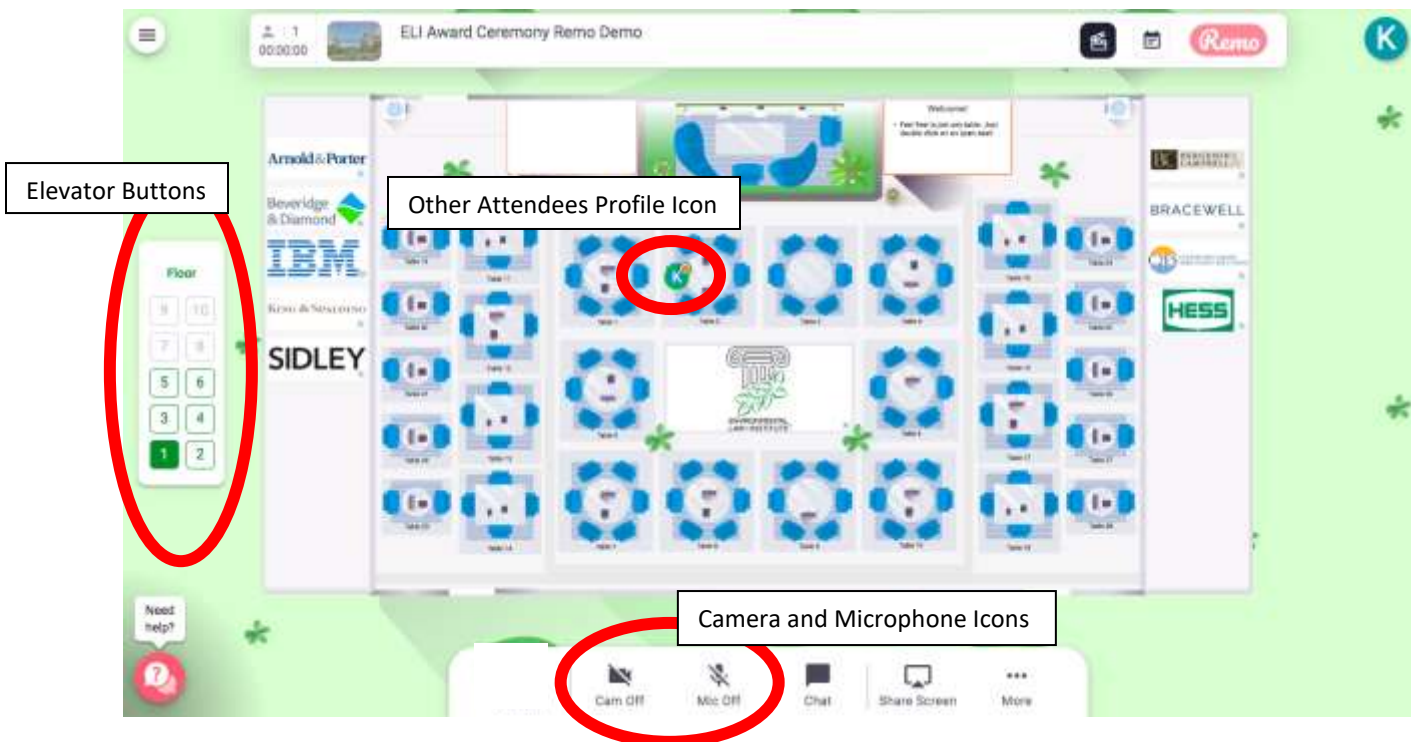


Q: How do I create a virtual business card before the event starts?

- 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.

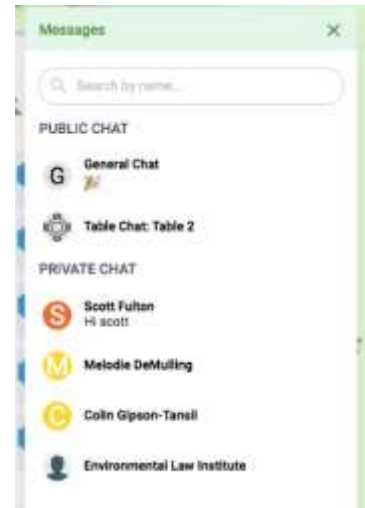
Q: I’ve followed the steps above and am in the virtual conference room. Now what?

- Welcome to the Virtual Networking Reception! Upon entering the event, you will have a bird’s eye view of the floor plan.
- You will be randomly assigned a table, but you are free to move around as you please. Simply double-click on an open seat at a table you would like to join. If you try to join a table that is full, you will receive a message stating that the table is full.
- You can click on another attendee’s profile icon to reveal their virtual business card - with their name and company - before joining a table.
- In order to accommodate all of our guests. Our virtual buildings have several “floors” that you can access by using our “elevator.” Use the elevator buttons on the left side of your screen to move between floors. To see how many attendees are on a particular floor, hover your cursor over the floor button.



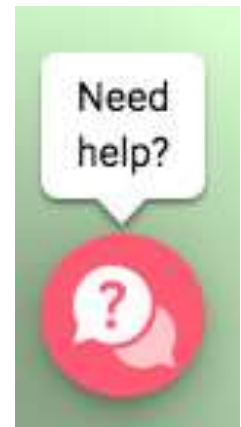
- You can click on another attendee’s profile icon to reveal their virtual business card with their name and company before joining a table.
- You will see on the left and right side of the stage we have sponsor logos. Click on each banner to learn more about our Star Sponsors.
- Turn your microphone and camera on by clicking the “Mic Off” and “Cam Off” icons at the bottom of the page.

- You may also choose to chat with other users via the chat message function. Click on the chat option in the bottom toolbar. A pop-up window appears with options for public chat, table chat, or private chat.
 - Public chat is visible to all event attendees.
 - Table chat is visible only to members of your table.
 - To send a direct message to an individual, click on “Search by name” at the top of the window and input the name of your desired recipient. This is excellent for finding your friends at our reception.
- To get a better visual of what this may all look like in motion. Please watch the How to Use Remo as an Attendee Video:
<https://youtu.be/P01JxUBNU2Y>



I still need help!

- You can troubleshoot further by clicking the pink “Need Help” icon at the bottom of your screen in the left hand corner.
- During the event, please contact Sierra Dakin Kuiper at dakinkuiper@eli.org if you require further assistance.



What is Remo?

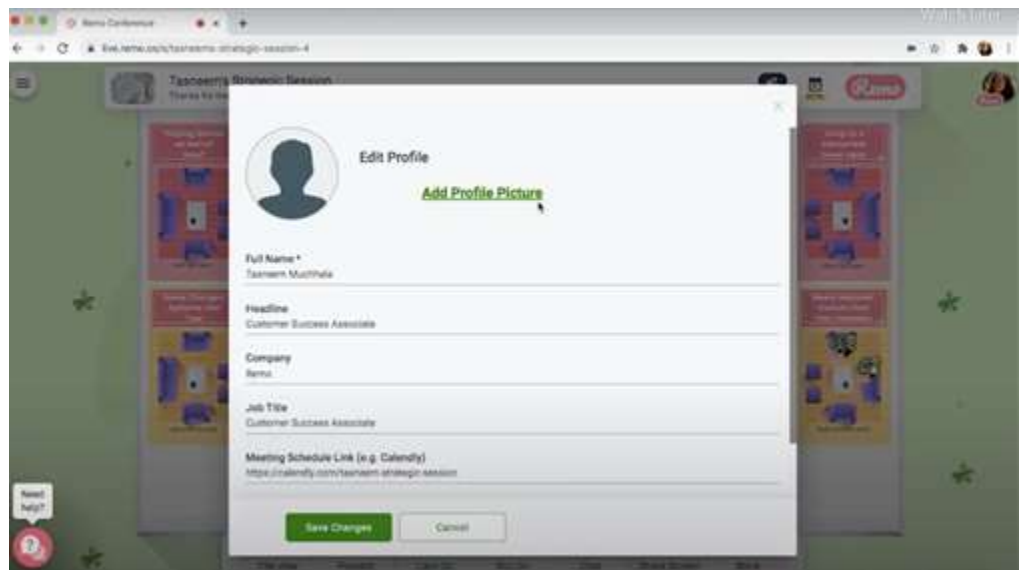
Remo is a live, virtual event and networking space. Attendees can connect and network like in real life using their computer video and microphone to build meaningful connections.

At 5:30ET reception attendees will have the opportunity to interact in real-time, face-to-face by selecting an available “chair” at a 2-6 person “table.” They can move freely from small table to table at any time, finding friends and making new connections.



When guests register to attend the reception and award ceremony, they will be prompted to make a profile or “virtual business card.” Attendees can customize their virtual business card. They can share their name, job title, organization, LinkedIn profile, photo and more!

A customized virtual business card will help other attendees see who is at each table, so they can find the people they want to talk to with ease.



At 7pm ET, the Environmental Law Institute will broadcast the Award Ceremony program in Remo for you and your guests to enjoy!