

Remo: Getting Started and Best Practices

Preparing for Virtual Networking Night @ MIT Sloan
Tuesday, October 6th, 7:00-9:00 pm ET



Oct. 6th, 06:30pm - EDT

Virtual Networking Night @ MIT Sloan

 
Device camera & microphone required

MIT
MANAGEMENT
CAREER DEVELOPMENT OFFICE

Virtual Networking Night @ MIT Sloan

Days Hours Minutes Seconds
04 : 07 : 30 : 03

[Save me a spot](#) [Speaker login](#) [Join event now!](#)

- ▶ Remo works best on a laptop or PC using the Google Chrome browser
- ▶ Close out of Zoom or any other video platform to avoid camera/mic issues
- ▶ To create your account, click “Save me a spot.” You can do this at any point between now and the event. If the event has already begun, the button will instead say, “Join event now!”

Filling Out Your Profile

- ▶ Other users will be able to see your profile details by clicking on your profile icon during the event. Students will see your full name, headline, and company.
- ▶ You can edit your profile any time by clicking your icon in the top right corner of your screen.
- ▶ Under Full Name, we recommend listing: **First & Last Name, Company.**
- ▶ Using your **company logo** as your profile picture will help students easily identify you during the event.



Edit Profile

[Change Profile Picture](#)

Full Name *
Jami Dunn, MIT Sloan CDO

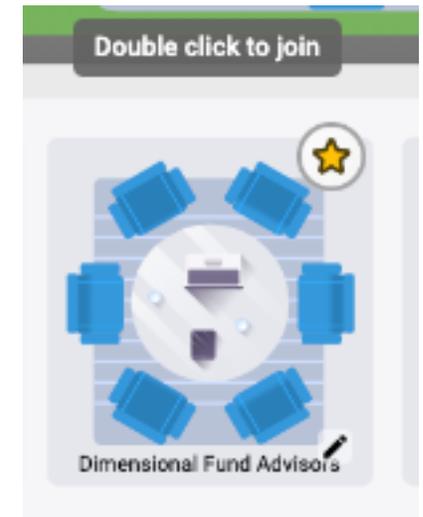
Headline
CDO Recruiting Coordinator

Company
MIT Sloan CDO

Job Title
Recruiting Coordinator

During the Event

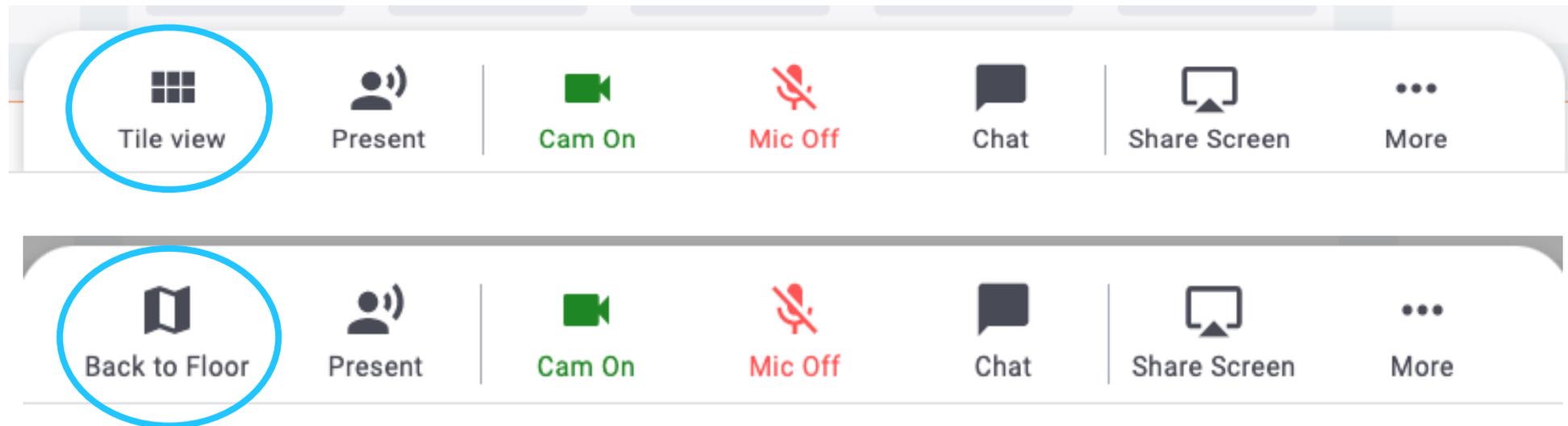
- ▶ On Tuesday evening, simply navigate to the event link and log in to join the event. **Please join the event prior to the 7:00 pm start!**
- ▶ Remo does not currently allow for virtual backgrounds.
- ▶ When you first join the event, you will be randomly placed at a table. We recommend leaving your camera and mic **off** until you find your table.
- ▶ Each table functions as a small group video chat, and seats up to **six** people at a time.
- ▶ To join a table, hover over it with your cursor and double-click.
- ▶ You can zoom in on the screen or click and drag with your cursor to move the floor plan around or view your table more closely.



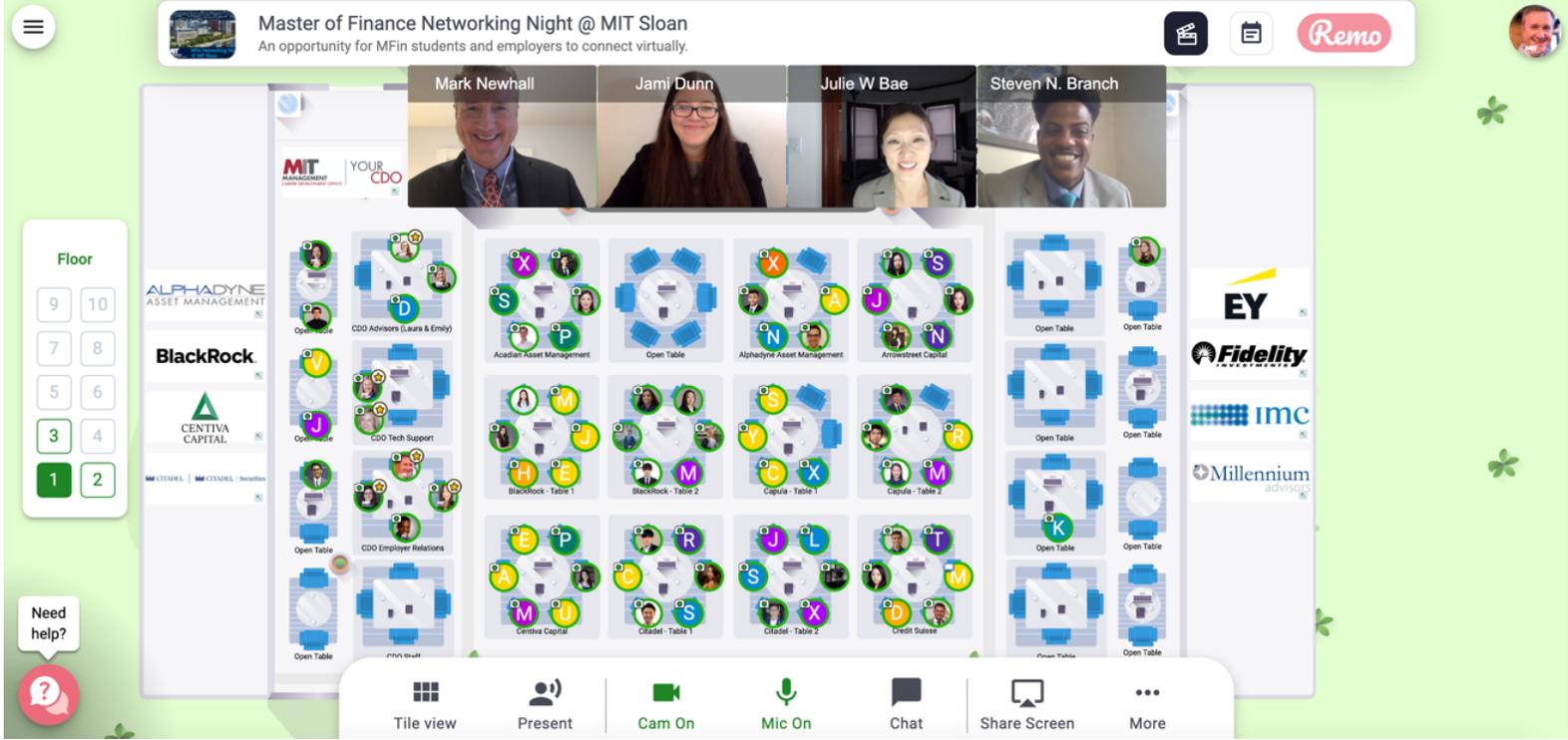
Navigating Remo

How to use the platform's control panel

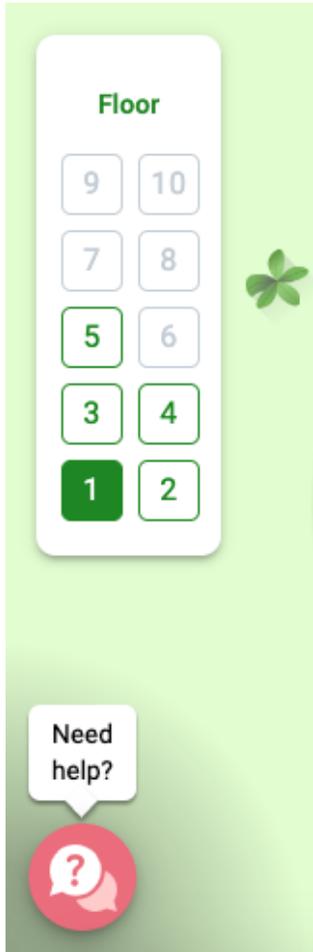
- ▶ The control panel on the bottom of the screen is where you can control your camera and microphone, change your view of the screen, and access the chat.
 - ▶ “Tile View” allows you to see the screens of each table member in a larger format that covers the floor plan (ideal for honing in on conversations)
 - ▶ “Back to Floor” allows you to see the videos at the top of the screen and the larger floor plan (ideal for seeing the floor plan while still conversing)



Example: 9/17 MFin Networking Night



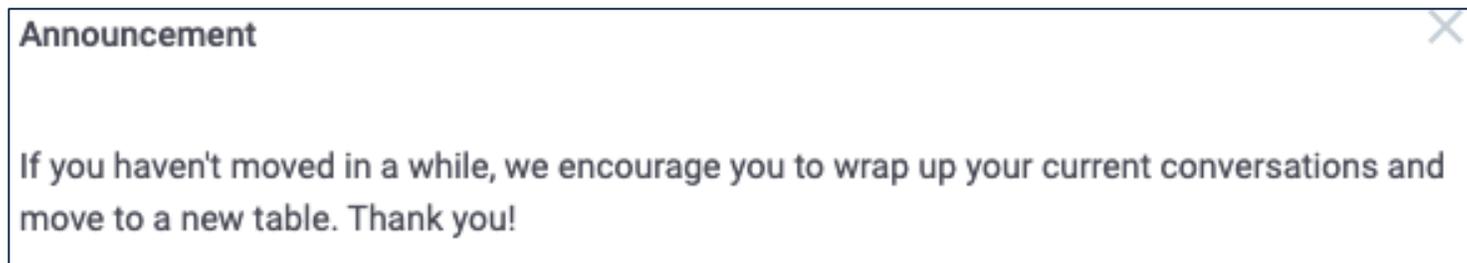
Moving Between Floors



- ▶ The company tables will be arranged in alphabetical order. There will be multiple “floors” during the event, so your company’s tables will be on one of the five floors.
- ▶ The list of floors will be located on the left-hand side of the screen, like it is here. Clicking on the floor number will prompt you to move to that floor.
- ▶ You’ll receive your company’s floor/row location (with screenshots) ahead of Tuesday’s event.
- ▶ When you move to a different floor, we recommend turning your camera and mic **off**, as you will be randomly placed at a table whenever you move to a different floor.

Announcements & Chat

- ▶ There are three ways to chat:
 - ▶ The **general chat**, which allows you to chat with the entire event's participants.
 - ▶ The **table chat**, which allows you to chat with your table.
 - ▶ The **private chat**, which allows you to message other participants directly.
- ▶ Throughout the event, we may send out brief announcements. These will show up as a white box in the center of the screen and will be accompanied by a bell sound.



Additional Support & Resources

- ▶ Some attendees at our Master of Finance Networking Night reported minor issues with audio feedback/echo during the event. Remo has a troubleshooting guide for this issue [here](#).
- ▶ During the event, if you have any questions/issues/concerns, there are a few ways to receive assistance:
 - ▶ Contact Jami Dunn (CDO Recruiting Coordinator) or Kerri Tierney (Senior Associate Director of CDO Operations & Technology) via Remo's chat feature.
 - ▶ Email the CDO Employer Relations Team (cdo.mitsloan@mit.edu).
 - ▶ For technical issues, you can also contact Remo's customer support via the "Need help?" icon in the bottom-left corner of the screen.

Questions?

- ▶ Raise your hand or send in the chat!
- ▶ Feel free to stay and play around in Remo – this session will automatically end at 3:00 pm.
- ▶ Link to Tuesday's event: <https://live.remo.co/e/virtual-networking-night-mit-slo>