How to Use: REMO Virtual Networking Tool

Thank you for being a part of one of AIAA’s Virtual Networking programs. This document is intended to be a short primer on how to use the REMO Virtual Networking tool as an attendee. If you have questions about your event, please contact your event’s program manager.

REMO: Introduction – REMO is a tool designed to replicate a hotel ballroom with tables, except in the virtual space. Here is a brief (50 seconds) explainer about what REMO is.

JOIN: To join your event, click the link you received in your invitation or using your virtual event’s program. You will be taken to a landing page to check your camera & mic:

When you are ready to enter, click “JOIN EVENT”

Next, the system will place you into a random table. If other attendees are at the table, you will be placed into conference with them. Otherwise, please wait until others join.
**MOVE AROUND:** To move around, find the table you would like to move to and double-click it to join:

![Double click to join](image1)

**USER CONTROLS:** To control your camera and microphone, use the chat, or share your screen, navigate to the toolbar at the bottom of the screen. Note, by default, your camera and microphone are turned off.

![Toolbar](image2)

**NETWORKING CAPABILITIES:** You can use your REMO profile to link your professional social media, add a bookable calendar, link your YouTube channel/Twitter/etc. To do this, click your icon on the screen, and then click the little pencil next to your name:

![Profile settings](image3)
Click “Edit Profile”

At this point, you may add a photo, update your name, affiliation, add a bookable calendar, add a LinkedIn, Website, or Social Media. Attendees will be able to go right to these channels when you add them. After pasting the URLs, click “Save Changes”:

**LEAVING THE EVENT:** To exit the event, simply close out of your browser when finished.