

Guide for EPR BioDose 2022 online with Remo

The oral and poster sessions of the EPRBioDose 2022 Meeting will be held on [Remo](https://remo.co/) (<https://remo.co/>).

0. Before you start

(1) To get the full experience of connecting with others, we recommend using a device with a camera and microphone. Remo works on desktops and laptops. Tablets are not recommended or supported.

(2) Remo works only on specific browsers depending on the device you are using. You cannot use tablets.

Please first refer to REMO's guide
<https://hi.remo.co/guests-guide>

(3) Remo is a web based platform. You do not need to install any programs.

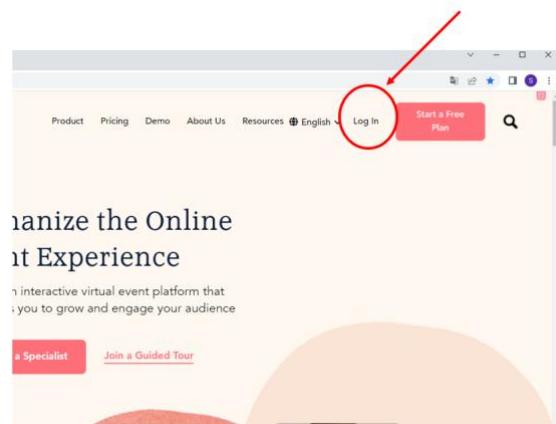
(4) Firewall or VPN may cause problems. Please refer to
<https://help.remo.co/en/support/solutions/articles/63000250996-how-to-troubleshoot-your-firewall>
<https://help.remo.co/en/support/solutions/articles/63000240970-how-to-access-remo-using-a-vpn>

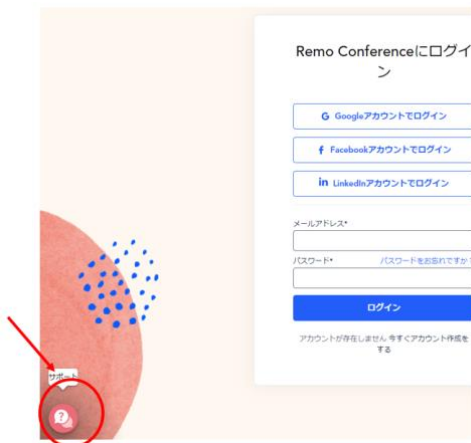
It is highly recommended that you check your device with
<https://live.remo.co/geartest>

(5) If your device and/or connection has problems, it is the best that you search for an appropriate device and connection. You could ask Remo as in the following,

access
<https://remo.co/>

press "log in" at upper right





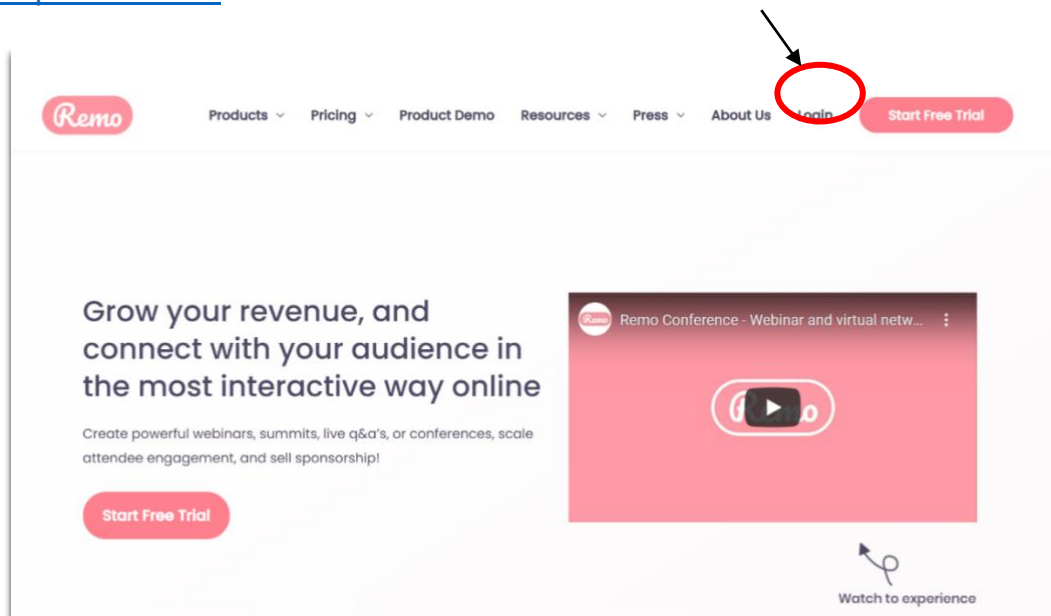
You will have a “support” button at lower left. Click this and you can contact Remo technician by chat.

1. Register for Remo

CREATE AN ACCOUNT Remo

access

<https://remo.co/>



It will automatically ask you to create an account by entering your name, email address, and create a password of your choosing. (password must be 6characters min.)

Now you can set up your profile before the event! You log in in the following page.



Remo Conferenceにログイン

Googleアカウントでログイン

メールアドレス

パスワード [パスワードをお忘れですか？](#)

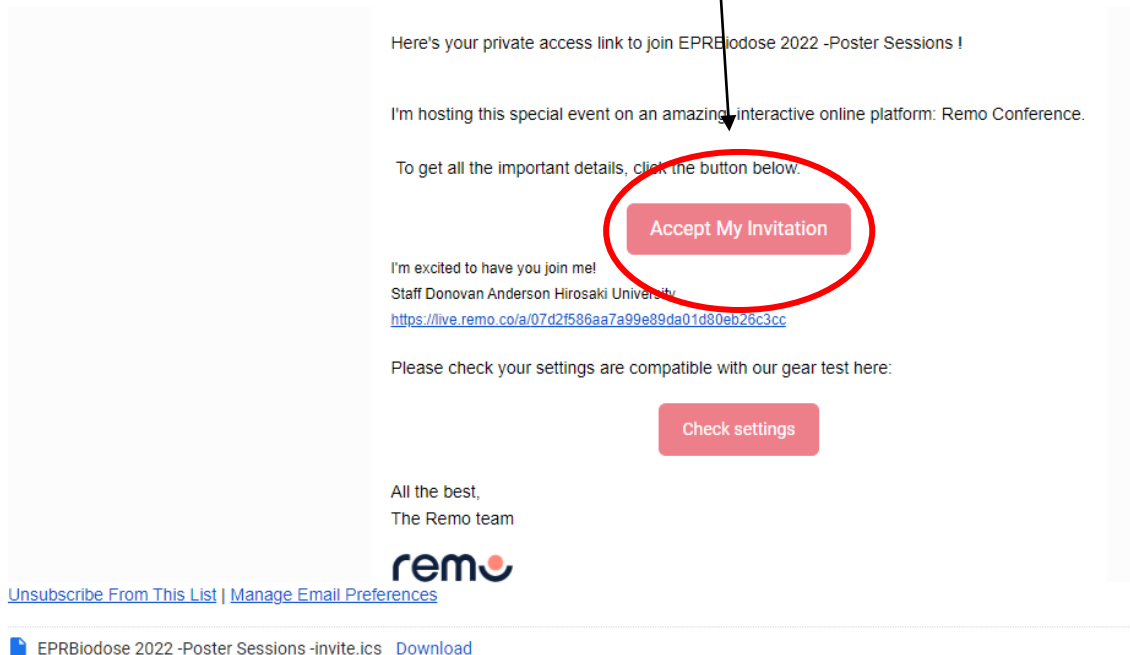
ログイン

アカウントが存在しません。今すぐアカウント作成をする

2. Enter the event

(1) Before entering the event

Please make sure that you have received an invitation. Only persons who have registered for the event will receive an invitation to the Poster and Oral online sessions (the invitation will be sent to the EPRBiodose 2022 registered e-mail address). If you have not registered, please register here: [Registration | EPR BioDose 2022 Okayama \(iaberd.org\)](#). If you have registered and did not receive an invitation, please contact an LOC member immediately.

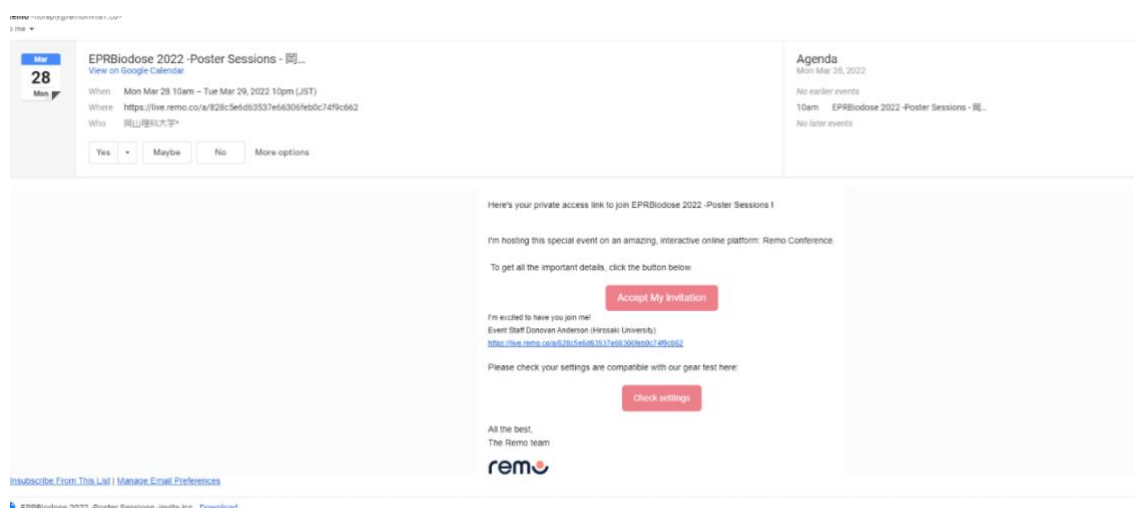


Note: You should receive two guest invitations for the events called “EPRBiodose 2022 -Poster Sessions” and “EPRBiodose 2022 -Oral Sessions”. You will need to save both, but RSVP is not necessary.

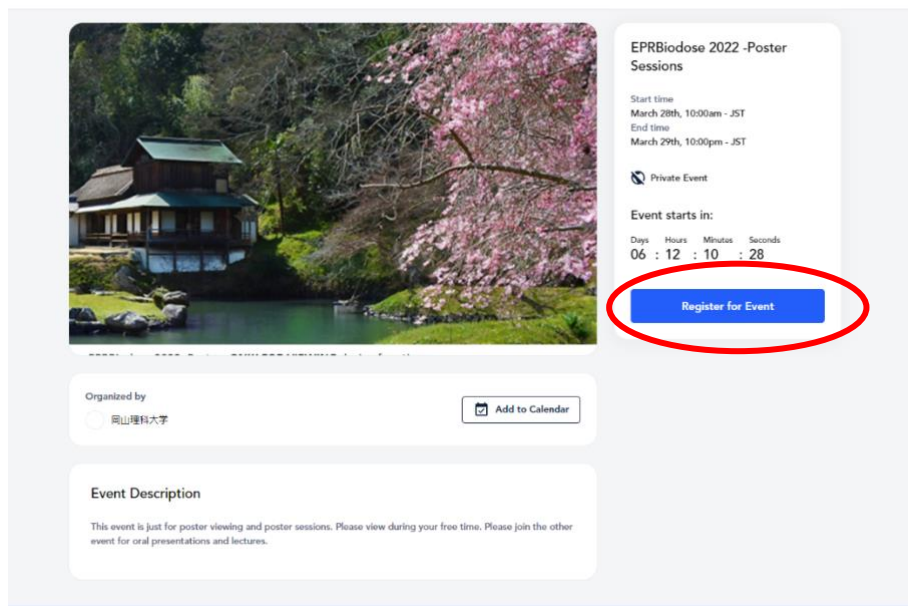
You will receive an email from Remo entitled, **“Event Staff Donovan Anderson (Hirosaki University) invited you to EPRBIODOSE 2022- Poster Sessions”** and **“Event Staff Donovan Anderson (Hirosaki University) invited you to EPRBIODOSE 2022- Oral Sessions”**

Please save these emails to access the link and events on the day of the event. The same links will be used for Day 1, Day 2, and Day 3.

Below is what the email looks like:

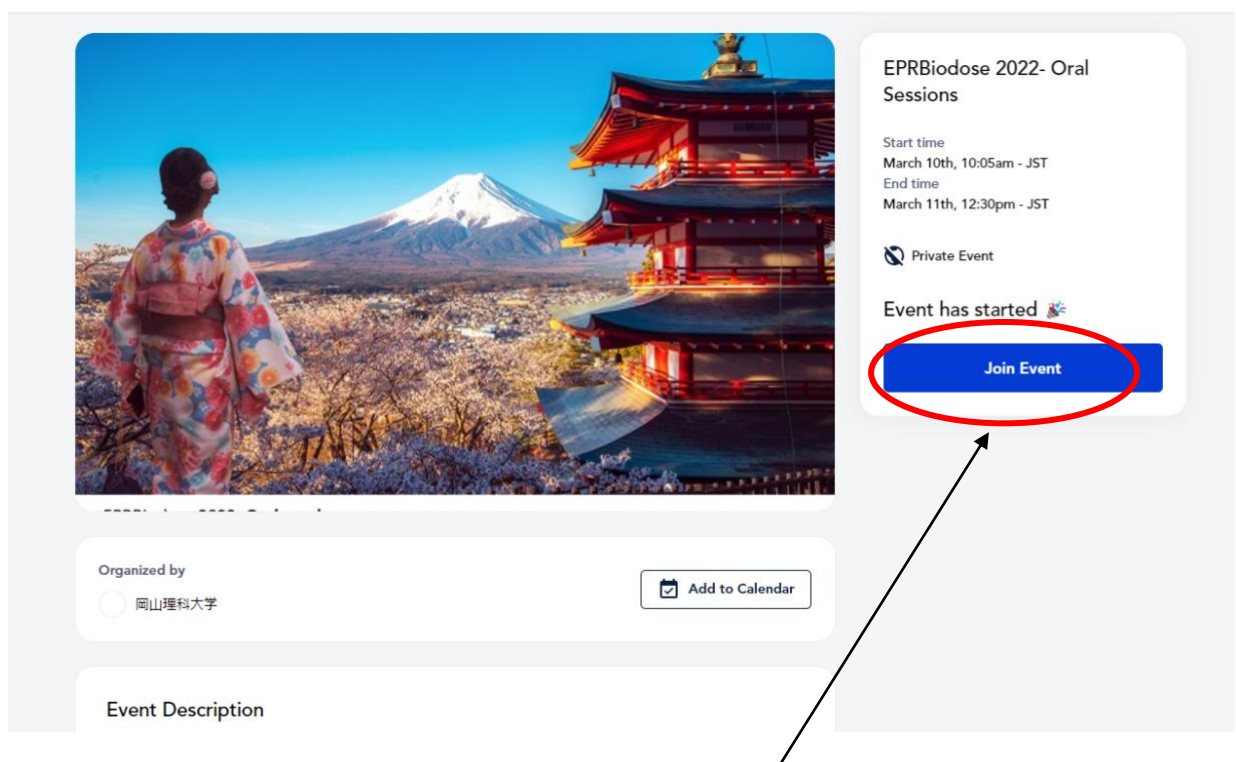


Please note: If you select “Accept my invitation” prior to the event you will be brought to a countdown screen with the option to “Register for Event”. This is similar to RSVP. It is not necessary to RSVP. But this just confirms to the event hosts that you will join us. On the day of the event, it will say “Join the Event” (see page 5)



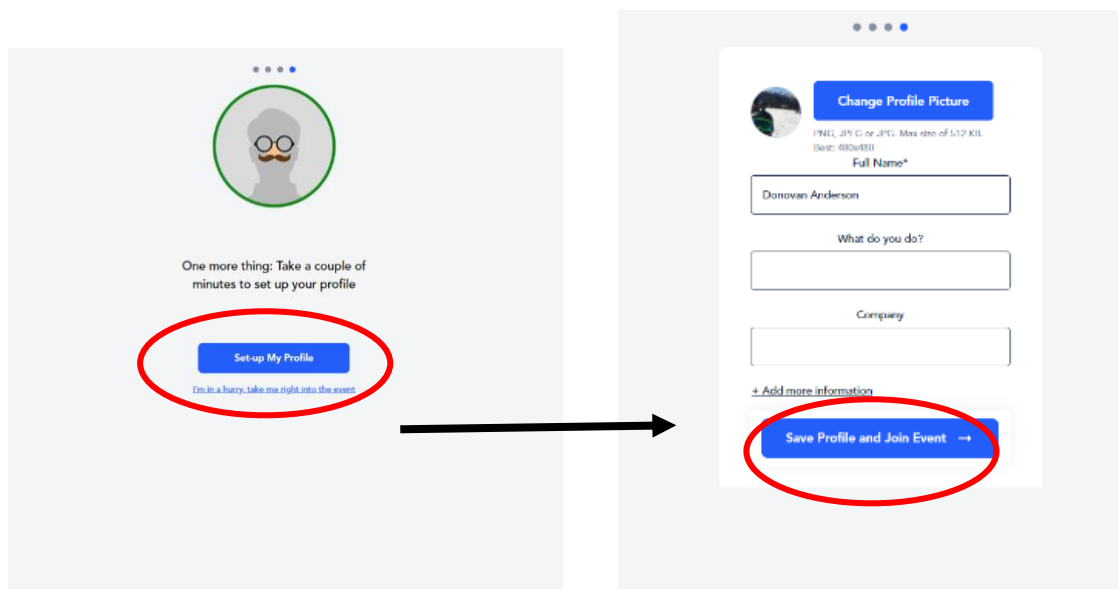
(2) Enter the event

During the time of the event, please click the appropriate URL to direct you to the REMO event page. You should be brought to the following page:

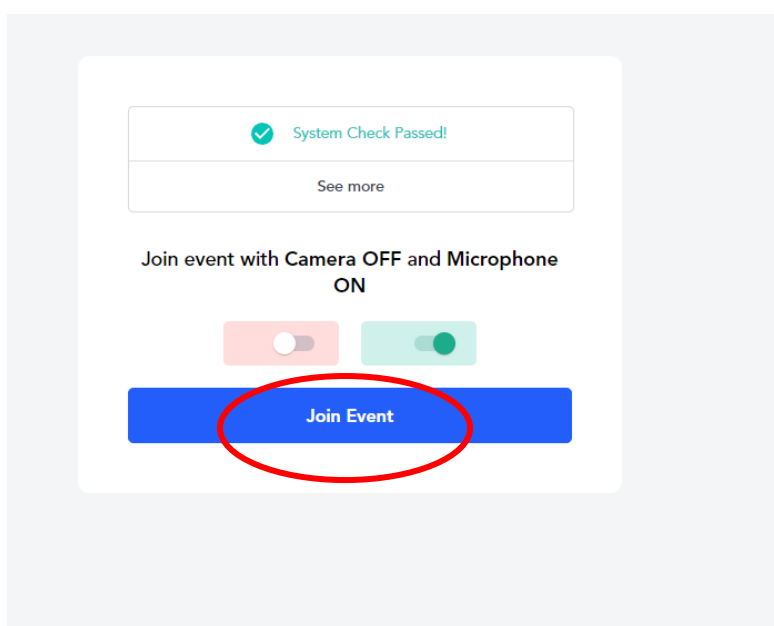


After being directed to this page, please click “Join Event”

If you have a Remo account, you should automatically be sent to the microphone/camera check page and then moved into the event. If this is your first time on REMO, you will be asked to “Set-up My Profile”. We suggest (Family name and Institution). Note, the Profile Picture is optional.



Please fill in the appropriate information.



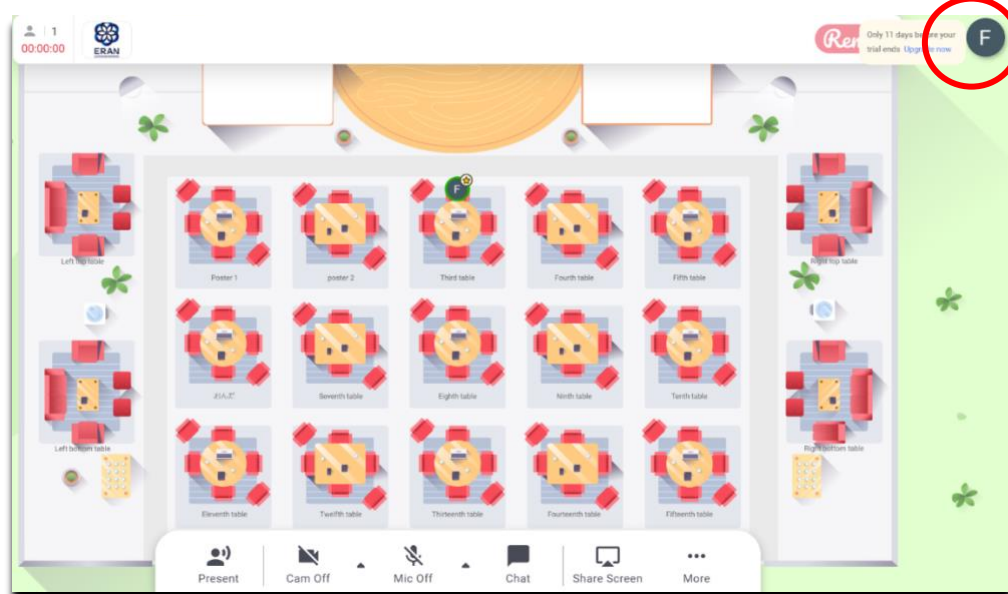
You will then enter the event and be able to switch between the Oral and Poster sessions as detailed on page 14.

During the event you can set up or change your profile.

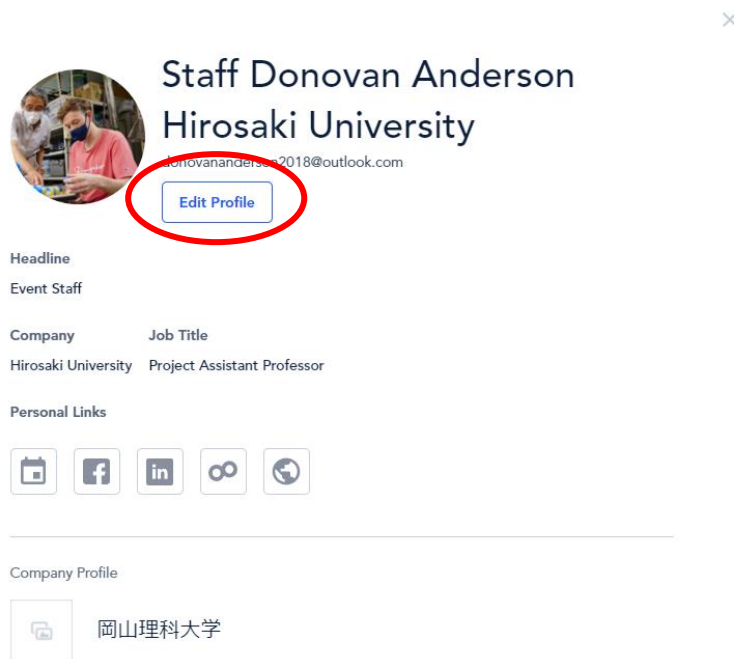
Go to the upper right corner of your window and click on the profile icon.

A drop-down menu appears.

You can change your name to whatever you like by which other participants recognize you. We recommend your name + your institution + country such as “Shin Toyoda (Okayama University of Science, Japan)”

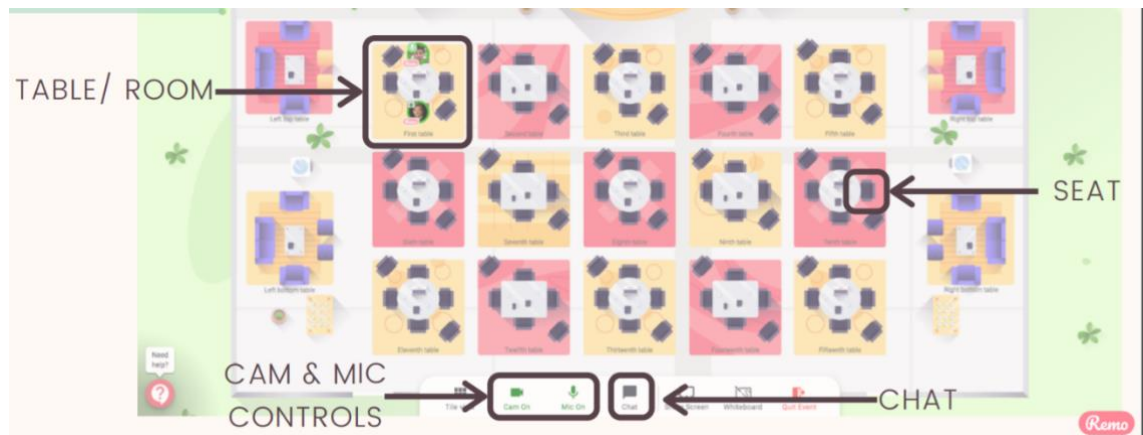


Step 2: Click on “My Profile”. Then the profile window will appear



Click on 'Edit Profile'. The profile details window appears as shown. Upload your picture, fill in your name, your institution and role. And once you're done, click 'Save Changes'

A screenshot of the LinkedIn 'Edit Profile' window. It features a header with a profile picture placeholder (a circle with the letter 'F'), the title 'Edit Profile', and links for 'Change Profile Picture' and 'Remove'. Below this are several input fields: 'Full Name*' with the text '吉村 文子 (筑波大)', 'Headline', 'Company' with '筑波大', 'Job Title' with 'URA', and 'Meeting Schedule Link (e.g. Calendly)'. At the bottom, there are two buttons: 'Save Changes' and 'Cancel'. The 'Save Changes' button is circled in red.



- (3) Please be sure that your camera, headset (earphone), and microphone are working and ensure you allow the browser access to those. Please turn off your microphone unless you are speaking.

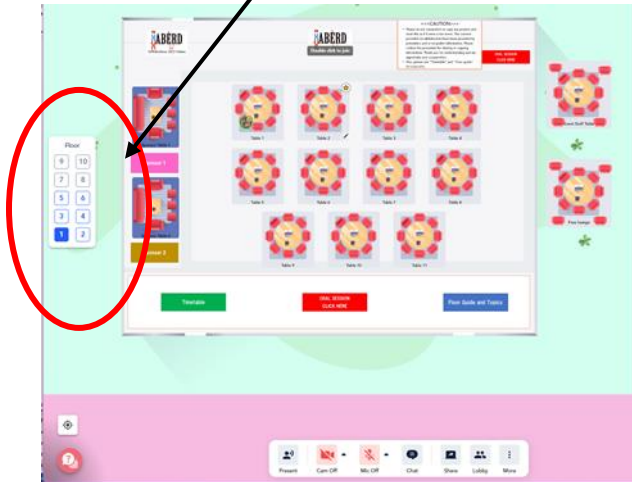
You will randomly join a table, but you are free to move around as you please. Simply double-click on the table you wish to join. But If you try to join a table that is full, you will receive a message stating that the table is full.

3. Viewing the poster and having discussions

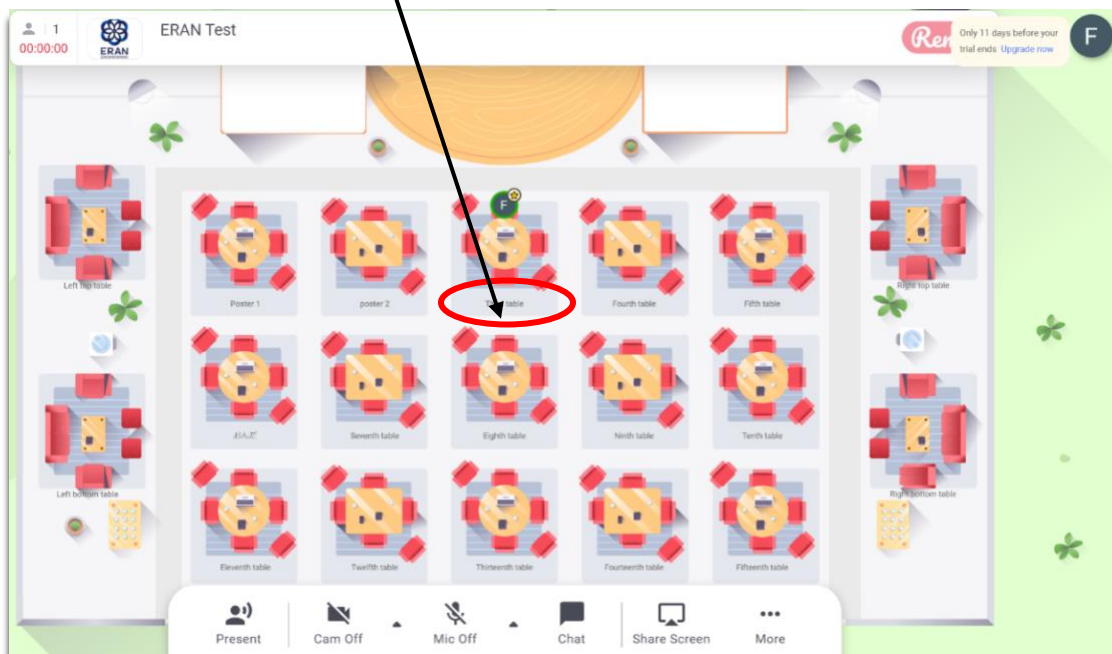
(1) Search for the poster you want to view

Look up the program and check the session in which that poster is located. Then, click the “floor plan” at the top of the floor you are on. The venue is a total of 7 floors. Click on the floor at the left bottom of the floor.

You will be brought to the floor you wish to go.



Each table has a presentation (poster) number. Double click the table (poster) you want to view.



(2) Join the table and view the poster

Now you have joined the table. You can talk with the participants at the table.

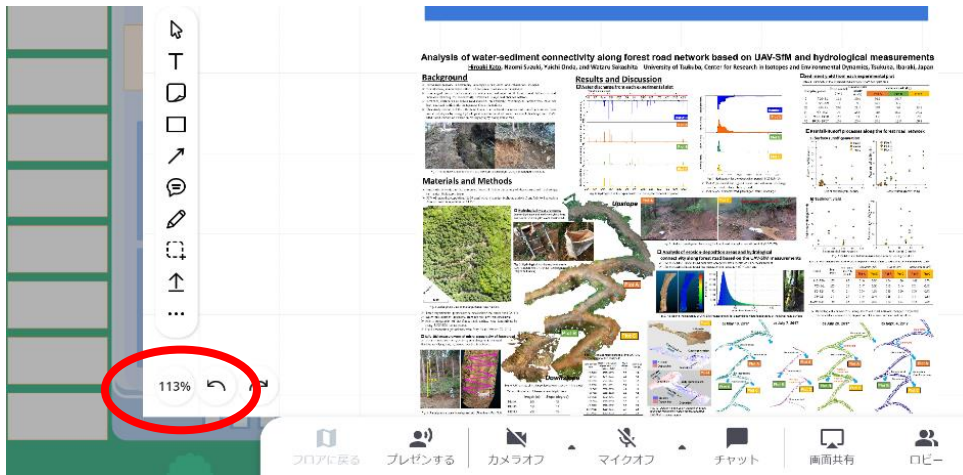
Click on "Whiteboard" to see the poster that the presenter has prepared and LOC members have posted on the whiteboard.

When you get to the table, click on the triple dots for "More" options and click on "Whiteboard" at the bottom of the screen.

In the WHITEBOARD mode you can view posters.



When you open the whiteboard, you will see the poster and the toolbar on the left side of the screen.



Make sure that the expansion rate is around **20%** when you open Whiteboard. You can zoom in and out of the poster by scrolling with your mouse. Also you can control the region to view by dragging the mouse.

(3) Having discussions

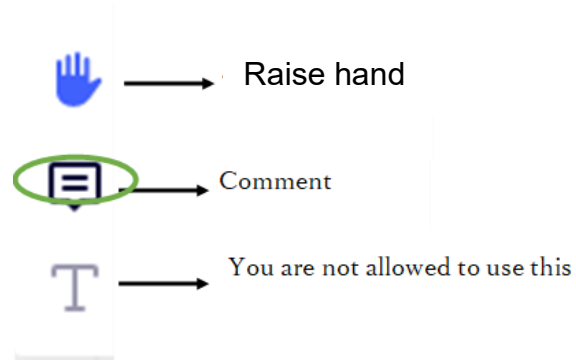
You can have discussions with participants or with the presenter using your microphone. Your pointer is shared with the participants. You can even optionally share your PC to show some detailed data. Choose to share screen with the other guests at your table. If you click on "Share screen" button again, the screen sharing will be stopped.

(4) Links

The poster may have links to other related materials such as video and PDF. Just clicking the links. As for the short presentation video, it links to the video in the repository server. You will need to enter the ID and password for it (see the e-mail sent on Mar. 23).

(5) Leaving messages

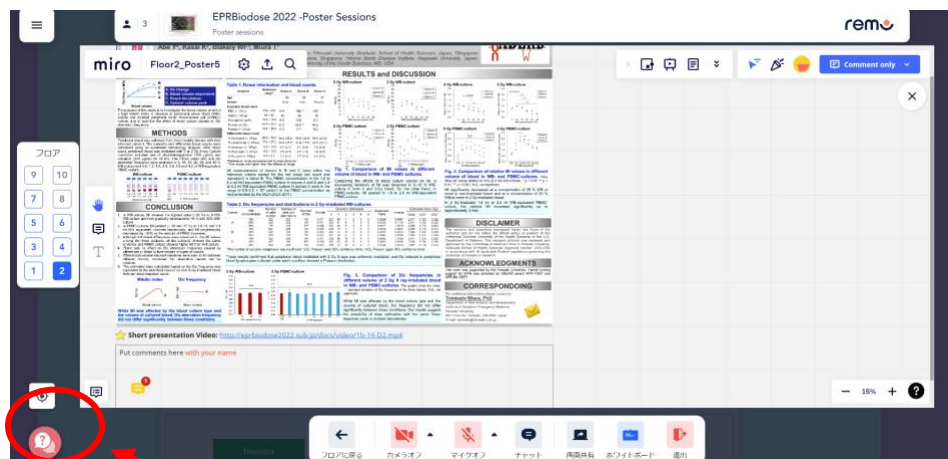
You can leave comments and messages on the whiteboard. LOC will provide a designated place on the whiteboard for messages. Please **do not** upload anything to the whiteboard.



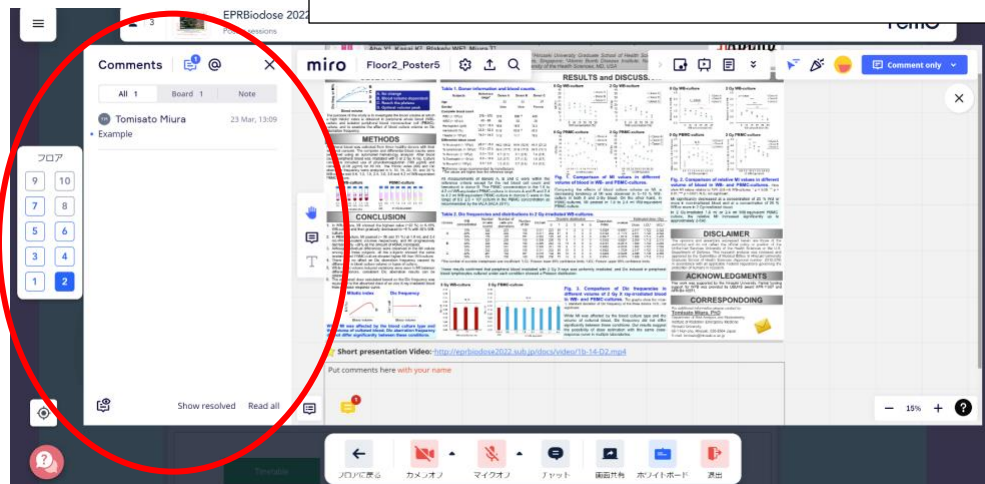
When commenting on Poster Presentations, please use the “comment **C**” Icon. You do not need to create a “MIRO” account, but simply put in your name as a guest user. Comments should be placed in the designated spaces below posters. Presenters can “resolve” comments by shifting the button on the top right of the comment. In this case, the comment will disappear and not be deleted (Saved in chat history). To view resolved comments, simply click the MIRO chat box on displayed at the bottom left of the whiteboard (This button is opposite of the zoom in and out keys). In this screen, you can view previous comments or resolved comments.

In the case a Poster Presenter is away, please put a **red** comment at the top of the poster. When you return, simply click “resolved” as mentioned above.

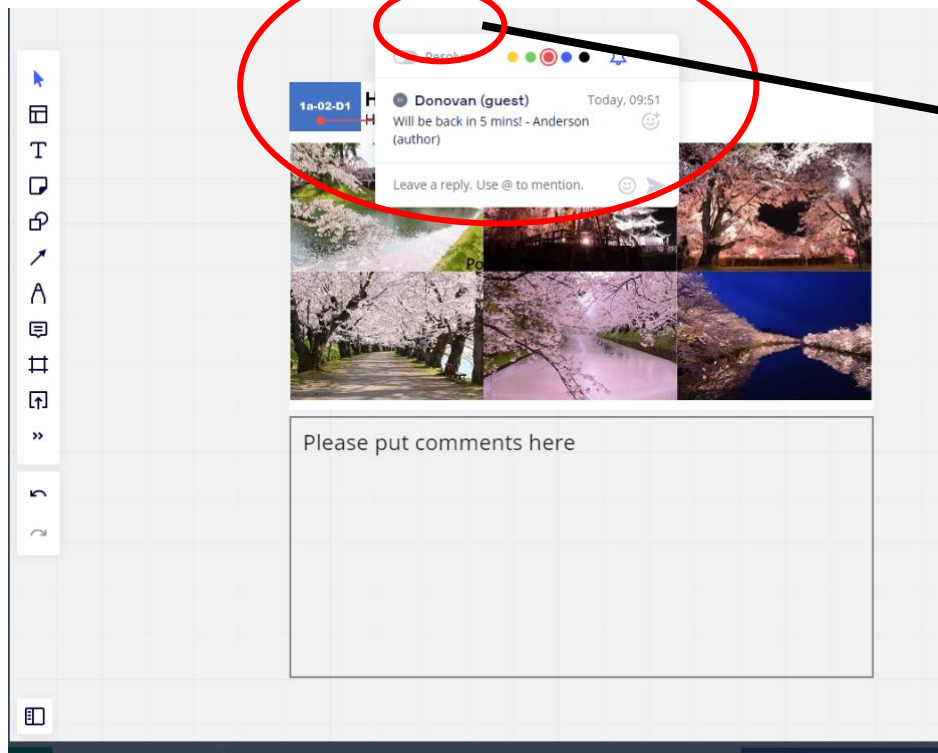
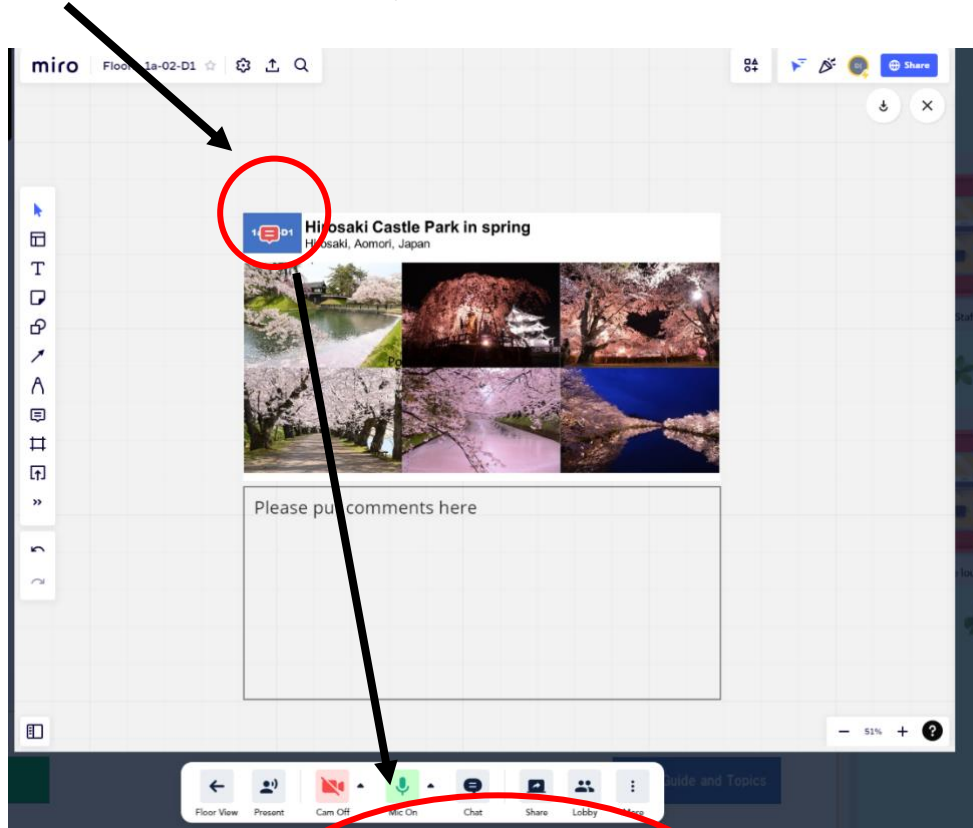
Pictures are provided of the above instructions:



Chat history of **comments** made on white board. It will also show “Resolved comments”



In the case presenters are away for some time, please leave a red comment:



When you return,
please swipe the
“Resolved” function.

(6) Lock

The poster and the link are locked by LOC and they cannot be moved, removed, or downloaded. The above messages can be put and removed by anyone, but It should be the rule that the presenter has the right to remove the messages.

(7) Return to the seat

Click on "Back to floor" button to return to your seat.
To close the "Whiteboard", Just click on "X" button.

(8) Limitation

There is a limit to 8 participants that can stay at a table. Please do not stay at the same table for a long period of time but give seats to newcomers. There will be "discussion tables" at each floor without a poster. Please use such tables for discussions that may take longer.

4. Chat

During Remo events you can chat with others

Step 1: Just click on the 'chat' button in the menu on the bottom of your screen

Step 2: Select one of the 3 chat options:

- **GENERAL CHAT**

Visible to all guests

- **TABLE CHAT**

Visible to only members in your current table

- **PRIVATE CHAT**

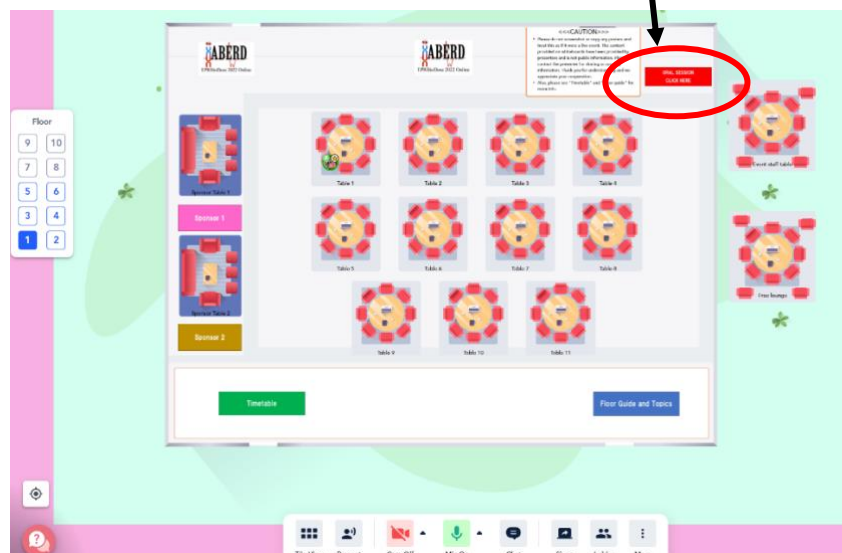
Direct message to specific guests

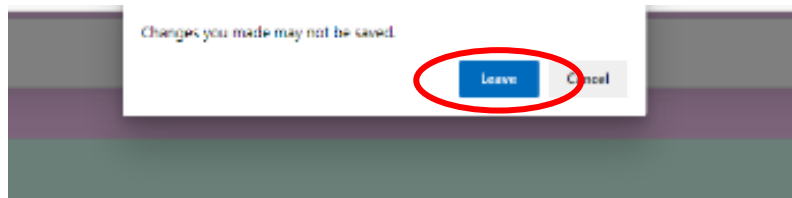
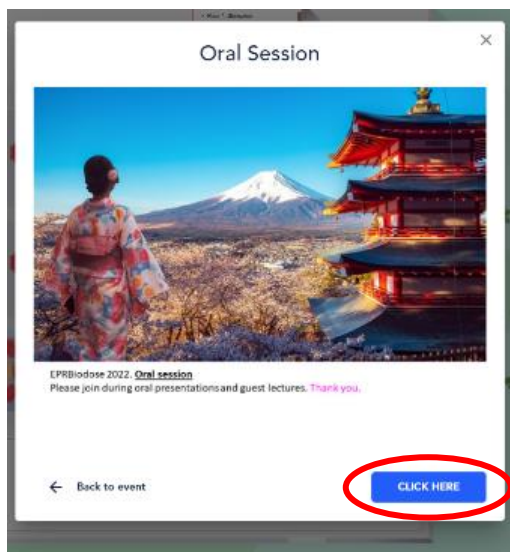
Please regularly check the general chats for announcements. We hope we will not have any system troubles or change of the schedules, but in such a case we will let you know through chat. At the worst case that we cannot use Remo system, the announcements will be made through the e-mails.

5. **Switch from Poster session to Oral session!**

During the event, we will switch to the “Oral Presentations” page for opening remarks, invited speakers and other talks ([EPRBiodose 2022- Oral Sessions | Remo Conference](#)). You can do this by simply clicking on the **RED “ORAL SESSION-CLICK HERE”** button in the center of the screen. Then, “CLICK HERE” again. If it asks you to “Leave Site”, please select “Leave”. You will automatically join the Oral session.

To join the Poster Session event, please repeat the steps. However, in the Oral event the **Red “POSTER SESSION-CLICK HERE”** is on the top right of the page as shown in the below pictures.





ORAL SESSION TO POSTER



During the oral session of the event, the presentation mode will automatically be turned on (shown below).



During the presentation mode, only the organizer (or other members on the stage) will be allowed to speak. All audience members will have their microphone & cameras turned off.

We will take questions through Chat. Please write your question in “general chat”. After the talk is over, the presenter will pick up (in case the questions are too many to answer within the time) the questions and will answer.

When it is time for your presentation (if you are the invited speaker), the host will issue a request to allow you to Broadcast. This request (invitation) will give you permission to turn on and off your microphone and camera.

This message, the invitation to present, will pop -up on your screen. You can then join with your camera and microphone.

For speakers, once you join the presentation area or stage, your screen view will change. Your face (name) will be displayed on the left side

When the host introduces you, please then turn on your mic and camera and please give your presentation.

After your presentation is finished, please mute your mic and turn off your camera again and wait. Soon after, the host will remove your broadcast abilities. You will be removed from the presentation area or stage and placed back in the audience where you were originally.

Other tips

- (1) You cannot stay or enter both poster and oral venues simultaneously. You can move from poster venue to oral session freely but cannot move from the oral session to poster session while there is a presentation. If you want to change to the poster session during a presentation, please log out and log into the poster session using the appropriate link.
- (2) Although the time of the conference is from 11:00 to 14:00 UTC, the venue will be available from 9:00 to 16:00 UTC on each day. You can use the facility for exchanging fellowships with your colleagues.
- (3) LOC will be on duty from 7:00 to 14:00 UTC each day. Sorry no support is available between 14:00 and 16:00 UTC.

Additional information

- Remo Tutorials <https://remo.co/remo-tutorials/>

File repository server for EPR BioDose 2022 online

A separate file server is available for participants to EPR BioDose 2022.

1. Access

<http://eprbiodose2022.sub.jp/docs/index.html>

2. Put ID and password

ID is your e-mail address

Password will be sent to you separately

3. You can view the program, abstracts, posters, and short videos anytime.

The recordings of the invited talks will also be available until April 27.

4. There is a link pasted at the poster to the short video saved in this server.

Please enter the above ID and password when necessary.