

70th SPSJ Annual Meeting

Poster Session (P) & Exhibition

Quick Guide

29 April 2021



Poster Sessions will take place using the Remo and Miro virtual platforms

Operating System and Browser Requirements

Recommended browser

- ✓ **Google Chrome**
- ✓ **Firefox**
- ✓ **Apple Safari**



OS	OS Version	Browser
Windows	10	Chrome 77+ Firefox 76+ Microsoft Edge 87+
Mac	10.13+	Chrome 77+ Firefox 76+
	10.14.4+	Safari 13+ Chrome 77+ Firefox 76+

<https://help.remo.co/en/support/solutions/articles/63000251000-what-operating-devices-and-browsers-are-supported-on-remo-conference->

You can check Remo system on your devices using following URL

<https://geartest.remo.co/>

Note

- ✓ **Web address (URL) will be shown on Web system of the SPSJ Annual Meeting.**
- ✓ **URL will change daily.**
- ✓ **Poster Session & Exhibition will open from May 26 to May 28.**
- ✓ **All registered participants can join in Poster Session & Exhibition room.**
- ✓ **Recommended Browsers are Google Chrome, Firefox and Safari.**
- ✓ **You should do the access test in advance from May 17 to May 19.**
- ✓ **White board on REMO is linked to Miro which is an online visual collaboration platform**

Log in

1. Click a green bar for login on the webpage (URL is announced)



2. Log in REMO using your registered mail address and password.

* Please sign up if you don't have an account.

Log in to Remo Conference

Log in with Google

Email Address
Your should use your registered Email

Password
Forgot password?

Log In

Don't have an account? **Sign up now**

Sign up to Remo Conference

Sign up with Google

Full Name

Email
You should use you registered e-mail

Password

I agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Sign Up

Already have an account? [Back to Log in](#)

Will you allow live.remo.co to use your camera and microphone?

Camera to share: TOSHIBA Web Camera - FHD

Microphone to share: マイク (Realtek High Definition Audio)

Remember this decision

Allow Don't Allow

Your Camera

Camera TOSHIBA Web Cam...

Microphone マイク (Realtek Hig...)

Test Audio

Camera and Microphone not working?

Speaker selection not working?

Check your camera and mic.
Click allow button..

System Check Passed!

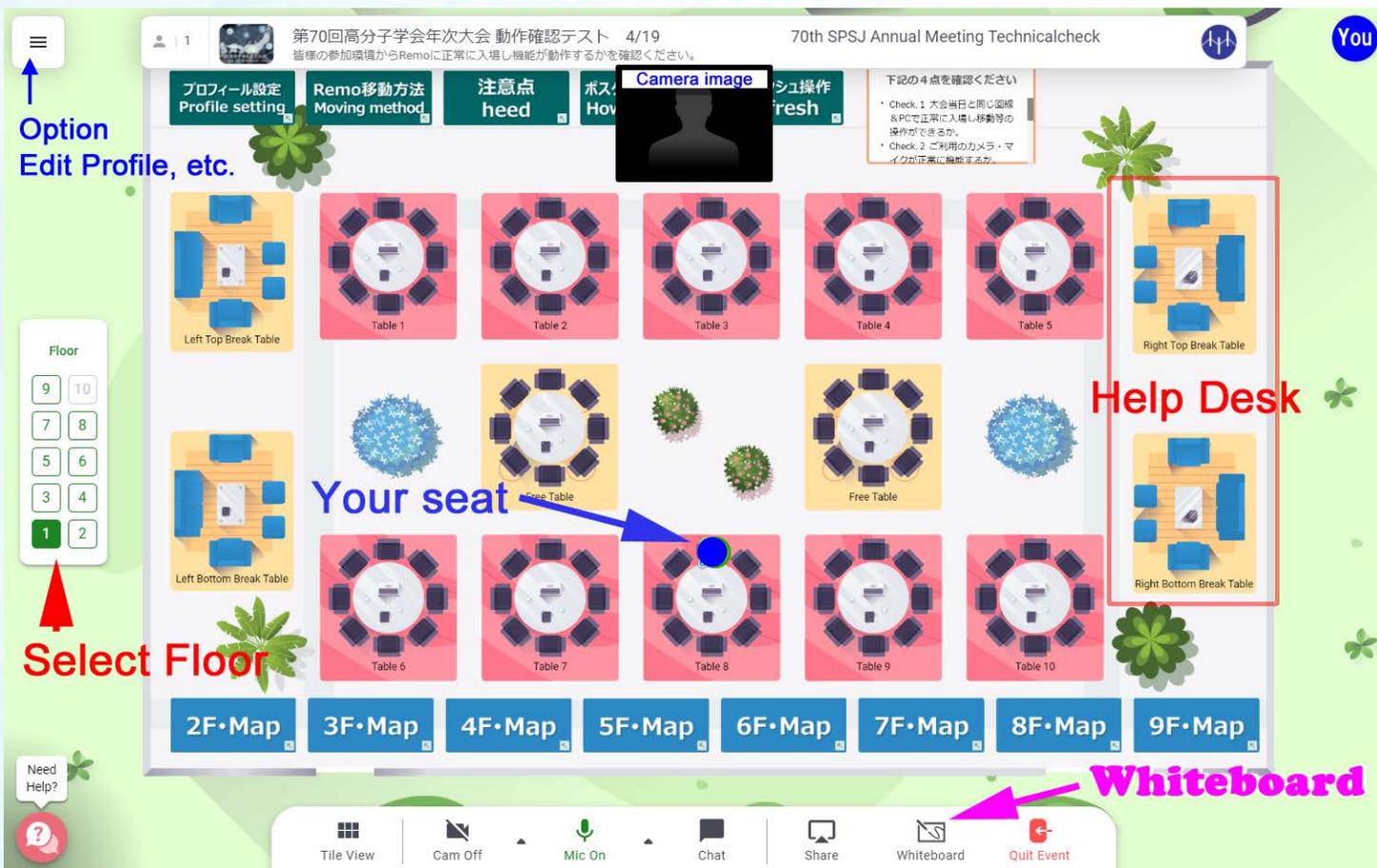
See more

Are you ready to join the event?

Join Event

Structure of Remo rooms

- ✓ You are placed at 1st entrance floor and are seated a specified table.
- ✓ You will move to other floors and tables which you like.
- ✓ Presentation rooms are from 2nd to 9th Floor.
- ✓ Help desks are located at 1st Floor.



Poster Number	Floor
001 - 010	2 F
011 - 020	3 F
021 - 030	4 F
031 - 040	5 F
041 - 050	6 F
051 - 060	7 F
061 - 070	8 F
071 - 080	9 F

Change your profile

Presenters and participants should change your profile settings.

- **Editing Profile**
- **Change your profile picture if you need**

The screenshot shows the 'My Profile' editing interface in the REMO app. On the left, a navigation menu is visible with 'My Profile' highlighted. The main profile editing area includes a profile picture, an 'Edit Profile' button, and a 'Change Profile Picture' link. Below these are input fields for 'Full Name *', 'Headline', 'Company', 'Job Title', and 'Meeting Schedule Link (e.g. Calendly)'. At the bottom are 'Save Changes' and 'Cancel' buttons. Annotations with blue arrows point to the 'Change Profile Picture' link and the 'Full Name *' field. A red box highlights the 'My Profile' menu item and the hamburger menu icon.

You should change your profile name by editing profile.

You can upload your avatar image on REMO.

If you are a presenter.
Presentation Numer + Name + Affiliation
(1Pa001 Lastname Firstname ** Univ.)

If you are a participant
Name + Affiliation

Browser

- ✓ Hard Refresh on your browser using shortcut key.
- ✓ Restart your browser or PC



CTRL + SHIFT + R



CMD + SHIFT + R

Camera and Microphone

- ✓ Click the menu button (three parallel horizontal lines) in the upper left corner of the screen
- ✓ Select a different Microphone and Camera source
- ✓ Another video conferencing program open like Zoom or Webex can cause Remo to be unable to access the camera/mic. In this case, the first thing to check on is if your browser is up to date.



Camera

Connected Camera

Microphone

Connected Mic

Complete the geartest

- ✓ You can check REMO system on your devices using following URL <https://geartest.remo.co/>

Remo System Check

The screenshot shows the 'Remo System Check' results. On the left, a 'System Check Passed' summary is displayed with four categories: Internet Speed (26.74 Mbps), Network Firewall, Operating System (Windows v10), and Browser (Firefox v88.0). On the right, the 'Test Your Audio & Video' section contains three rows: Webcam with a 'Test Webcam' button, Microphone with a 'Test Microphone' button, and Speaker Output with a 'Test Speakers' button.

Step 1. Move to floor & table

- **Click the Floor** (shown in Left side Bar) number which you want.
- **Double Click the table** for moving, poster number is shown bottom of table area.

Step 2. Join a presentation

- Please open “**Whiteboard**” to see the poster when you visit a Poste Table.
- The poster image can be freely scaling in you PC.
- Turn on **Camera** and **Mic** to speak to the presenter when you interact with the presenter.
- Use of **Chat** is not recommended.
- Please avoid staying a Poster Table after you finish the discussion.

Group a, b [9:30~11:30]

9:30 ~10:25 **Presentation of Odd number** (Third symbol of presentation number is “**a**”)

10:25~11:20 **Presentation of Even number** (Third symbol of presentation number is “**b**”)

Group c,d [12:30~14:30]

12:30~13:25 **Presentation of Odd number** (Third symbol of presentation number is “**c**”)

13:25~14:20 **Presentation of Even number** (Third symbol of presentation number is “**d**”)

Group e,f [14:30~16:30]

14:30~15:25 **Presentation of Odd number** (Third symbol of presentation number is “**e**”)

15:25~16:20 **Presentation of Even number** (Third symbol of presentation number is “**f**”)

Poster Presentation Schedule

Date: May 26 – May 28, 2021

Session : Each poster session is divided into three groups.

Presentation: You will make your poster presentation as following time.

Participants will join your table in your presentation time.

Group a,b 【 9:30~11:30】

9:00 ~ 9:30 Uploading your presentation material

9:30 ~10:25 **Presentation of Odd number** (Third symbol of presentation number is "a")

10:25~11:20 **Presentation of Even number** (Third symbol of presentation number is "b")

11:20~11:30 Delete your presentation material

Group c,d 【12:30~14:30】

12:00~12:30 Uploading your presentation material

12:30~13:25 **Presentation of Odd number** (Third symbol of presentation number is "c")

13:25~14:20 **Presentation of Even number** (Third symbol of presentation number is "d")

14:20~14:30 Delete your presentation material

Group e,f 【14:30~16:30】

14:00~14:30 Uploading your presentation material

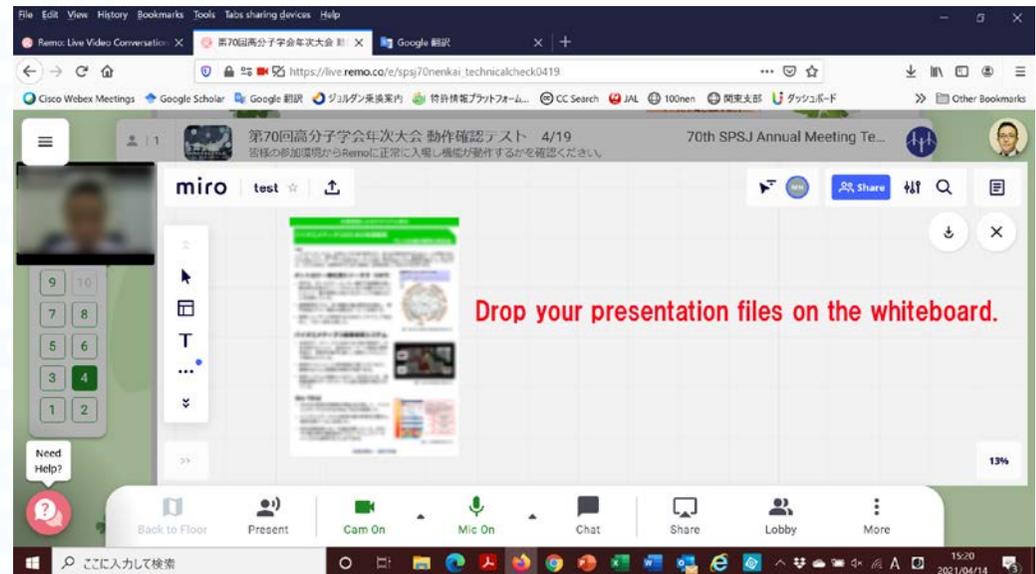
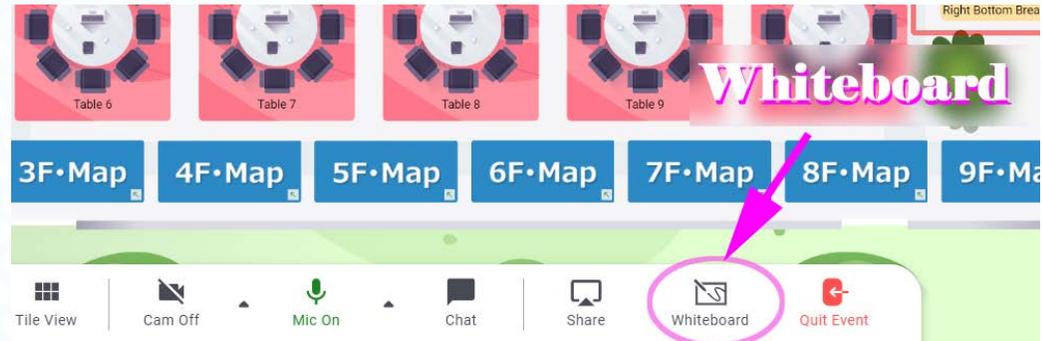
14:30~15:25 **Presentation of Odd number** (Third symbol of presentation number is "e")

15:25~16:20 **Presentation of Even number** (Third symbol of presentation number is "f")

16:20~16:30 Delete your presentation material

Presentation

- ✓ Move to your presentation floor by clicking floor and seat at your presentation table by double clicking.
- ✓ Table is named by presentation number as 1Pa-029.
- ✓ You and audiences at the table are shown in left area on your display.
- ✓ Turn on “Whiteboard” of Menu.
- ✓ Turn on Camera and Mic.
- ✓ Drag & drop your file on the whiteboard.
- ✓ After your presentation time end, you should delete your presentation file from the whiteboard.



How to Use the Miro Whiteboard on Remo?
<https://help.remo.co/en/support/solutions/articles/630002585-73-how-to-use-the-miro-whiteboard-on-remo>

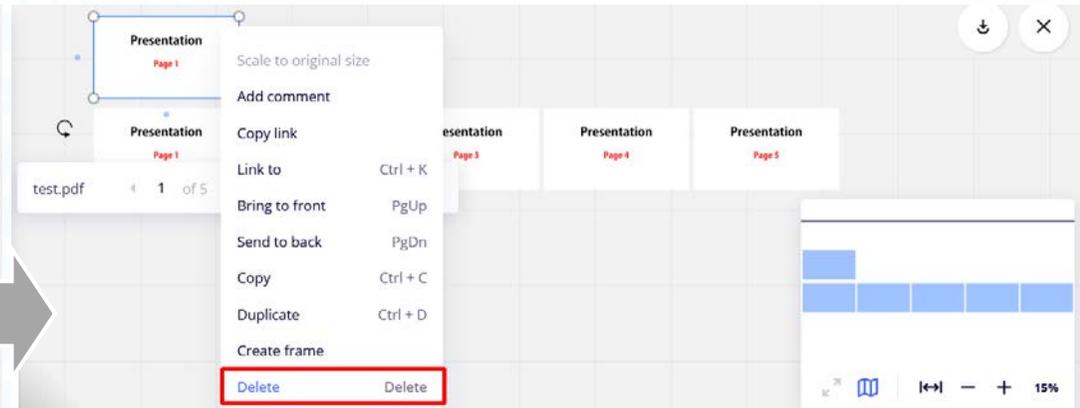
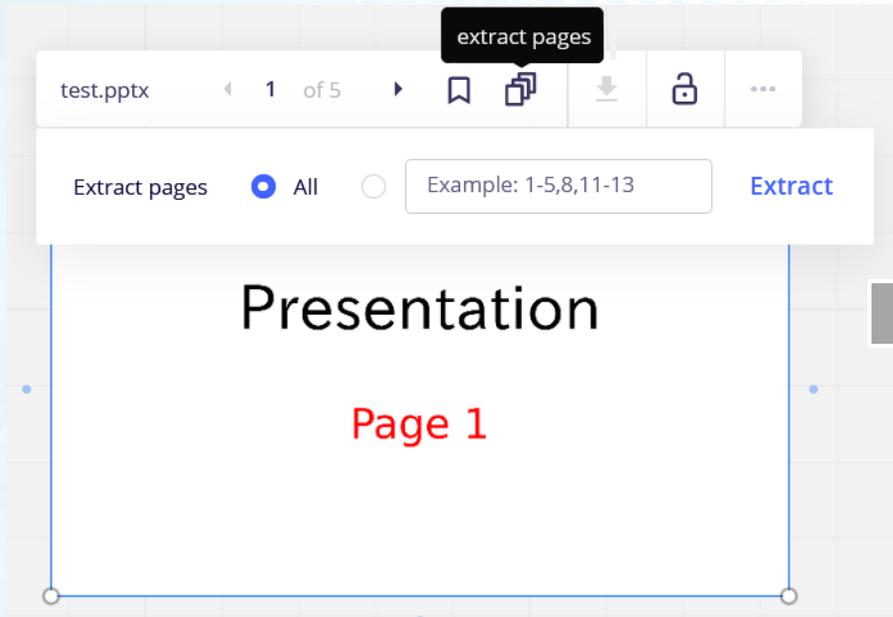
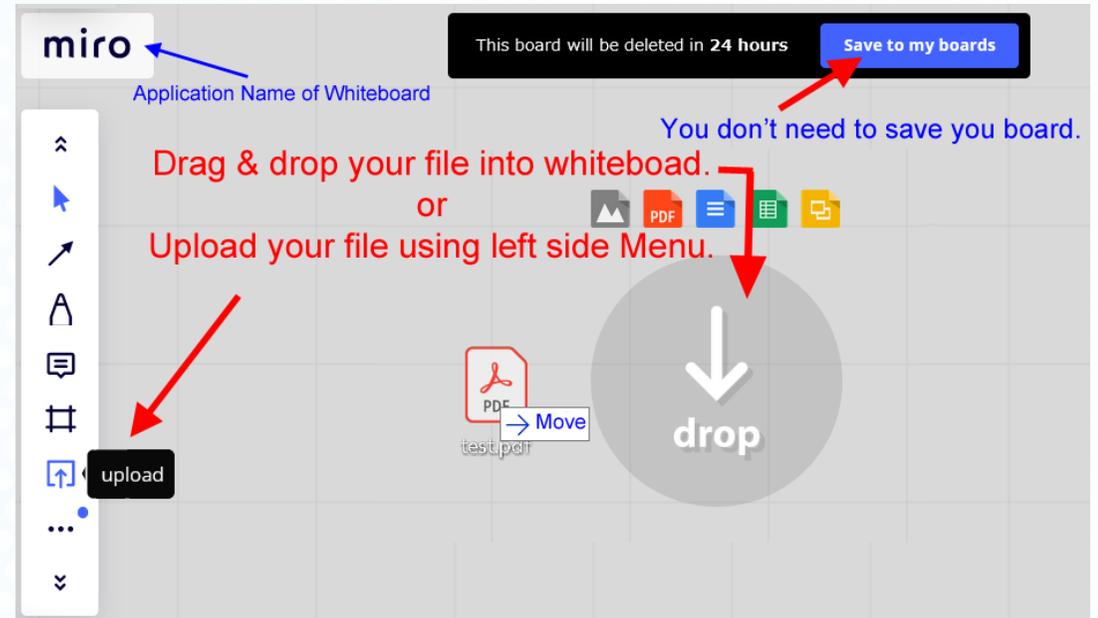
Presentation Materials Guidelines

Presentation Materials	Microsoft PowerPoint
Format	PDF
File Size	Less than 3 MB
Page	If PDF has multiple pages, you need to expand the pages on the whiteboard.

Presentation Materials	Image data
Format	JPEG
File Size	Less than 3 MB
Pixel Limit for JPEG Image	8192x4096 pixel
Page	1 page

Uploading your presentation file.

- ✓ Please confirm your file format is **PDF or JPEG**.
- ✓ You can upload your file using “**Drag & Drop**” or “**Uploading Menu**”
- ✓ If you upload pdf file, please extract all pages.



The first page of the PDF will be displayed in duplicate, so select the upload file before extracting pages and delete it.

Show your cursor and find your materials on a mini map.

Show your cursor to audiences

Avatar of audience

Navigation Mini Map
(just press M hotkey to open/close it)

Delete your board after your presentation time.
(Right click on mouse button)

Scale to original size
Copy link
Link to Ctrl + K
Bring to front PgUp
Send to back PgDn
Copy Ctrl + C
Duplicate Ctrl + D
Create frame
Delete Delete