Welcome Sponsors and Exhibitors!

Our presentation will begin momentarily.
Networking Pavilion & Exhibit Halls
The Power of Remo

www.ATCA.org/TechSymposium
2021 Tech Symposium

1. Introductions by ATCA
   Recording Meeting (Available On-demand)
   Slides will be made available
   Q&A Enabled
1. Why Remo?
2. Which Browser?
3. VPN
4. Networking Pavilion and Exhibit Halls
5. The White Board
6. White Board and ATM Resources
7. Q&A
Why Remo?

- Most “in-person” software on the market.
- Every use ability to set up Profile cards (business cards)
- Provides the live in-person feeling
- Ability to host face to face meetings
- Allow you the freedom to create your own means to connect with people
- Pop-up box Announcements
The Best Browser for Remo

Google Chrome browser

Remo supports the Google Chrome browser version 77+ on Android only, download it here.

For Mac Browsers, Remo Conference supports:
• Chrome Version 77 or above.
• Firefox Version 76 or above.
• Safari Version 13 or above (for full compatibility)
• Microsoft Edge Version 87 or above.
Remo does not recommend users access Remo via Virtual Private Network (VPN) because the video streaming host provider does not work well with VPNs. However, Remo understands that some users have to use a VPN to access Remo.
For VPN Firewall Issues:

1) First conduct a mic-cam test at [https://geartest.remo.co/](https://geartest.remo.co/)

2) If the firewall has blocked Remo, please safelist our connection and remove authentication logic for VPN.

3) Contact your IT department or VPN provider, ask them for guidance on these following tips:
   - Open TCP port 443
   - Safelist the following domains:
     - [https://sessions.bugsnap.com/](https://sessions.bugsnap.com/)
     - [https://remo-conference.firebaseapp.com/](https://remo-conference.firebaseapp.com/)
     - [https://tokbox.com](https://tokbox.com)
     - [https://opentok.com](https://opentok.com)
     - [https://firebasestorage.googleapis.com/](https://firebasestorage.googleapis.com/)
     - [https://firestore.googleapis.com/](https://firestore.googleapis.com/)
     - [https://www.googleapis.com/](https://www.googleapis.com/)
     - [https://www.googletagmanager.com/](https://www.googletagmanager.com/)
   - Open UDP Port 3478
   - If possible, open UDP ports 1025 - 65535

4) OR – Use a non-VPN laptop, PC or Mac

This information will be downloadable in .pdf document on the Sponsor-Exhibitor Opportunities page
Quick Start Guide for Remo Guests

1. **LOG IN**
   1st Remo Event? Click "Sign in to Join Event" then follow prompts to "Create Account"

2. **LEARN**
   Click through a brief tutorial on Remo basics & start to set your profile

3. **GEAR / TEST**
   Automatic Mic, Cam, & System Check for Browser - Chrome, Firefox, Safari, Edge on Desktop or Laptop. If not passed, still come into event

4. **WELCOME**
   A Welcome Message from the Remo team will pop up - PLEASE WATCH it for important event information

5. **PROFILE**
   Click the circle with your initial (upper right corner) to update your photo, name & business information

6. **NAVIGATE**
   Left click & hold your mouse on an open area to drag the floorplan to see everything. Use your mouse wheel to zoom in and out as well

7. **MOVE TABLES**
   Hover your mouse over a table with an open seat (circle) and double click to move there

8. **TALK**
   Click the icon to turn your mic & cam on. You can talk only to the people at the table with you. Use the chat feature to text.
Exhibit Hall Live

- Graphical Exhibit Hall in REMO
- Default location for live interaction with colleagues and Attendees
- Centrally located within the virtual event 8 hours per day
Tables & Booths

- When you enter the Networking Pavilion, all you have to do is click on a table with an open seat and start talking!

- Remo allows you to experience a tablesise talk while virtual.

- To switch to a different table and conversation, just double click the table you want to move to, it’s that simple!
Communications

- Live video communication at each table, Remo offers multiple other avenues to help your attendees communicate.

- **Remo Profile** – is your tool for communicating who you are to others

- **Table Chat** – see and speak with the people at your table

- **Private Chat** – click on the icon of the person with whom you would like to chat

- **Public Chat** - communicate with others in Remo

- **Popup Announcements** (ask ATCA)

- “**Whiteboard**” is a tool to allow you to present information

All these communication tools are in one centralized, convenient, and highly personal platform.
1. Click the 'More' button in the bottom menu toolbar
2. Click 'Whiteboard' located on the lower right corner of the screen just on top of the 'Mic' button.
3. Start using the whiteboard by selecting a tool on the toolbox that's located on the right side of the screen.
4. Use mouse pointer to add or create objects on the whiteboard.
5. To enable your microphone and camera, click on the 'Turn on Mic' and 'Turn on Cam' button located in the lower right corner of the screen. Your guests' video/mic box will show up on the left side of the screen.
6. To close the whiteboard, click the 'Whiteboard' button again located on the lower right corner of the screen.

The White Board
7. Start using the whiteboard by selecting a tool on the toolbox that's located on the right side of the screen.
8. Use mouse pointer to add or create objects on the whiteboard.
9. To close the whiteboard, click the ‘Whiteboard’ button again located on the lower right corner of the screen just on top of the ‘Mic’ button.
Select a tool on the toolbox that's located on the left side of the screen.

Here's a list of some of the major functionality available on a Miro whiteboard, and how you can use it:

- Sticky Notes
- Shape Tool
- Arrow Tool
- Text Tool
- Pen Tool
- Comments
- Upload Media (from your Own Device or via a URL e.g. a video or even a Website)
- Capture Webpages
- Templates
- Cards
With the Sticky Notes, if you click on them you can find even more options such as changing the colour, size, and even adding emoji’s and tags! (see below):
With Shapes, you can customize the fill colour, outline colour and the text formatting if you just click on the shape.
Connect Ideas Together using the Arrow Tool or clicking the Blue Circle around the element you want to join.
If you want to customize the text some more, click on the textbox for even more options.
Sketch your thoughts with the pen tool! With this tool, you've got the choice of a typical pen, a highlighter, smart drawing (predicts basic shapes based on simple drawings - try drawing a circle), the eraser (if you'd like to remove drawings), and the lasso tool (to select multiple drawings at once)
Locking Elements on your Whiteboard
As the Board Owner, you can lock specific elements on the whiteboard that you don’t want people to be able to move around:

1. Click on the element

2. Click the Lock icon in the toolbar that appears on top

To unlock the element:

1. Click on the element

2. Click and hold where it says ‘Long press to unlock’
Leave comments for other people you're collaborating with. You can even choose to follow the conversation, add your two cents by replying or emoji replying, and even resolve the comment once it's finished.
- **Upload Media** (from your Own Device or via a URL e.g. a video or even a Website)

If you are uploading files directly from your device, please note the maximum file size is 30 MB and the maximum image resolution is 32 MP according to Miro. For more information about accepted file formats and sizes, please refer to Miro’s article here.
When uploading files from your own device, guests will only be able to download these files from your whiteboard if you are on a paid Miro plan and you have enabled downloading in your Board settings. For more information, please refer to Miro’s article here.

- Capture Webpages

You can capture and present an image of an entire web page at once on the whiteboard.
Select from over 80 Pre-Designed Templates (for example, Kanban boards, Gantt Charts, or Customer Flow Journeys)
Create cards to structure your information more clearly. With Cards, you can add headings, tags, descriptions, a due date, and also colour code them.
Some examples of whiteboards for a Sponsored Booths

Fill up the whiteboard with all your sponsored materials! For example, your company logo, your website or an online pamphlet, an introductory video, and so much more...
Summary of Today’s Orientation

Check list for REMO - Before using REMO at Tech Symposium

- Determine if you are accessing REMO using a VPN OR NOT. If using a VPN, talk with your IT team about recommendations listed in presentation to make a smoother experience.
- Test your video and audio to make sure they work.
- Create your profile (virtual business card) in to help people know who you are.
- WATCH A BASIC REMO Tutorial to get familiar with the system.

Using Remo during tech Symposium

- Make sure your video and microphone are on. Remo was created to facilitate live interactive engagement, not having your video on minimizes that interaction.
- Monitor your account for chat messages.
- See who is in Remo by checking chat listings or placing cursor over icons.
- Network, Network, Network.
- If you need to step away from Remo, please to remember to log-out. If not your icon will stay active in Remo and there is nothing more disappointing them saying hi to someone you think is live on the site and you do not get a response.
Exhibit Hall Live Hours*

**Monday, May 17, 2021**
11:30 AM – 12:30 PM Exhibit Hall Live

**Tuesday, May 18, 2021**
2:00 – 3:00 PM Exhibit Hall Live

**Wednesday, May 19, 2021**
3:30 – 4:30 PM Exhibit Hall Live

**Thursday, May 20, 2021**
11 AM – 12:00 PM Exhibit Hall Live

**Friday, May 21, 20201**
10 – 11 AM Exhibit Hall Live

*The times above are the listed FOCUSED times for networking. The Exhibit Hall Live and the Networking Pavilion will be open for use daily from 9am to 5pm Daily Monday thru Thursday and 9am to 2pm on Friday.
<table>
<thead>
<tr>
<th>Date</th>
<th>Sponsor/Exhibitor Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 16, 2021</td>
<td>Exhibitor Presentation Showcase Submission</td>
</tr>
<tr>
<td>April 28, 2021</td>
<td>Sponsor/Exhibitor Contract Submission</td>
</tr>
<tr>
<td>April 28, 2021</td>
<td>Exhibitor Booth Set-Up Opens</td>
</tr>
<tr>
<td>May 9, 2021</td>
<td>Booth Build Completion</td>
</tr>
<tr>
<td>May 17, 2021</td>
<td>Tech Symposium Opens</td>
</tr>
</tbody>
</table>
## Best Practices Webinar Series

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, March 17</td>
<td>Sponsor Orientation - On-Demand</td>
</tr>
<tr>
<td>Wednesday, March 24</td>
<td>Detail Review of Sponsorships and their Benefits On-Demand</td>
</tr>
<tr>
<td>Wednesday, March 31</td>
<td>Best Practices- Setting up your Profile in the ATM Resource Center and Leveraging your Profile for Leads On-Demand</td>
</tr>
<tr>
<td>Wednesday, April 7</td>
<td>Review of the REMO Platform for Tech Symposium (Used for Networking Pavilion, Exhibit Hall Live, Roundtables, and Women in Aviation) On-Demand (48 Hours)</td>
</tr>
<tr>
<td>Wednesday, April 14</td>
<td>Marketing for the Tech Symposium</td>
</tr>
<tr>
<td>Wednesday, April 21</td>
<td>Maximizing Outreach and Networking at the Tech Symposium</td>
</tr>
<tr>
<td>Wednesday, April 28</td>
<td>The Basics: How to Log in and Making your Journey Smooth</td>
</tr>
<tr>
<td>Wednesday, May 11</td>
<td>Live DEMO of the ATM Resource Center and Exhibit Hall Live</td>
</tr>
</tbody>
</table>

**Follow Us For More Information**

**Date** 11am-12pm EST

**Session**

*ATCA TECH SYMPOSIUM*
Contact Rugger.Smith@atca.org to get started building your Marketing and Branding at the Tech Symposium today!

Get your organization noticed.
Connect members with your organization.
Present your best content for maximum engagement.

Contract Submission Deadline: April 28, 2021

Questions? For Further Information Contact:
Rugger.Smith@atca.org
Sandra.Strickland@atca.org
Deborah.Brice@atca.org