

Remo Poster Presentation Guidelines

Updated at 20:00 on 26 June 2021

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1. This guideline

- 1.1. This guideline will be update frequently.
Please check the updated date of this document.

2. Outline

The poster session will be held using Remo.

2.1. Time schedule

[Poster session 1 \(P1-1 ~ P1-21\)](#)

6 July, 2021		
15:10 ~ 15:30	Preparation of Poster Presentation	Presenter should paste your presentation materials on the Whiteboard in your Table.
15:30 ~	Poster Preview	Each presenter gives a one-minutes poster preview using the presentation mode of Remo.
~ 17:30	Poster Presentation	

[Poster session 2 \(P2-1 ~ P2-27\)](#)

7 July, 2021		
15:10 ~ 15:30	Preparation of Poster Presentation	Presenter should paste your presentation materials on the Whiteboard in your Table.
15:30 ~	Poster Preview	Each presenter gives a one-minutes poster preview using the presentation mode of Remo.
~ 17:30	Poster Presentation	

2.2. Posting method

Presentation number is indicated on each Remo table.

Please go to the table with your presentation number, start up the whiteboard, and paste your presentation materials on it.

2.3. File format of the poster

Please prepare your presentation material in JPEG (recommend) or PDF format and paste it on the whiteboard in the table. [A template file](#) will be provided on the website. You do not have to follow the template, but please refer to it.

2.4. Poster preview

Please send your 1 page poster preview file made in pptx or PDF format to the organizing committee by July 3rd (mail to: stac12in2021@gmail.com).

2.5. Venue

Remo Poster Presentation site (URL / link) will be announced in the online venue.

2.6. [Learn more about pre-connectivity tests and rehearsals.](#)

3. About Remo - How to use

3.1. Simplified Manual for Remo Conference Participants ([English version](#) & [Japanese version](#))

3.2. Remo's system check and compatible browser

[Remo System Check \(You can check the connection from this page\)](#)

[Operating Devices and Browsers supported on Remo Conference](#)

* Tablets and iPads are not supported at the moment. You will not be able to share your screen, use the whiteboard, or go into presentation mode from smartphones. Please use Remo from your computer.

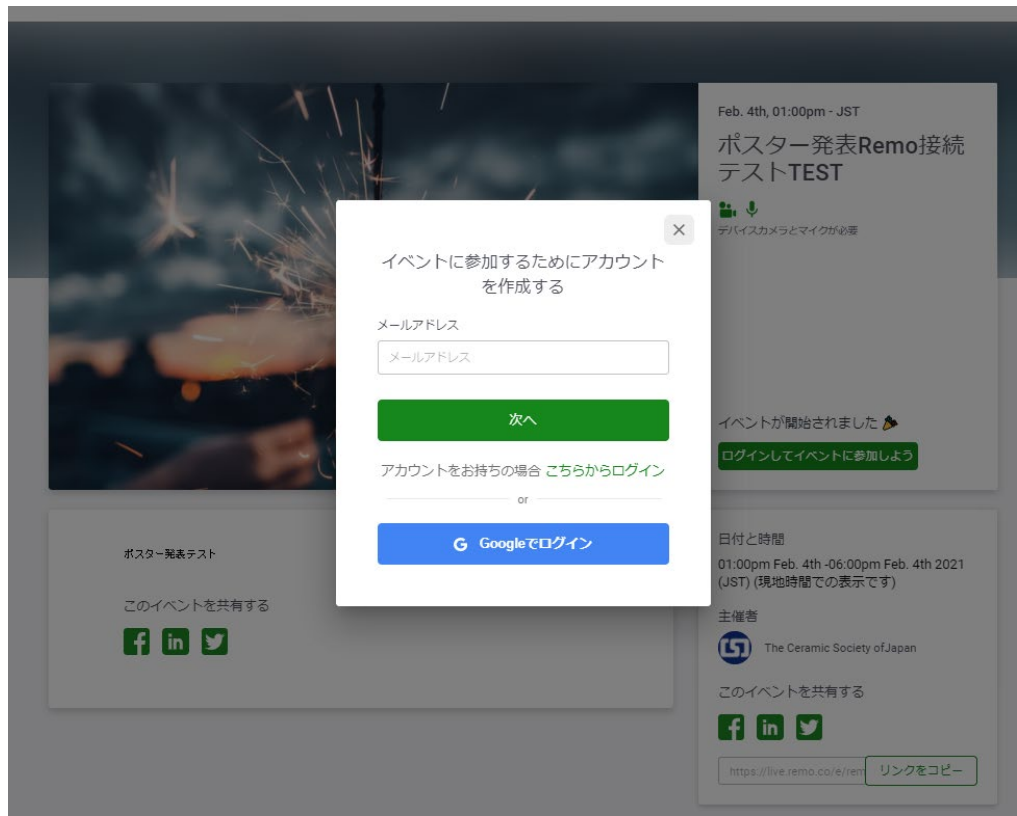
[Click here for various videos \(Youtube\) on how to use Remo.](#)

3.3. Access procedure

3.3.1. When you access the URL of the Remo, you will see the following screen, and click the button to join.



3.3.2. In order to join Remo, you need an account. Please create an account with any address.

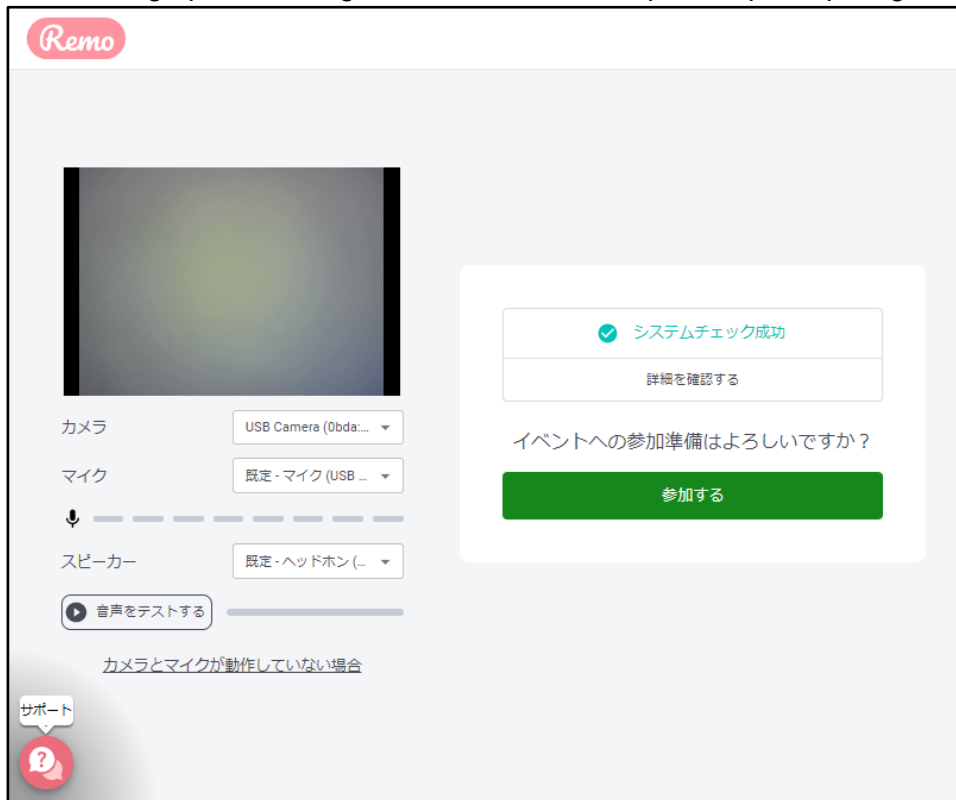


3.3.3. Please allow the use of the microphone and camera according to the screen display.

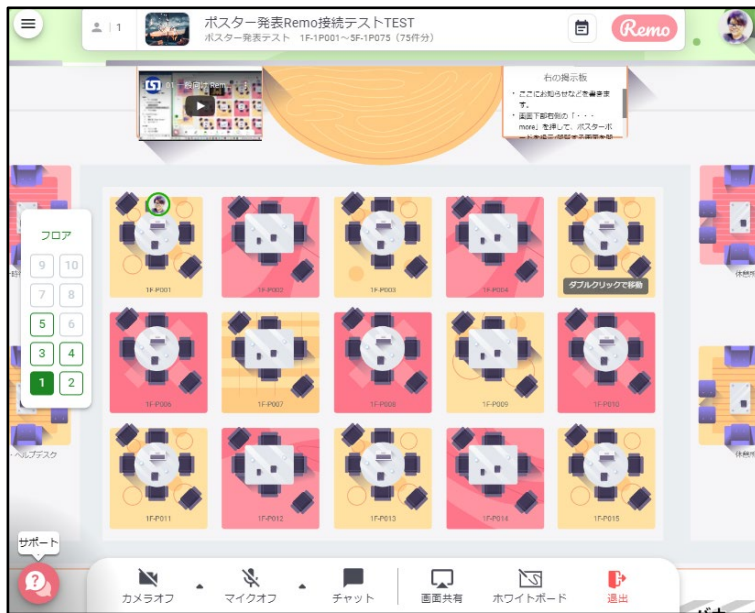




3.3.4. After setting up and testing the camera and microphone, "participating"



3.3.5. You entered Remo.



Please refer to the following videos for the subsequent usage.

3.4. Videos explaining how to use Remo

(Japanese video was created by The Ceramic Society of Japan in November 2020)

Remo operation explanation (especially for poster presenters)

<https://youtu.be/kY6u8CPuclw> (in Japanese)

Reference: For participants

<https://youtu.be/pnmPqsKFe28> (in Japanese)

[Please refer here for various videos \(Youtube\) on how to use Remo.](#)
[\(The videos are mainly in English\)](#)

4. Remo connection test - rehearsal

(for those who want to check Remo before presentation)

- Remo connection test will be conducted at the following dates and times. Participation is optional.
- You can actually try out the behavior such as how to use the whiteboard in the table and how to ask questions.
- We apologize for the inconvenience, but since there are no staff members stationed at the connection test site, we recommend that you try operating with multiple people with your colleagues.
- If you upload poster materials etc. to the whiteboard in the table as a test, please be sure to delete it yourself after the test is over. Unless you delete the uploaded data, it will remain even

if the person leaves the table or Remo. Please note that we will not be held responsible for any information leaks during test connections, rehearsals, or the actual event.

- To lock your poster on the whiteboard, a “miro” account (free) is required. After launch the whiteboard, click the “sign up to save” icon at the center top on the whiteboard.

★ Remo operation checkpoint

1. Can you enter the venue and move the table?

2. At the table, can the presenter launch the whiteboard, attach the poster, and lock it?

Can the audience set up the whiteboard and see the posters posted?

3. Can you talk with peoples at the same table while looking at the whiteboard? (Do your microphone, speaker, and camera work properly?)

* If the operation does not work or if the camera or microphone cannot be connected properly, please refer [Possible trouble and the shooting](#).

date and time	Venue URL
June 30, 2021 (Wednesday) 15: 10 ~ 17: 40	https://live.remo.co/e/stac-12-rehearsal-1
July 1, 2021 (Thursday) 15: 10 ~ 17: 40	https://live.remo.co/e/stac-12-rehearsal-2
July 2, 2021 (Friday) 15: 10 ~ 17: 40	https://live.remo.co/e/stac-12-rehearsal-3
July 3, 2021 (Saturday) 15: 10 ~ 17: 40	https://live.remo.co/e/stac-12-rehearsal-4
July 4, 2021 (Sunday) 15: 10 ~ 17: 40	https://live.remo.co/e/satc-12-rehearsal-5
July 5, 2021 (Sunday) 15: 10 ~ 17: 40	https://live.remo.co/e/stac-12-rehearsal-6

5. Presenter

5.1. Preparation for poster presentation

5.1.1. [See here, connection test and rehearsals.](#)

5.1.2. Notes on Presentation Materials

Recording or transcribing of presentations is prohibited, but it is currently difficult to completely prevent this. Therefore, please make your presentation with the risk of being used by others.

The organizing committee will make an announcement that recording or copying of presentations is prohibited, but there is currently no way to prevent this done using external equipment.

In Remo, it is difficult to prevent downloading of images and data uploaded to the whiteboard. Please take this into consideration when making your preparations.

5.1.3. Template for poster presentation/ Creation example

[A0 portrait \(w 841 x h 1189mm\) pptx](#)

[A0 landscape \(w1189 x h 841mm\) pptx](#)

-Your poster presentation does not necessarily have to conform to this template.

-It does not matter whether you create it in A0 portrait or A0 landscape. In Remo, A0 landscape seems easier to see.

- You may upload one page A0-size poster. Note that a combination of A4 size posters is also acceptable, as long as the size is equivalent to A0 size. Please include any supplementary data in the poster.

- The limitation of total file size that can be uploaded to a whiteboard of Remo may exist.

- JPEG file format is recommended

5.1.4. Poster preview

Poster presenters are requested to give 1-minute poster preview in the first part of the poster session using the presentation mode in Remo. The preview will help promote your poster and your research to individuals that may be interested in your work.

5.1.5. Submitting your poster preview file

Please send your 1 page slide file written in pptx or PDF format, which will be used in your 1-minute poster preview, by July 3rd to stac12in2021@gmail.com.

5.2. Announcement for the day of presentation

5.2.1. Posting your poster

Presenter should enter the Remo between 15:10 and 15:30, and put up posters at your table. Please launch the whiteboard, upload the files, and lock it to prevent from moving it by the others.

Please see [the videos](#) as references for operation.

* When uploading a file directly from PowerPoint on Remo, the layout may change and the resolution may become insufficiently low in enlarged scale. It may be better to export the file as an image beforehand and then upload it.

* Upload may take some time depending on the connection environment and file size.

5.2.2. About presenter profile settings

- Please set the name as shown in the example. Example: P1-x_Ou Sera (Tokyo Tech.)
- Icon setting is optional. If no icon is set, the icon display will often be linked to the first letter of the name (in the case of "P1-x_Ou Sera (Tokyo Tech.)", The icon will be "P"), so It is recommended to use your own icon.

5.2.3. Presentation

Presenters are requested to stay the Remo venue during the poster session. When you reach the table, turn on the camera (video) unless it is unavoidable.

Presenters are also requested to give 1-minute poster preview in the first part of the poster session.

5.2.4. Comment section

We will provide a comment section for all presentations. You can use the comments section during the period when you can access the online venue. If you receive any comments, please respond.

6. Reviewer (Poster award)

6.1.1. Please read each item.

We plan to send an e-mail to the judges at a later date.

6.1.2. About the reviewer's profile setting

- Please set the name as in the example. Example: Reviewer_Oho Sera (Tokyo Tech.)
- Icon setting is optional. If no icon is set, the icon display will often be linked to the first letter of the name (in the case of " Reviewer _Oho Sera (Tokyo Tech.)", The icon will be "R"), so It is recommended to use your own icon.

7. Audience

- 7.1. Please each item.
- 7.2. Each Remo table has a capacity of 6 people. We apologize for the inconvenience, but thank you for your cooperation in leaving one seat available for the judges.

8. Possible troubles and the shooting

- 8.1. Remo cannot be accessed.

Check 1: What is your browser using?

If you are using Internet Explorer, it may not work properly. Use Remo with Chrome, Firefox or Safari.

[Remo Conference compatible devices and browsers](#)

Check 2: Is access to Remo disabled due to the access restriction settings of your organization? Please check with the person in charge of the information system of your organization. Please refer to the following for the settings related to firewalls, etc.

For access from companies with strict security requirements, it is often necessary to change the settings in advance after requesting the information system department of each company.

Basic reference site:

<https://help.remo.co/en/support/solutions/articles/63000250996-how-to-troubleshoot-your-firewall>

[https://help.remo.co/en/support/solutions/articles / 63000240970-using-a-vpn-to-access-remo](https://help.remo.co/en/support/solutions/articles/63000240970-using-a-vpn-to-access-remo)

<Points of firewall settings required as of September 2020> In *summary*,
TCP port 80, 443, 3433, 5668, 5669, 5866 to 5890, 6080, 6443, 8667, and 9667.
UDP port 3478 and ports from 1025 to 65535.
should open for the following URLs.

[.remo.co](#)

[.tokbox.com](#)

[.opentok.com](#)

[.agora.io](#)

[.freshchat.com](#) there is no description, but for Chat

[.deskle.com](#) there is no description, for Whiteboard

Also, additionally TCP port 443 should open for

<https://tokbox.com>

<https://opentok.com>

<https://firebasestorage.googleapis.com/>

<https://www.googletagmanager.com/>

<https://fonts.googleapis.com/>

<https://sessions.bugsnaq.com/>

<https://remo-conference.firebaseio.com/>

<https://firestore.googleapis.com/>

<https://www.googleapis.com/>

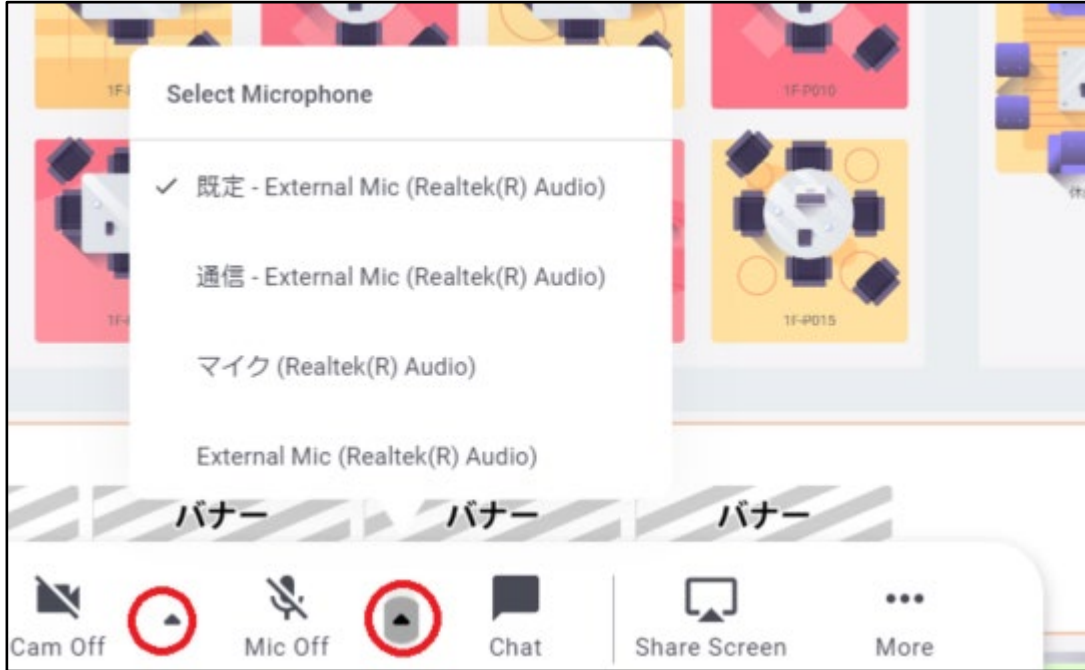
If you can connect to the Internet, you should be able to add only the first part, but the depending on company, there are cases where security devices such as Proxy are used. At that case, if you do not add the URL in the latter part, it may be blocked.

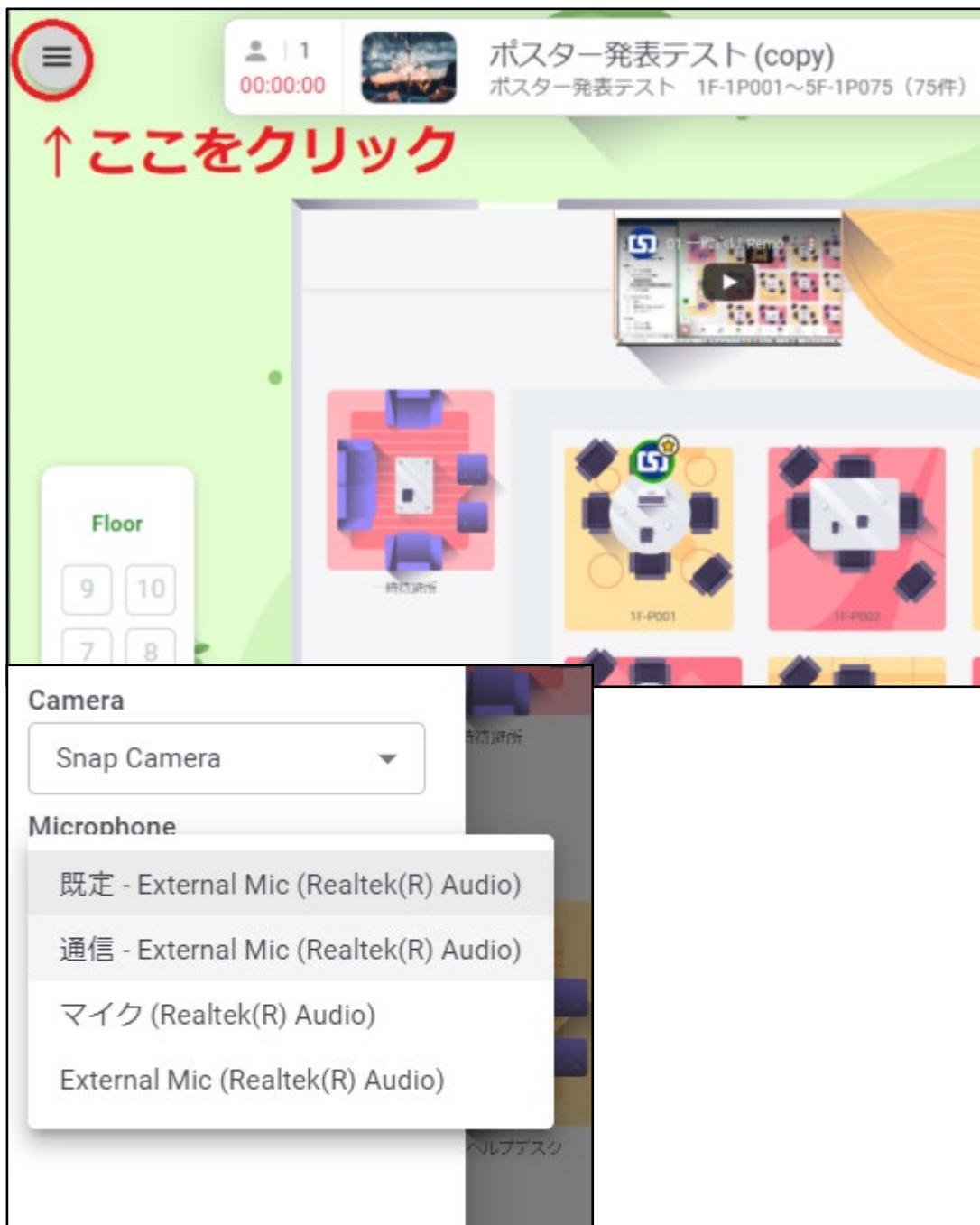
8.2. the microphone and/or the camera is not working

it is very often trouble. [Please refer to this page in advance](#) and perform a system check.

This page ([Frequently Asked Questions written in Japanese](#), [English version](#)) contains troubleshooting guides.

On the Remo screen, you can open the setting screen from the mark at the bottom or top left of the screen as shown below. Please check this setting.





8.3. The uploaded poster moves, or moved by someone else

The position of the unlocked poster may change due to the influence of mouse operation. Please be sure to lock the poster. If you are not the presenter, please do not unlock it.

8.4. When the problem is not solved

During the poster sessions, the “secretariat” table will be set up in the lower left corner on the first floor of the Remo.

If it is difficult to communicate in Remo, please contact us by phone, email, or Zoom.

Telephone: 03-3362-5232

Email:

9. Reference materials

The following materials were used as a reference when creating this guideline.

- 9.1. The guideline for Remo poster presentation in Annual Meeting 2021 of The Ceramic Society of Japan (2021.03) <https://docs.google.com/document/d/1JDFIGqX12tNpprTOeR4YyufhJ3lessS-TjMAmCfGCys/edit>
- 9.2. The 69th Annual Meeting of the Chemical Society of Japan (2020.09) http://conference.wdc.jp.com/jsac/nenkai/69/common/doc/69nenkai_poster_manual_REMO.pdf
- 9.3. Atomic Collision Society
http://www.nara-wu.ac.jp/phys/radiation/test/Remo_test_connection.html
- 9.4. Chemical Society of Japan CSJ Chemistry Festa 2020
Student Poster Session Application Guidelines
[Ghttps://www.csj.jp/festa/2020/guideline_for_poster.html](https://www.csj.jp/festa/2020/guideline_for_poster.html)
The 10th CSJ Chemistry Festa 2020 (Guidance for Poster Presenter)
https://www.csj.jp/festa/2020/document/Remo_for_Poster_J.pdf
Remo Test Site Schedule
https://www.csj.jp/festa/2020/document/Remo_test.pdf

<https://help.remo.co/en/support/solutions/articles/63000251977-what-support-can-we-give-you->