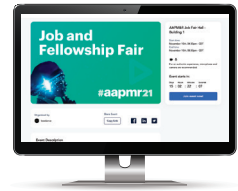


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NAVIGATING THE PM&R PAVILION, JOB AND FELLOWSHIP FAIR, CAREER CORNER AND MEMBER RESOURCE CENTER ON THE REMO VIRTUAL EVENT PLATFORM

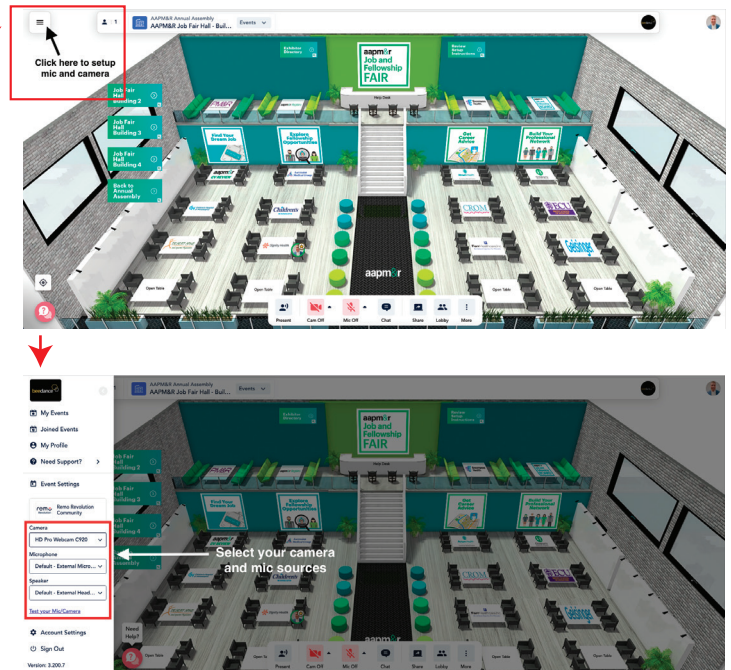


Hello and welcome to the AAPM&R Annual Assembly! Whether you are here to talk about career opportunities at the Job & Fellowship Fair, learn more about our sponsors and their products in the PM&R Pavilion or to receive one-on-one resume help in the Career Corner; we are here to help connect and guide you to the right teams over this four-day event. **We recommend you print this document and keep it as a reference as you navigate the Annual Assembly.**

HERE ARE A FEW TIPS TO HELP YOU CONFIGURE YOUR PROFILE, NAVIGATE THE SPACE AND GET THE MOST OUT OF YOUR TIME.

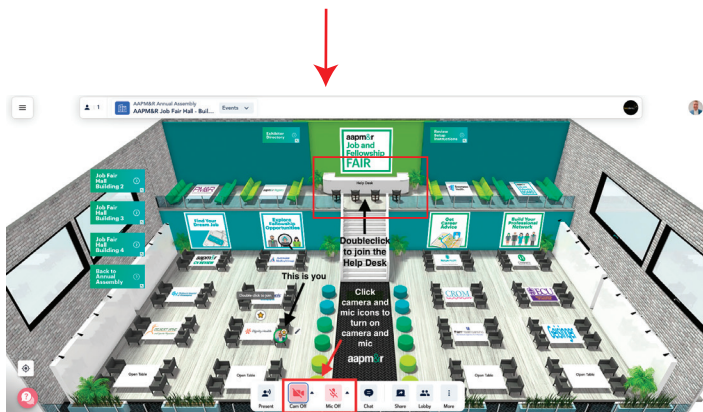
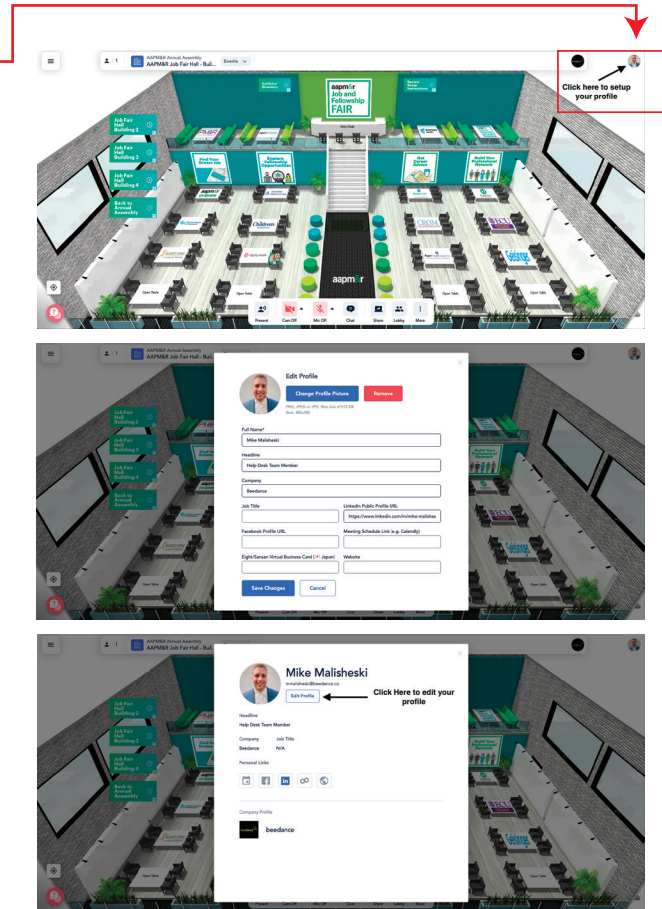
- ⦿ For best results, make sure to access the AA virtual platform on a laptop or desktop computer using either Chrome or Firefox browsers; because Remo is NOT supported on mobile devices. This includes phones, tablets and iPads. If you're already in the event platform using a different browser, that's fine. If you experience any technical issues, simply copy and paste the URL into a new window using one of the recommended browsers.
- ⦿ The first step to success is allowing the browsers access to your microphone and camera, when you are prompted, be sure to click "allow." It is important to note that you do not have the opportunity to blur or change your background in this platform.
- ⦿ Now it's time to set up your microphone and camera. Look to the top left of your screen, to locate the three horizontal lines. Click here and ensure that the correct camera and microphone are selected.

While the PM&R Pavilion will look a bit different and have different exhibitors, the technical directions for the PM&R Pavilion and the Job Fair are the same.



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- Once you have completed this action, you will see a round icon, with your first initial—this is you. To update your profile, go to the top right of your screen, click on the icon with your first initial and then select “my profile.” Select edit profile and complete the information. Be sure to add a profile picture by uploading and then selecting the check mark.
- Next, review the floor plan and identify a table that you wish to move to. Tables are clearly identified by logos or text. Double click on that table. There are only so many seats at each table, if a table is full, feel free to wait at an unassigned open table or visit another organization.
- Now let’s start the conversation! Turn on your camera and microphone using the bottom tool bar. If there are other people at your table, you will see and hear them and can talk with them live. If there is nobody at your current table, double-click on one that has other attendees and make sure you can be seen and heard.
- Also, while at the table, be sure to check out valuable resources on the Whiteboard. The Whiteboard can be found at the bottom of the screen. You may be able to view a video or download a pdf.
- If you are having technical difficulties during the Job and Fellowship Fair, please join the Help Desk Table. The Help Desk Table will clearly be labeled with the text “Help Desk” on it. Beyond the Job and Fellowship Fair, you can get technical help by completing a form in the Help tab. You will receive a timely response.



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FINALLY, HERE A FEW NAVIGATIONAL TIPS TO HELP YOU MOVE FREELY WITHIN THE SPACE:

- ④ **TO INCREASE OR DECREASE HOW THE FLOOR APPEARS:** Click CTRL + to zoom in, or CTRL – to zoom out.
- ④ **TO CHANGE WHICH AREA YOU ARE VIEWING:** Simply Click and hold , anywhere on the screen and drag with your mouse to view other areas.
- ④ **TO MOVE TABLES:** Double-click on the table of choice.
- ④ **TO MOVE FLOORS:** Click a number in the ‘elevator’ to the left of the screen.
- ④ **TO FIND SOMEONE:** Use the chat button and type the name of the person you are looking for.
- ④ **TO INVITE SOMEONE TO YOUR TABLE:** Right-click on their icon and select “Get.”
- ④ **CHAT:** There are three levels of chat in the REMO platform: general chat, table chat and private chat. The general chat is with everyone who is currently in the building. Table chat is only seen by those who are sitting at your table. Private chat is a one-on-one chat with anyone in the building. To start chatting, click on the chat icon in the bottom toolbar.
- ④ **TO MOVE BUILDINGS:** To move between buildings, there are two option:
 - Option 1** – Toward the top of your screen, you should see an icon that looks like two buildings with the words “AAPM&R Annual Assembly” next to it. To the right of that, you should see “Events” with an arrow pointing down. If you click on the down arrow, it will give you a list of buildings you can navigate to in the drop down. These buildings include the Assembly Pavilion, Building 1, 2, and 3 of the Job Fair Hall, and the Member Resource Center. This is the recommended path to switch between buildings.
 - Option 2** – Click on the navigational banners on the left side of the screen. They will be labeled with different building names that you can navigate to, such as the Assembly Pavilion, Building 1, 2, and 3 of the Job Fair Hall, and the Member Resource Center

Remember, if you need any help, please join the Help Desk Table.

Good luck and have a great time!