Guidelines for ICSPM28 Remo floors
(Poster session and exhibition booths)

■Poster session will be held via the Remo conference (https://remo.co/). The exhibition booths are placed in the ICSPM28 Remo floors.

■The ICSPM28 Remo floors will be opened on:

DEC 10, 9:30-14:30 (JST) and **15:30-20:30 (Poster session: 17:45-19:45)**

DEC 11, 8:00-13:00 and **13:15-18:15**.

■ Pre-opening: You can also log-in the ICSPM28 Remo floor to check it on the following 3-days: **DEC 7-9, 13:00-18:00.**

■Poster presenters can prepare to upload their poster **from 15:30 to 17:45 on Dec. 10**.

■ The ICSPM28 Remo floors

5F: Poster tables (S5-31~S5-42: nominated for poster award) and exhibition booths

4F: Poster tables (S5-21~S5-30) and exhibition booths

3F: Poster tables (S5-11~S5-20) and exhibition booths

2F: Poster tables (S5-1~S5-10) and exhibition booths

1F: Free tables and exhibition booths

1. About your PC

■Please use a computer with camera and microphone.

■Poster presenters must use their own laptop or desktop computer(s) (do not use smartphone or tablet).

■Please test your computer on Remo System Check in the following site: https://remo.co/mic-cam-test/

■The following OS and Browser versions are available in Remo.

Operating System (OS)	Operating System (OS) Version	Browser	Browser Version
Mac	10.13+	Chrome	77+
		Firefox	76+
	10.14.4	Safari	12.1+ (no screen sharing)
			13+ (full compatibility)
		Chrome	77+
		Firefox	76+
Windows	10	Chrome	77+
		Firefox	76+

2. Remo login account

■To enter the ICSPM28 Remo floors, you need a Remo login account created with your email address and your name registered in the ICSPM28 registration (Fig. 1).
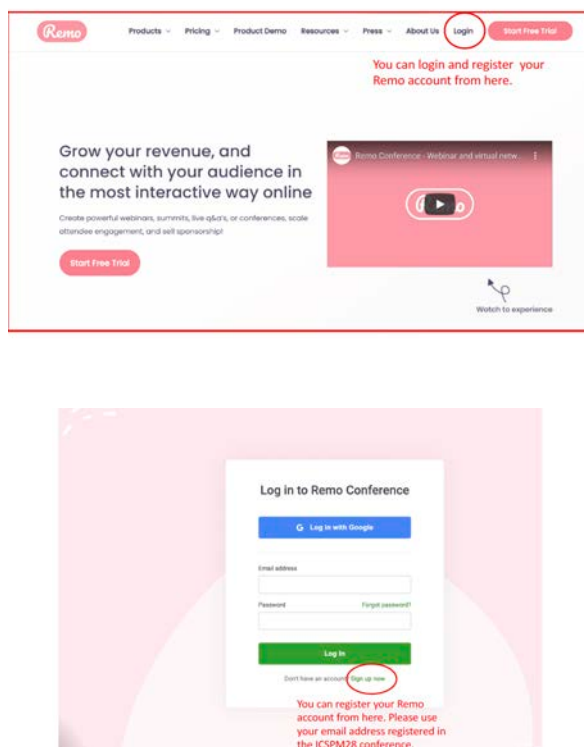

Fig.1 Upper: Remo's top page (https://remo.co/). Lower: Log-in to Remo conference.

3. Remo ICSPM28 conference floor

■You will receive an email with an Accept Invitation button (for poster presenters) or an Accept My Invitation button (for audiences), sent from Remo (noreply@remoinvite1.co) (Fig. 2). [Please contact us (okajima@ist.hokudai.ac.jp) if you have not received any email by Dec. 7, 2020.] Clicking the button, you can enter the ICSPM28 Remo entrance (Fig. 3) or the ICSPM28 Remo floor (Fig. 4).
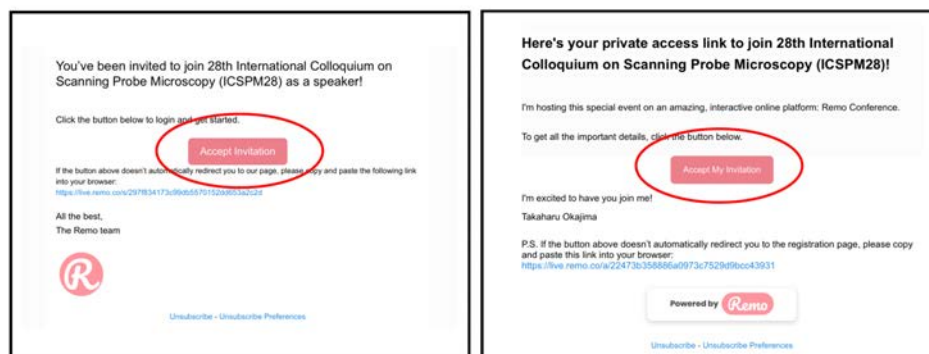

Fig. 2. Emails for presenters (left) and audiences (right.) sent from Remo (noreply@remoinvite1.co).

Fig. 3 ICSPM28 Remo entrance page. Click the green button to enter the ICSPM28 Remo floor.

■On the first floor (1F) tables arranged in the center region are free, while on 2-5F tables in the center region are numbered for poster presentations (Fig. 4). The maximum number occupied in each table is 8 including a poster presenter and audiences.

■The exhibition booths are in both sides in every floor and the exhibitors may usually be in booths on the first floor (For details, please check whiteboards in booths). The maximum number occupied in each booth is 6. (Fig. 4)

■You can move to any of tables or booths by double clicking it. (Fig. 4)

■The microphone and camera can be used clicking Cam and Mic icons placed in the bottom (Fig. 4).

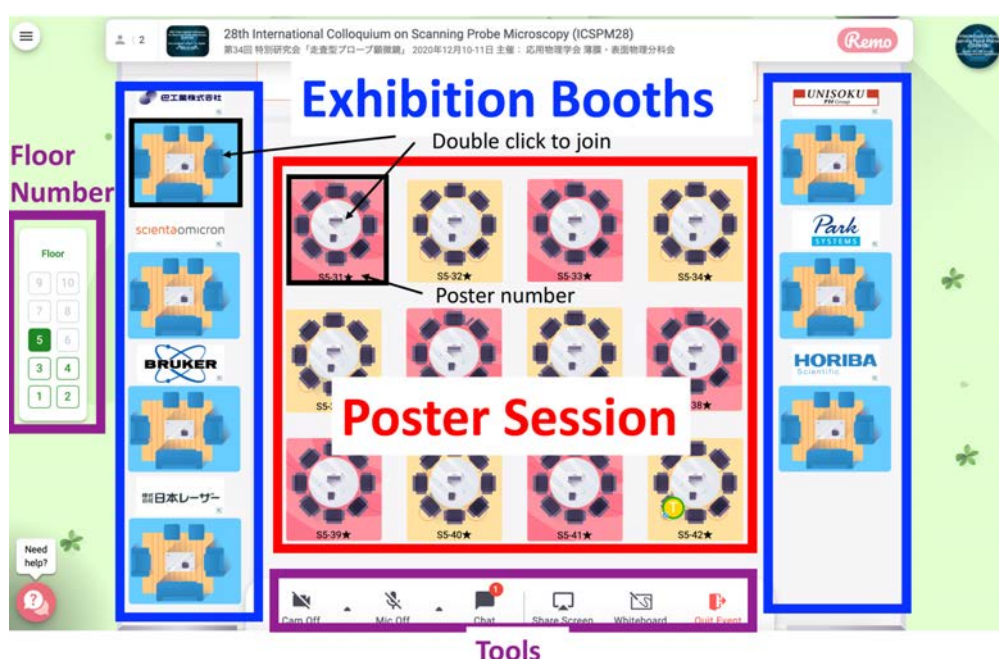■You can move to other floors as clicking numbers displayed in the left side (Fig. 4).

Fig. 4 ICSPM28 Remo on 2-5F. Exhibition booths are in both sides in every floor. Tables in the center region on 1F are free tables.

■Please confirm whether your name is the same as that registered in the ICSPM28. You can change your name by clicking the circled icon in the upper right region (Fig. 5).
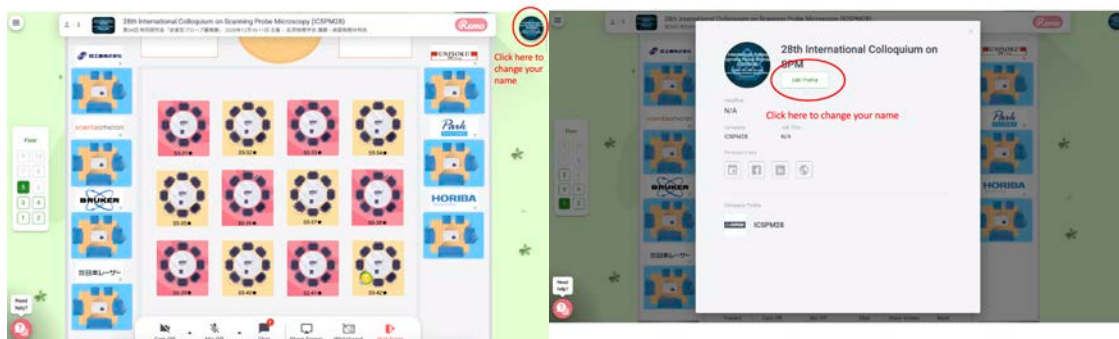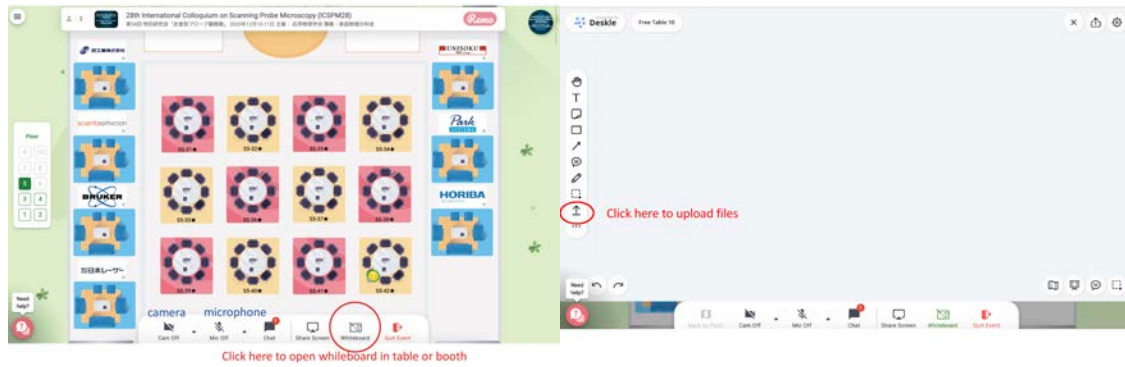

Fig. 5 To change your name, click the circled icon in the upper right in the floor and edit your profile.

4. For poster presenters

■The poster numbers are displayed in each of tables on 2-5F. Please upload your poster on the whiteboard in the assigned poster table before starting the poster session.

■Figure 6 shows how your files are uploaded on the whiteboard. PNG, JPEG, and PDF are preferrable as the poster format (ppt is not available.) (Fig. 6 (i)-(iii)).

■Please note that uploaded PDF file is often displayed as a small icon of pdf file on the whiteboard. In this case, you click the small icon and then "Extract images" displayed over the small icon.

■Please check whether the resolution of uploaded files is high enough so that the viewers enlarge them on their whiteboard. There is no instruction for the shape (aspect ratio) of poster and the number of poster pages.

■Please lock the uploaded file (Fig. 6 (iv)-(vi)). This prevents deletion of the file by the viewers.

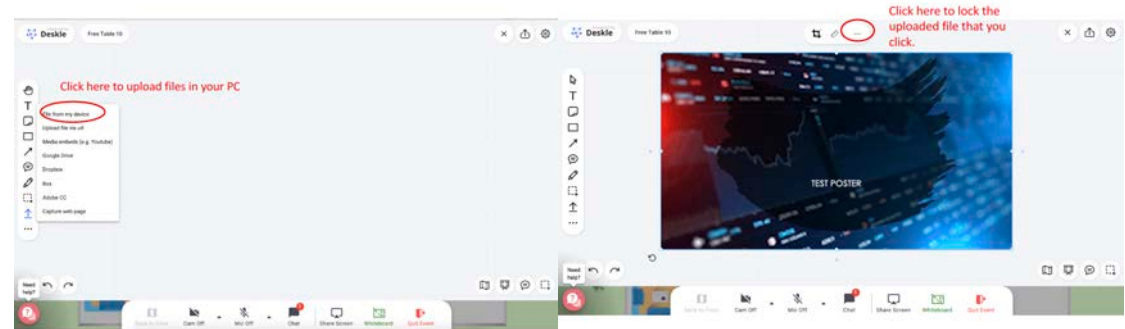(i)   (ii)

(iii)   (iv)

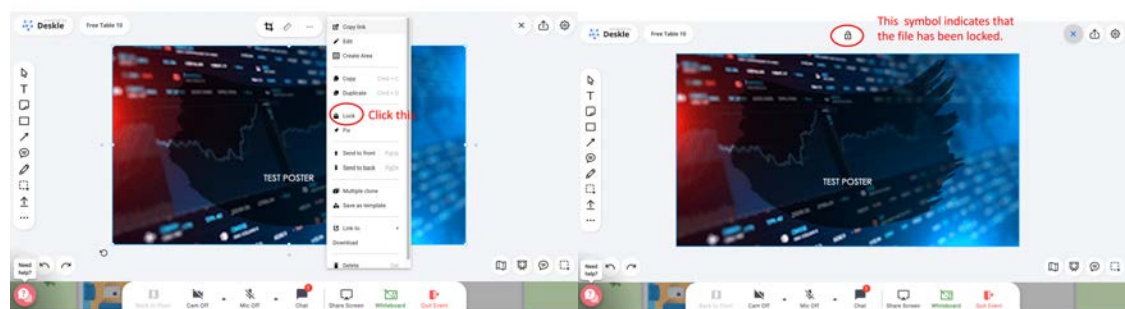(v)   (vi)

Fig. 6 Uploading files on whiteboard. (i) opening whiteboard, (ii)-(iii) uploading file in your computer, and (iv) –(vi) locking the uploaded file.

5. For audiences

■You can join a table (booth) by double clicking if the chosen table (booth) is not occupied with the maximum number of 8 for poster and 6 for booth. After being in the chosen table or booth, you can see files uploaded on the whiteboard by clicking the Whiteboard icon in the bottom.

■Using your pc mouse wheel, you can change the displayed size of files uploaded on the whiteboard. Location of viewers' pointers is displayed on the whiteboard.

■Please do not post any content and delete uploaded files on whiteboards.

■Turn on your microphone and camera during poster discussion. Please note that there is no virtual background in Remo.

NOTE:

■ Please contact us at **Free Table 1 on 1F at 11:30-12:30 (lunch break) on Dec. 10** if you have any questions about Remo.