

Guide for the poster session on Remo (<https://remo.co/>)

The poster session of the 29th International Toki Conference (ITC29) will be held using “Remo”, a virtual immersive space for online events and remote work. The technical requirements and the Remo user guide for the conference by Remo are described below.

◆ Technical requirements:

Internet Speed: more than 8 M byte/s

Camera & Microphone required

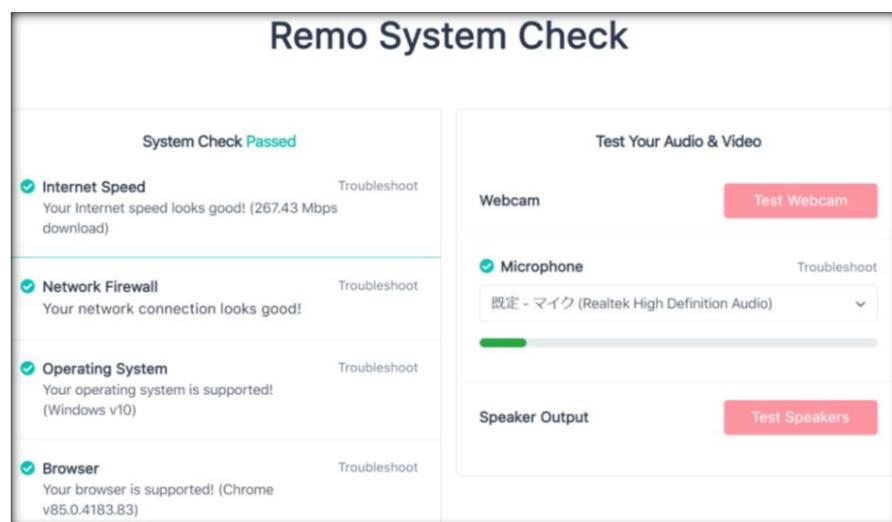
(see also <https://help.remo.co/en/support/solutions/63000148262>)

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+

◆ System check:

You can confirm that your computer system works on the Remo by following the link.

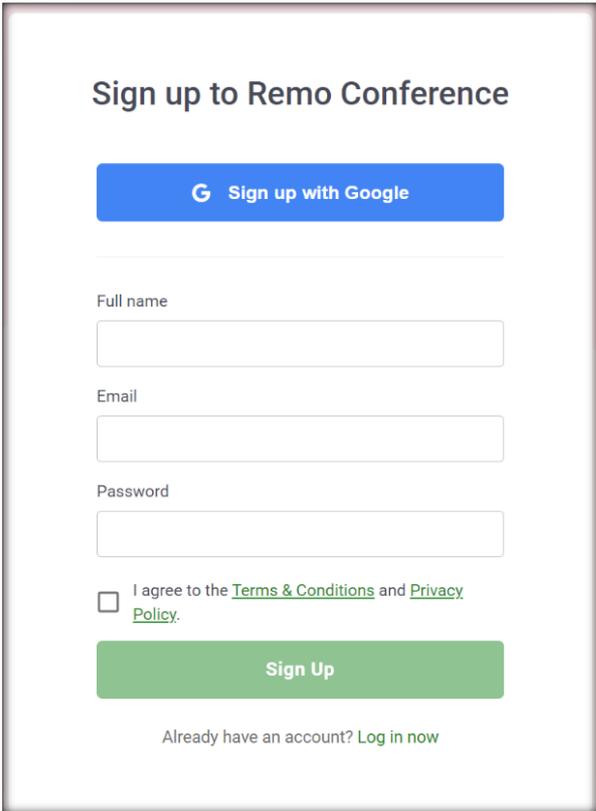
<https://geartest.remo.co>



Please confirm that System Check passed with your PC, and test your webcam, microphone, and speaker.

◆ Create a Remo account

Please make your Remo free account before the conference
by using your email registered in ITC29 at
<https://live.remo.co/signup>

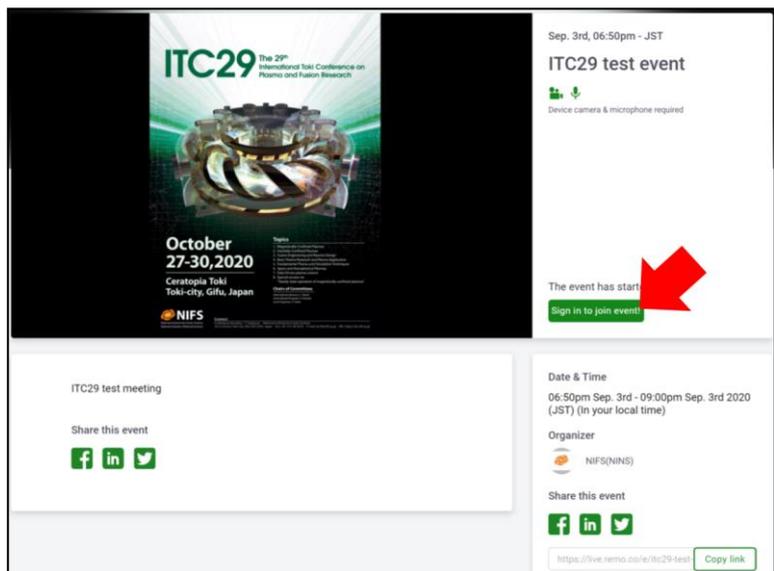


◆ Sign in to join the poster session

The link of the poster session can be found on the “Conference Participation” of the “Abstract and Registration System for ITC29”

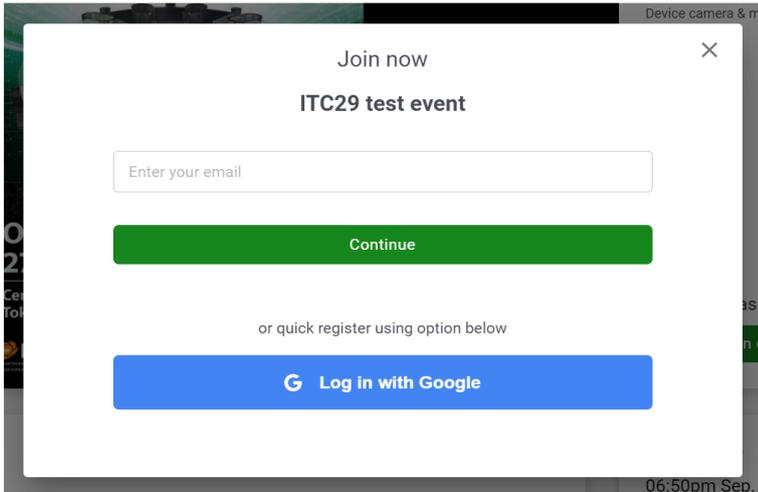
Please log in to the ITC29 webpage below, and check the poster session.

<https://itc-office.nifs.ac.jp/icarus/login>

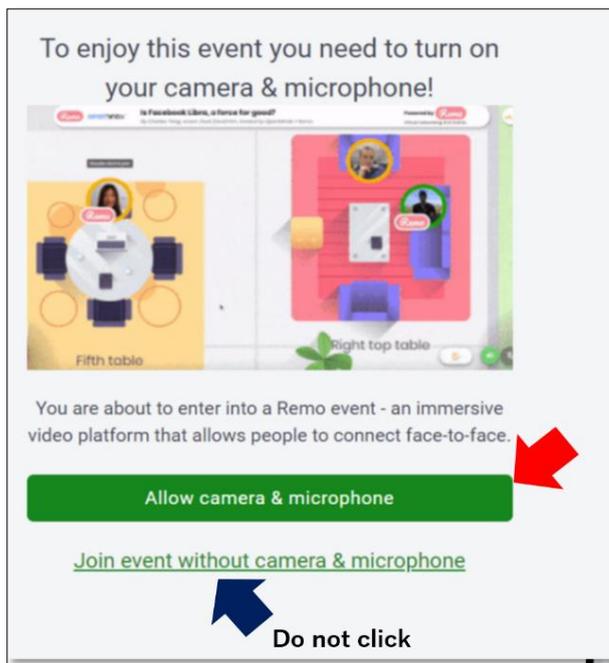


This is the entrance to the poster session.
Click “Sign in to join event” or “Join event”.

Log in or create your account to enter the poster session page.

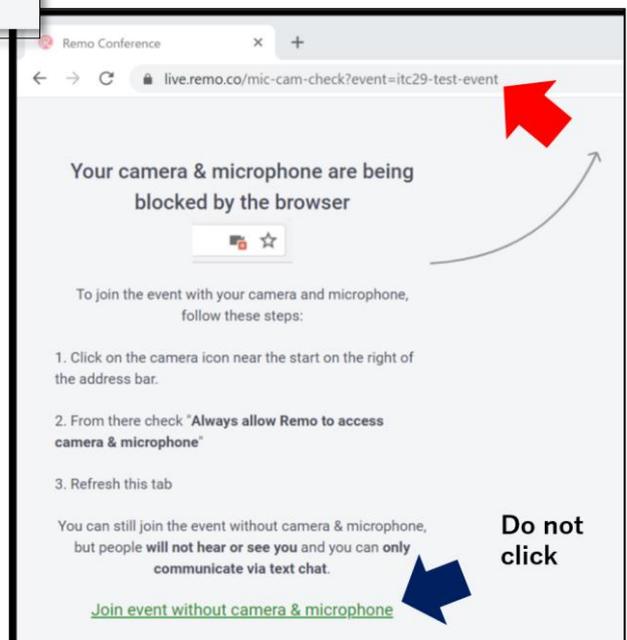


Please click “Allow camera & microphone”.
Do not click “Join event without camera & microphone”. Otherwise, you cannot use both your camera and your microphone.



If your camera and microphone are recognized successfully, you can enter the poster session page.

➤ In the case you cannot prepare your webcam
 If your camera and microphone are not recognized, you will come to this page.
 Then, please enter the poster session page link to the link bar again. **Do not click “Join event without camera & microphone”**.



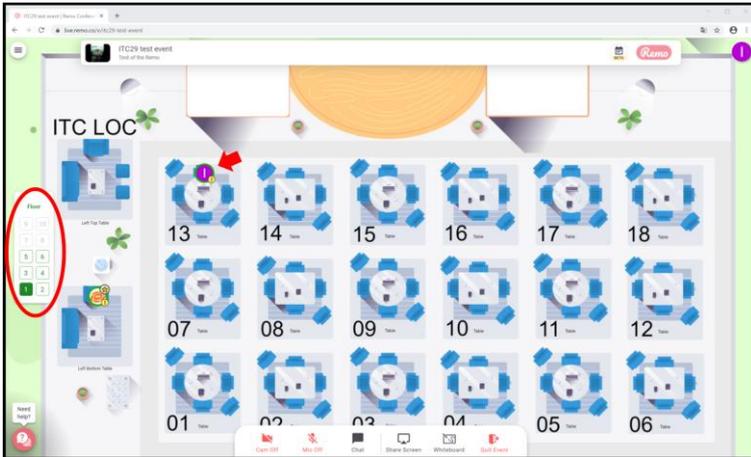
◆ Poster session

In Remo, small meetings can be held at each table shown below. These tables are the spaces for the poster presentations. In the poster session, up to six people can discuss while sharing a poster.

The poster presentation number consists of the floor number and the table number.

For example,

"Poster-1-F6-17" is 6th floor, table No. 17.

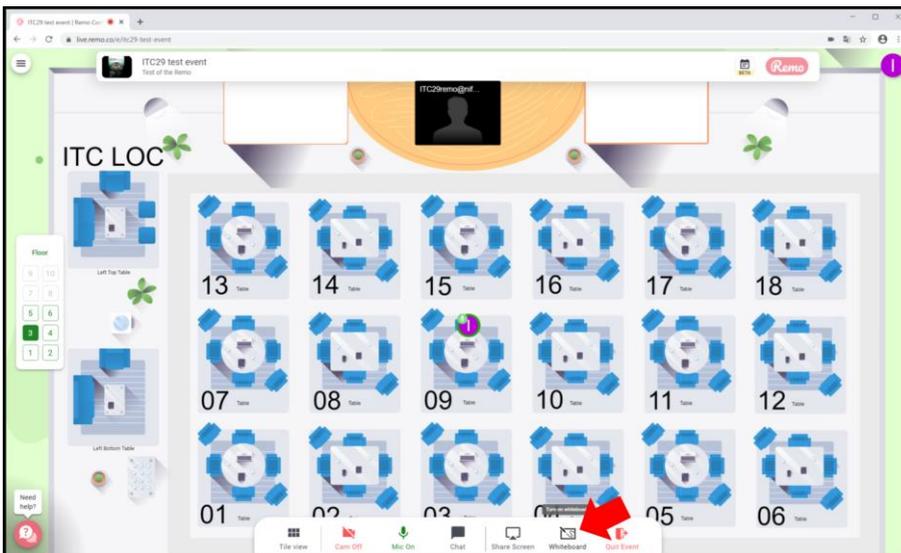


The first floor is assigned to the waiting area, sponsored company exhibition, and the LOC help desk.

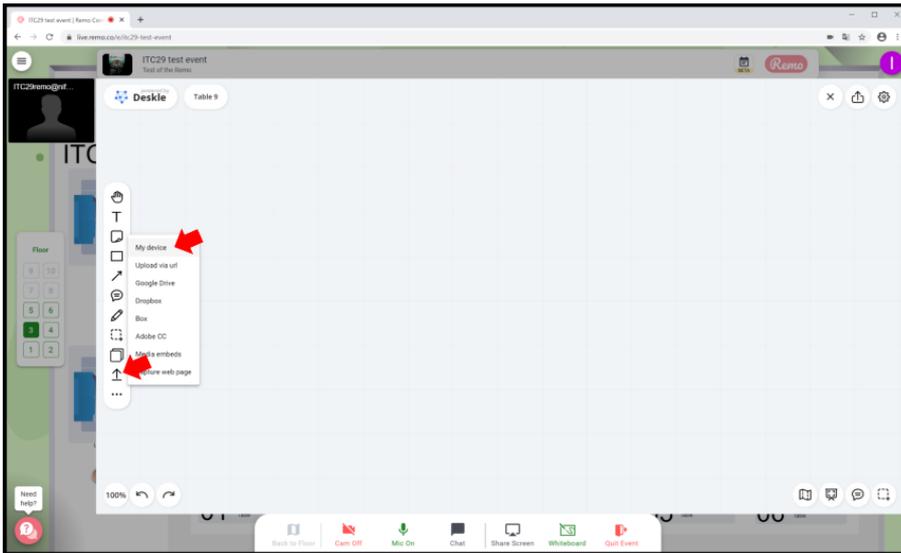
Initially, you will come to the random table on the 1st floor. You can move the table by double clicking the table you want to move. You can move to another floor by clicking the floor number on the left side shown with red circle.

◆ Poster presentation

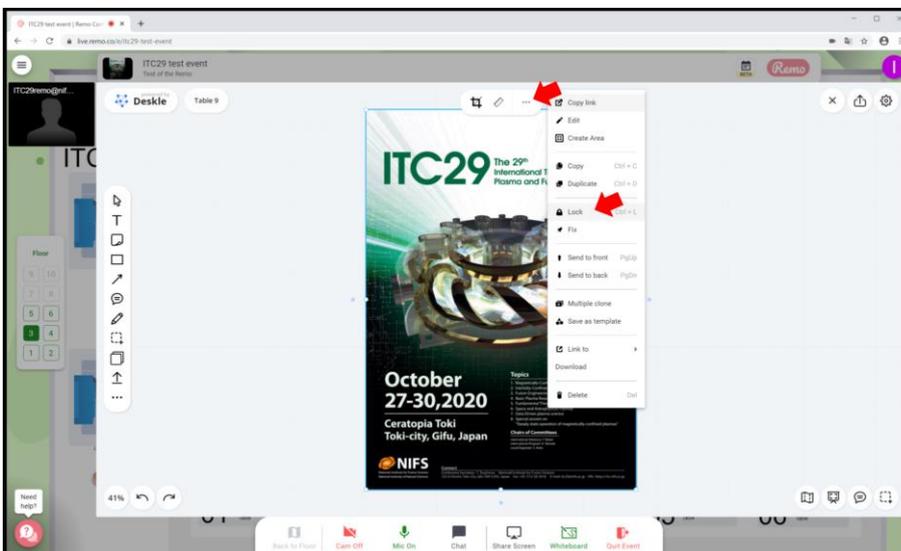
Please prepare your poster with jpg file format within 50 M bytes. The recommended poster resolution is more than 3179 x 2245 pixels or 2245 x 3179 pixels. An example of making a poster in jpg file format is described in page 7.



At your poster table, please click the “Whiteboard” to place your poster.



Please upload your poster to your whiteboard.



After uploading your poster on the whiteboard in your table, you can lock your poster so that it is not changed by another participant.



By clicking “Follow” after clicking the speaker’s icon, you can see the same screen as the speaker’s screen.

◆ Rules

- Be sure to use the camera so that participants can see the face.
- Please stand near your table during your presentation time. If you need to be away, please state in the Table Chat that you are absent.
- Please do not paste your poster on the Whiteboard of a different table.
- If the presenter is absent, please comment or ask questions in Table Chat or Private Chat. Comments and Table Chat are visible to everyone at the table, while Private Chat is visible only to the presenter.

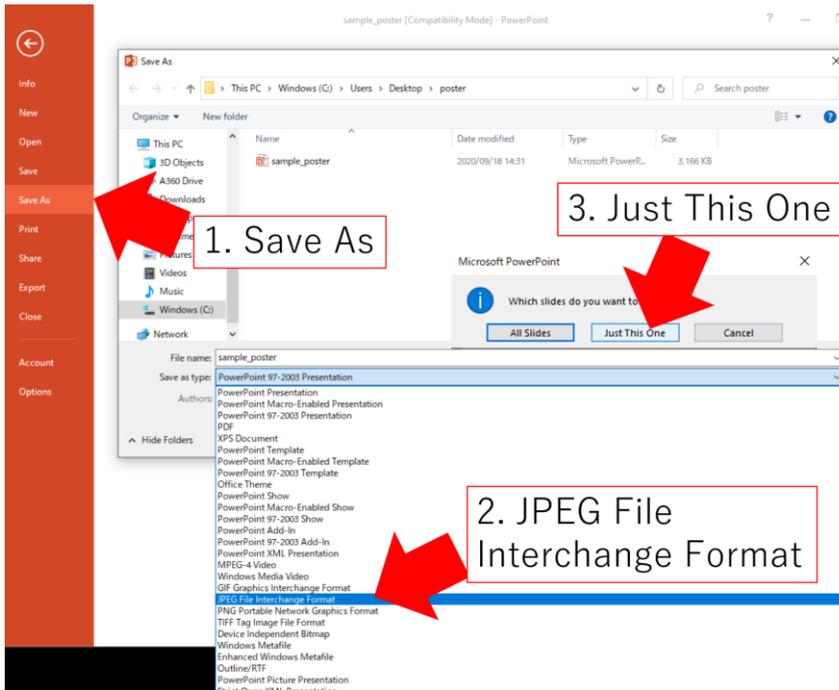
◆ Test event and support

We have scheduled some days for the testing of the poster presentations in Remo before the conference.

If you have any technical problems during the poster session, please ask the NIFS-LOC staff using Private Chat or send email ITC29remo@nifs.ac.jp. We are located on the 1st floor during the poster session.

Support: ITC29remo@nifs.ac.jp or Private Chat to “ITC LOC” on Remo

◆ Example of how to make a poster in jpg file format



Make a poster using the Microsoft PowerPoint with A0 size. Then, convert to jpg file format following the screen capture shown below. The windows default resolution is 96 dpi. The poster file will be created with the resolution of 3,175 x 4,460 pixels size and the file size of approximately 3 M bytes.