

Thank you for registering for YWCA's 2020 Inspire Luncheon! This document contains your guide to the REMO virtual platform, ways to give, and other information to help optimize your virtual event experience. We deeply appreciate your support and are thrilled by this unique chance to have members of our community remotely experience the Luncheon and join us in celebrating women rising boldly!

### **SIMPLE STEPS TO JOIN THE LUNCHEON SEPTEMBER 10<sup>th</sup>:**

1. The day of Luncheon, click the live show link:  
[www.ywcaworks.org/luncheon-LIVE](http://www.ywcaworks.org/luncheon-LIVE)
2. Choose to join via Remo (to interact with other guests) or YouTube Live (to simply watch the show.) You can find Remo instructions below!
3. Enjoy the event!

### **HOW TO MAKE A GIFT TO YWCA:**

On the day of the Luncheon, you can make a gift online, commit to give later, or sign up for the Persimmon Club (YWCA's recurring giving club—you choose monthly or quarterly!) via our virtual [Luncheon Giving Page](#).

# Special Thanks To Our Table Captains\*

*\*Registered as of August 22, 2020*

## Diamond Divas (15+ Years of Service):

Annie Thenell	Jane Hummer	Laura Barringer	Mary Anne Eng-Mullen	Sonya Champion
Barbara Johns	Janice Franett	Laurie Lootens Chyz	Maryann Crissey	Stephanie Ellis-Smith
Camille Ralston	Jonelle Johnson	Marie Gunn	Randi Nathanson	Susan Mask
Carol LaMotte	Katharine Fitzgerald	Marilyn Monroe	Rebecca Riesen	Sylvia Shiroyama
Cynthia Chirot	Kristine Wilson	Mary Ann Heeren	Sandra Madrid	

## 10-14 Years of Service:

Amy Kosterlitz	Darcy Johnson	Melissa Fleener	Robyn Corr
Beth Schryer	Frances Carr	Patricia Hayden	Susan Ireland
Bobbe Bridge	Kelly Goodejohn	Patricia Walker	

## 5-9 Years of Service:

Barbara Miller	Deborah Atkins	Lisa Schaures	Susan Palmer
Calandra Childers	Denise Stiffarm	Susan Anderson	Wispy Runde

## 2-4 Years of Service:

Akila Somasegar	Jason Hester	Laurence Ross	Patricia Brown	Susan Peterson
Amy Liu	Joelle Nausin	Margaret Way	Rafael Grijalva	Vicki Foege
Carly Moorman	Joseph Strecker	Martha Sandoval	Richard Romero	
Craig Davidson	Kurt Daviscourt	Megan Zamora	Rose Marie David	

## First Year of Service:

Amber Cole	Dennis Torres	Janay Gordon	Kristanne Greco	Rebecca Rees
Amy Pugh	Erin Burr	Jay Krueger	Thompson	Renee Cogdell Lewis
Armando Mejia	Ginny Heller	Judith Tobin	Lalita Uppala	Robin Byers
Becky Bicknell	Huyen Dau	Kelly Weyer	Paul Hollie	Wendy Weiker

## Event Sponsors



Alaska Airlines | Belfor Property Restoration | Columbia Pacific Wealth Management | Gilead Sciences Inc. | Hillis Clark Martin & Peterson P.S. | IAM751 | IAWW (India Association of Western Washington) | Kaiser Permanente | Liberty Mutual - Safeco | Perkins Coie LLP | Rick Steves Europe | Schwabe, Williamson & Wyatt, P.C. | Seattle Children's | Starbucks | Runde & Co. LLC | Washintgon Trust Bank | Wright Runstad & Company

# REMO 101

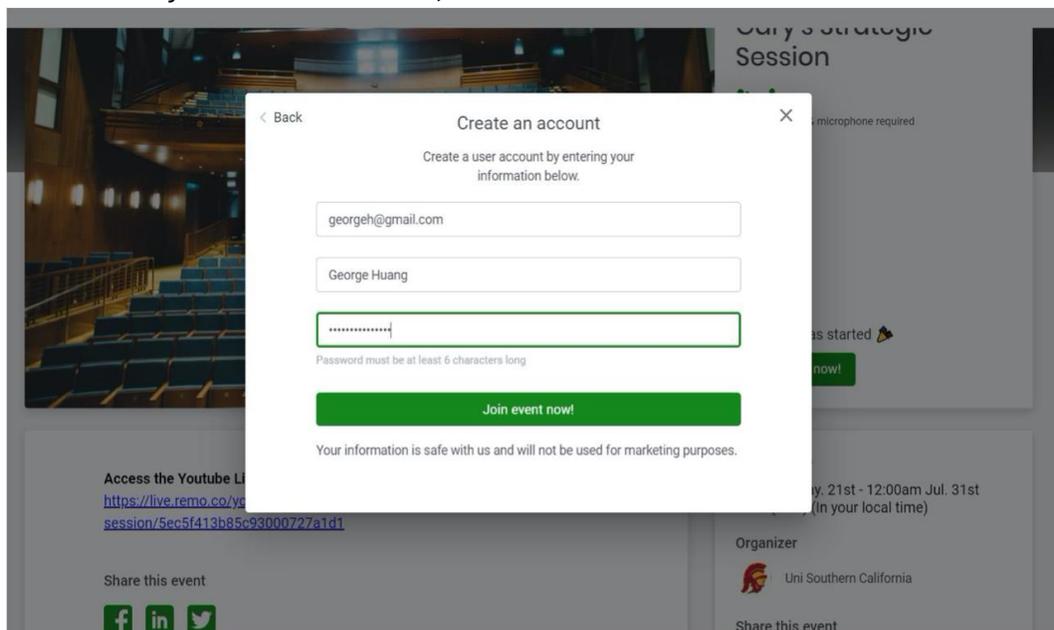
First time using Remo? Get excited for a fun and simple way to interact with fellow guests and enjoy the show. We recommend reading this guide in advance (there are lots of pictures) and using it as a reference point in case you run into any issues. We can't wait to see you in Remo!

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## Setting up Your Remo User Profile

**Step 1.** Visit [www.ywcaworks.org/Luncheon-LIVE](http://www.ywcaworks.org/Luncheon-LIVE) and click on the link of the Remo event you want to attend. Then, click “Save Me A Spot” to create a Remo Profile.

**Step 2.** Now, create an account by entering your email address, your name, and creating a password of your choosing. Make sure it is a password you will remember because you will use it the day of Luncheon. Then, click “Join event now!”



**Step 3.** When you are logged into Remo, you can edit how your profile appears by clicking on the upper right corner of your window and click on the Profile icon. A drop-down menu will appear.

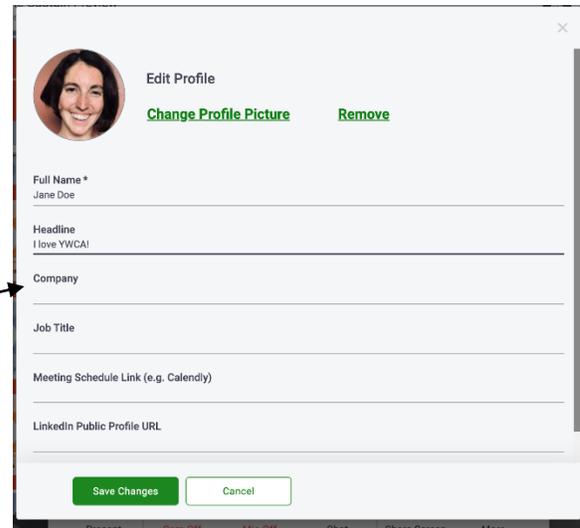


# Inspire Luncheon Event Guide

**Step 4.** Click on “Update Profile”. Then the profile window will appear with your information.

**Step 5.** Click on the pencil icon. The profile details window appears as shown. Fill in as you wish!

You can fill out this optional info if you want folks to know a little more about you. This is great for networking!



The screenshot shows the LinkedIn 'Edit Profile' interface. At the top left is a circular profile picture of a woman. To its right is the text 'Edit Profile' and two green links: 'Change Profile Picture' and 'Remove'. Below the picture are several text input fields: 'Full Name \*' (containing 'Jane Doe'), 'Headline' (containing 'I love YWCA!'), 'Company', 'Job Title', 'Meeting Schedule Link (e.g. Calendly)', and 'LinkedIn Public Profile URL'. At the bottom of the form are two buttons: a green 'Save Changes' button and a white 'Cancel' button. An arrow from the text block on the left points to the 'Company' field.

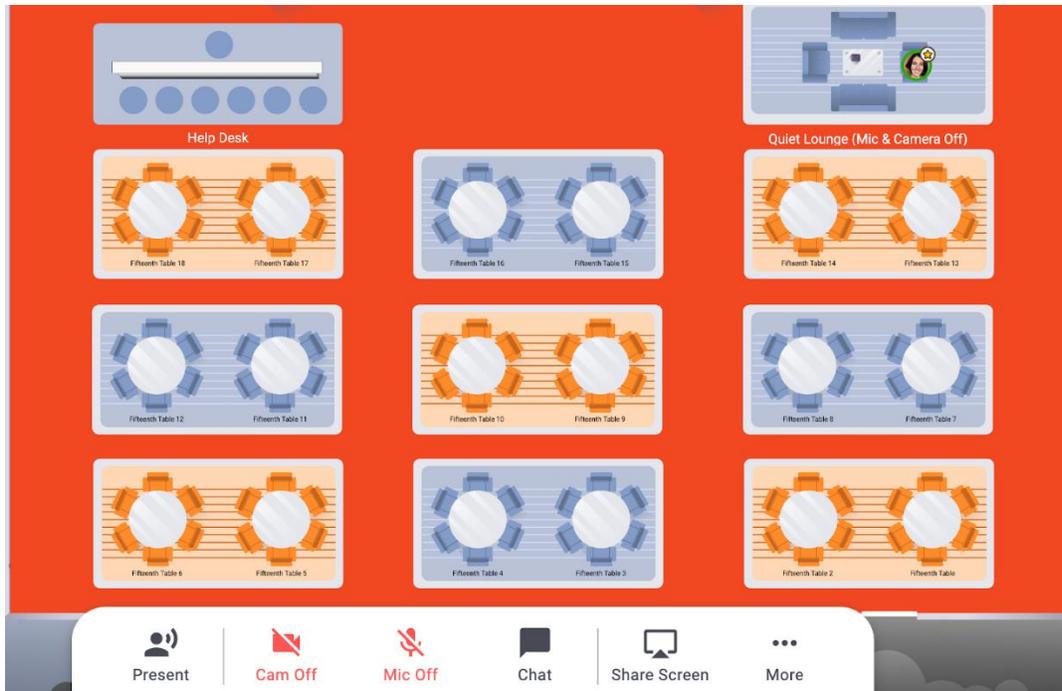
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## Joining the Event

**Step 1.** On the day of the event, visit [www.ywcaworks.org/Luncheon-LIVE](http://www.ywcaworks.org/Luncheon-LIVE) and click on the Remo event link.

**Step 2.** When the countdown reaches 00:00:00 the event is ready to join! Click the “Join Event Now!” button.

**Step 3.** Click through the short welcome tutorial and you will then have entered “the ballroom!” You will have a bird’s eye view of the floor plan:

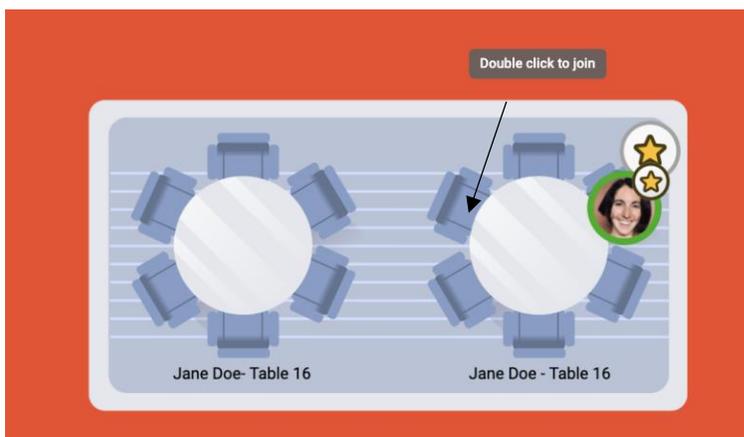


## How to Move Around

Similar to a real event, you will have the ability to visit different tables as you make your way to the table you wish to join!

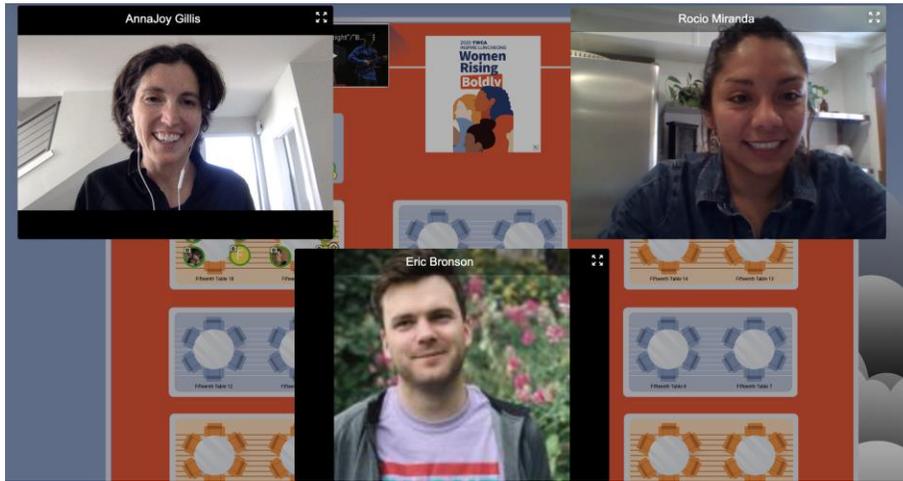
Guests of Individual Table Captains and Sponsors will have specific table assignments emailed out on September 8. All other guests can select an open table of their choice.

Everyone can join a table by double clicking on any open seat at a table or seating area.



You can click and drag OR use your keyboard's arrow buttons to "move" the floorplan so you can look around the room to find an open seat.

When you are ready to move to a new table, bid farewell to your tablemates and double click on another open seat



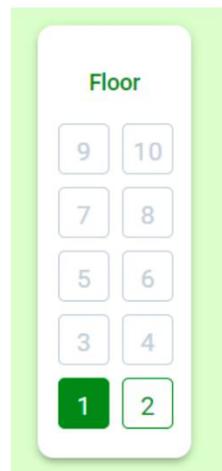
Change your view by clicking on the button on your white menu bar in the bottom center of your screen

- a. Depending on the view you are currently in, **you can change to “tile view” or “back to map.”** Tile view will allow you to maximize the video tiles of everyone talking at your table.



You can navigate between floors using the “elevator dial” on the left side of your screen.

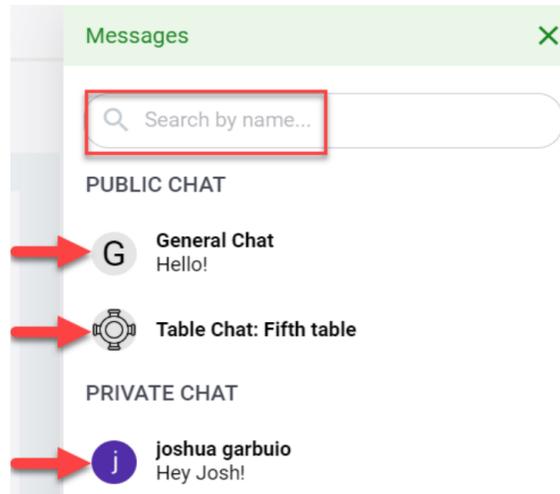
To move back and forth between the buildings, click on the “doorway” on the upper left side of the screen. Guests with table captains will have tables assigned in the second building.



## How to Chat

Can't find your friends? You can search and privately chat with anyone in the building. Click the "chat" button on the menu on the bottom of the screen and type in their name in the search bar. There are three chat options:

- Public Chat**- Goes to every Luncheon attendee
- Table Chat**- Visible only to your tablemates
- Private Chat**- Visible only to the personal recipient you've selected



## Feeling Lost? Need Help?

Anyone can get lost in a large ballroom—even a virtual one! If you need help at any point, search "Help Desk" in the chat box, and you will see a list of all the help desk volunteers. Send a private chat message to a Help Desk volunteer and they will assist you.

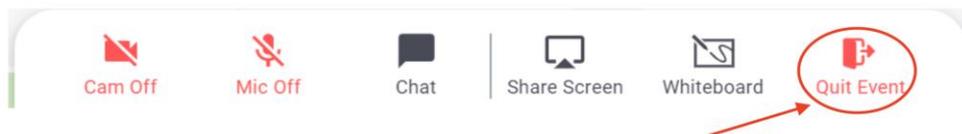
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## During The Show

The live video will take over the full screen at noon sharp. Your video chat conversations with your tablemates will be stopped and you will automatically be watching the Luncheon "stage." Sit back and enjoy!

## Leaving the Event

When the event has concluded, or if you would like to exit at any point, click the "Quit Event" red door on the lower left. Imagine a crowd of YWCA volunteers waving you goodbye!



## Having Issues with Your Device?

### Device Compatibility

We highly recommend you use a computer for this event. Unlike Zoom, Remo includes the ability to navigate in a virtual space using a ballroom floor plan with actual tables. While you can use a mobile device, it will cause you unnecessary squinting! Unfortunately, tablets aren't supported by Remo at this time.



### Operating System Compatibility

Make sure your operating system is updated to the latest version. On desktops and laptops, that means macOS and Windows 10.

### Browser Compatibility

On Mac desktops and laptops, Remo is compatible with: **Chrome, Safari and Firefox**

On Windows 10 desktops and laptops, Remo is compatible with: **Chrome & Firefox**

### Camera & Microphone Settings

To get the full experience of connecting with this community, we recommend using a device with a working camera and microphone.

### One-Click System Test

Click the below link to test your hardware, internet connection, and browser to ensure everything works!



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### Camera & Mic Not Working?

If you're still experiencing camera and/or microphone issues, no worries! First, close all other video applications such as Zoom, Google Hangouts, Teams, Skype, etc.

Then, try these nifty troubleshooting guides:

<http://win10.remo.co>

<http://mac.remo.co>

## STILL NERVOUS ABOUT REMO?

New technology can be scary! That's why we are offering Remo drop-in sessions and an alternative YouTube livestream. Links to participate in all the events will be found day of at

[www.ywcaworks.org/luncheon-LIVE](http://www.ywcaworks.org/luncheon-LIVE)

- Optional Remo Ballroom Sneak Peak: Wednesday, September 9 12:30-1:30pm
- Optional Remo Ballroom Sneak Peak: Wednesday, September 9 5:30-6:30pm

## Questions? Comments? Concerns?

Email [luncheon@ywcaworks.org](mailto:luncheon@ywcaworks.org) or Call 206-461-4440