

**1. How do I find out who is at a specific table?**

You can hover over the icons at a table and see the mini-profiles of everyone at the table.

**2. I've found my friend's avatar – how do I ask them to join me at my table?**

You can right-click on the avatar and “get” them – i.e. make a request for them to join you. If they accept they'll be moved to your table.

**3. How do I find out if someone I know/want to chat with is at the event?**

Two options – either hover over all the tables (perhaps difficult if there are lots of participants) or click on the CHAT option and you'll see a list of people at the event (searchable).

**4. How do I find out the number/name of the table I'm on so that I can message someone to join me?**

To encourage networking, Remo places you at a random table when you join an event or when a presentation is finished. The easiest way to find out which table you're on (if you can't see your mini-avatar on screen) is to just click on the chat window and see which 'table chat' option you have. That's the name of your table.

**5. How do I have a private chat with someone (typing)**

You can have one-to-one chats with people through the chat window. We're also planning to include 2-person, 3-person and 4-person tables in the conference layout so that you can move to a table and have a private video chat.

**6. How do I chat with people on my table**

You will see a mini-video screen of anyone who is on the same table as you (sort of like a small zoom meeting) and you can chat with them using your camera and microphone. Alternatively, there is a dedicated 'table chat' in the chat window.

**7. How do I arrange a meeting date/time with someone?**

Remo offers integration with calendly (<https://calendly.com/>) and we'll encourage people to publish their availability. Once that's set up, you can click on their avatar, and click on the BOOK option to request a meeting.

3DGeoInfo and the BIM GIS Workshop are co-organised by [UCL Civil Environmental and Geomatic Engineering](#) and [Ordnance Survey](#), and sponsored by [1Spatial](#), [EuroSDR](#) and the [ISPRS International Journal of Geo-Information](#)



**8. How do I ask a question during a talk?**

There is a Q&A chat window where you can post a question (anonymously if you like). Alternatively, if you're not a presenter, you can also raise your hand.

**9. How can I see the programme for the event?**

You have two options for this:

- Full programme details (including abstracts for the talks) can be found here: <https://www.ucl.ac.uk/3dgeoinfo/venue-and-programme>
- Alternatively, in Remo you will see a 'Beta' option to the top right of your screen – that will give you the programme for the event you're in at the moment.

**10. How do I recover find the e-mail I used to register to remo.co?**

Unfortunately, there is no way to recover your e-mail if you didn't save it into your browser as part of your login details. You may need to register again. In that case, let us have your new e-mail so that we can issue a valid invite to the events.

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