



SYSTEM REQUIREMENTS

DEVICES

Laptop, computer (Mac or PC) or tablets (Android or IOS) are supported.

INTERNET BROWSER

This is a virtual, browser based experience. If you're using an older, or unsupported Operating System, Internet Browser, or version of Flash, you may experience decreased performance. We recommend Chrome or Firefox as the most stable and consistent browsers for accessing the virtual environment.

MINIMUM SYSTEM REQUIREMENTS

1024 x 768 screen resolution minimum

1.4 Mbps internet connection minimum

- Allow Flash
- Disable Pop UpBlockers
- Disconnect from a VPN (If possible)

LOGIN INSTRUCTIONS

Access to WSSFC will be through your myStateBar account at Wisbar.org. It is located in the top right of the page.



Use the Email address associated with your WSSFC2021 Registration. If you have never logged into WisBar.org before, enter your Email and hit {Forgot Password}.

If you have logged in before, log in and then click the myMedia tab.

On the day of the event, Wisconsin Solo and Small Firm Conference 2021 will appear below the **NOW PLAYING** tab.

NAVIGATING THE VIRTUAL CONFERENCE

Upon logging into the virtual environment, you will be placed in the event lobby.

Use the navigation bar, doorway signs, and navigation tiles to move from room to room with the virtual environment.

The Auditorium is where the plenary presentations and live and taped webinars will be located.

Prior to content being accessible - the button will show as "Scheduled." The button will change to say "Launch" or "Play" when the content is available, click the Launch/Play button to access the webinar content.

A countdown timer is displayed until 5 minutes before the designated event start time.

Click the briefcase icon to save the item to your briefcase to access/view later. Be sure to download the information so you will always have access to it.

Each booth provides access to resources and representatives specific to a sponsor.

Click on the content screens within the Booth to access PDFs, videos and links and other valuable information from representatives. Add to your "Briefcase" for later viewing.

CHAT FEATURES

Join/View the Public Chat

Chat with the Booth Rep

The chat bubble next to the representative name is green it indicates they are online and gray to indicate they are offline.

1. Click the green chat bubble to initiate a 1 to 1 chat.
2. Click the envelope icon to send an email to the representative.
3. Click the social media icons to view their related social media profiles.
4. Click the Video icon to start a Video chat with the representative. Please note that not all representatives will have video chat.

TROUBLESHOOTING

SCREEN RESOLUTION

If you are on a smaller screen you may not be able to click or view some parts of the space. Be sure to adjust your screen resolution to see the entire space by clicking the {CTRL+} or {CTRL - } buttons.

AUDIO

A set of headphones is recommended while in attendance, especially if there is background noise.

Here are some tips if you are having audio difficulties:

- If you have internal speakers, make sure they aren't muted.
- If you have external speakers, make sure they are powered on and aren't muted.

OTHER CONNECTION ISSUES

- Make sure you did not lose Internet connectivity.
- Make sure your system has passed the system test located under "Test my system now".
Test URL LINK here: <https://virtualdestinations.6connex.com/event/TheWayToDoVirtual/system-check>
- If your system is using Adobe Flash Player and you receive a "connection failed" message it's most likely due to a proxy server blocking Flash streaming. Please contact your local IT admin.
- If you are using a mobile device, such as on iPhone, make sure you have enough bandwidth. We advise using dedicated wi-fi or 4G.
- If you are using on Android device, Apple iPod or iPhone you will need to click on the media play button to begin presentations. Android and Apple iOS devices do not permit streams to begin automatically.

MULTIPLE SCREENS

You can have multiple screens open at one time. This will enable you to continue engaging with other attendees or Expo Hall Booth Representatives while also reading information in your briefcase, listening to a speaker, or visiting other areas of the event.

To open multiple windows within the platform:

1. Once you have logged into the even and are visiting the lobby, simplify copy the link address
2. Open new tab on your browser
3. Paste that link into the new tab.

NOTE: Multiple screens will not be available if you are on different devices, (i.e. Tablet and Desktop) however, it will work if you are on the same device and using the same browser.

HELPFUL INFORMATION FOR THE PACKER PARTY AND NETWORKING LUNCHEON

Remo, our interactive networking platform for the Packer Party and Networking Luncheon, has their own set of chat functions. Unlike Zoom, you can move from room to room and "Self Assign" who you wish chat with. Remo is easy to use!

To get the full experience of connecting with others, we recommend using a device with a camera and microphone. Remo works on desktops, laptops and mobile phones. Tablets are not supported at this time.

For an optimal experience use one of these recommended browsers on desktop.



Here are some quick tips and helpful hints:

1. Click on the link for the event : <https://live.remo.co/e/packers-pre-game-networking-even/register>
2. Enter your name, email address, and create a password of your choosing.
3. Go to the upper right corner of your window and click on the profile icon. A drop-down menu appears. Fill in your Profile.
4. This is a **Webcam & Microphone required event**. Please go through this checklist before entering.
5. Test your webcam and microphone [here](#) , make sure you can use it. If it does not work, please chat with us at remo.co on the bottom left corner:
6. Watch this video instruction on how to use Remo: <https://www.youtube.com/watch?v=P01JxUBNU2Y>
7. For support click on the "Need Help" button on the bottom left corner, we also have a self-help guide [here](#) for microphone or camera issues.

Simply double-click on the table you wish to join. But If you try to join a table that is full, you will receive a message stating that the table is full. To see how many attendees are on a particular floor, hover your cursor over the floor button.

Some other features include:

- **Camera icon on control bar** – Turns video camera on/off
- **Mic icon on control bar** – Turns Microphone on/off - **Table mode:** You cannot be seen or heard when camera & mic are off, but your icon is still present in the meeting and at the table.
- **Presentation mode:** If you are not a speaker, then your camera & mic are stopped and will resume once presentation mode ends.

The software offer three types of chat functions:

- **General Chat:** This chat is public. Anyone (hosts, speakers or guests) in the event can write a message and it will be seen by everyone.
- **Table Chat:** This chat is public, but is used to communicate only with guests sitting at the same table Anyone (hosts, speakers or guests) in the event can write a message on the table chat, but only those sitting at that same table will be able to see it. When you move to a table, you will not see old messages that were written at the previous table.
- **Private Chat:** This chat is private. You can send a personal, direct message to anyone in the event, you don't need to be sitting on the same table. No one including the event hosts can see any messages sent between guests using Private Chat

Tile View – You can alternate the table view so that all of the table attendee cameras are enlarged as tiles on your screen instead of along the top.

- Back to Map icon will undo Tile View!

Whiteboard – Participants can use a whiteboard to illustrate and draw anything they'd like at their tables.

1. When you're in the event, click the 3 dots icon in the bottom control panel
2. Click "Whiteboard"
3. Explore the toolbar on the left panel

- Click on the "T" icon, to add text to your whiteboard, click anywhere to start typing in the text box. You can adjust font size, font, add hyperlinks, change font color.
- Click on the square icon below the "T" to add sticky notes. You can use different colors and add text to them.