Virtual Networking Night  
Tuesday, Jan. 11, 2022  
6 - 8 p.m. in the Remo virtual networking platform  
Register to attend via hireBING to be sent the event link the week of the event.

Event Overview

Remo, the virtual networking platform, has a birds-eye-view of a floor within our event showing tables and chairs.

Each alumnus/a is assigned to a specific TABLE and will remain at the same table throughout the event. Each table is labeled with the name of the alumna/us.

Each FLOOR has a total of 19 TABLES (Alumni).

There are a total of TEN FLOORS

Each FLOOR is designated to alumni working in a specific industry/career cluster. (See next pg.)

Use the ELEVATOR to move to different FLOORS

Limit the amount of time you spend with each alumnus/a. Please be respectful of other students and do not remain at the same table for an extended period of time. Conversations with alumni should be limited to 10 minutes each. You can connect with alumni via LinkedIn to follow-up after the event and continue your conversation at a later time.

Quick TECH TIPS before you join the event:

- Run the Remo System Test to check your speakers, microphone, browser, camera, hardware and internet connection all at once: geartest.remo.co
- If you use a VPN, log out now. Remo will not work if you have a VPN that is turned on.
# Networking Night Floors

- Floors are organized by **career cluster**
- **ALL FLOORS** are open to students of ANY MAJOR and ANY CLASS YEAR!
- View the list of all registered alumni on our website at [binghamton.edu/connect](http://binghamton.edu/connect)

<table>
<thead>
<tr>
<th>Floor</th>
<th>Industries/Career Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>Helpdesk</strong>: Have a question, can’t find your table, or need technical help? Visit the 10th Floor to chat with a staff member!</td>
</tr>
<tr>
<td>9</td>
<td><strong>Science &amp; Healthcare</strong>: Healthcare Management, Medicine/Nursing, Pharmaceutical R&amp;D, Public Health, Scientific Research</td>
</tr>
<tr>
<td>8</td>
<td><strong>Government, Policy &amp; Law</strong>: Law, State Federal &amp; Local Government, Political Activism</td>
</tr>
</tbody>
</table>
| 7     | **Government, Policy & Law**: Foreign Service, International Relations  
**Engineering & IT**: Product Development, Software Development, User Experience |
| 6     | **Engineering & IT**: Engineering, IT  
**Education & Human Services**: Teaching |
| 5     | **Education & Human Services**: Community & Social Services, Counseling, Non-Profit Mgmt, Social Work  
**Business & Entrepreneurship**: Start-Ups |
| 4     | **Business & Entrepreneurship**: HR, Management, Sales |
| 3     | **Business & Entrepreneurship**: Data Analytics, Finance |
| 2     | **Business & Entrepreneurship**: Accounting/Actuarial, Consulting  
**Arts & Communication**: Publishing |
| 1     | **Arts & Communication**: Arts, Design, Entertainment, Film, Marketing, Media, PR |

**Elevator**

Use the elevator (located on the left side of the event screen) to move between floors and connect with alumni you are interested in speaking with!
JOINING THE EVENT

**Step 1.** Click on the invitation link sent to your @binghamton.edu email. (To get the invitation link, you must register to attend the event in hireBING.)

**Step 2.** Sign in to join event

**Step 3.** Enter your Binghamton University email to sign in or log in if you have an account from last year.
Step 4. Create an account

Create an account
Create a user account by entering your information below.

Use your @binghamton.edu email address

Enter your name

Create your user account password
Password must be at least 6 characters long

I agree to the Terms & Conditions and Privacy Policy.

Join event now!

Your information is safe with us and will not be used for marketing purposes.

Step 5. After creating an account, if you have never used Remo before, it is suggested to click on “Great, let’s learn something new” to get a quick tour of the platform.

(Progress through each screen by clicking “continue”)

A different alumnus/a will be seated at each table during Networking Night. Only student attendees will move from table to table during this event. Students should move strategically to the alumni you want to network with! There are limited seats per table, including the alumnus/a to allow for intimate, valuable conversations.
Step 6. Set up your profile.

✓ Add a professional-looking headshot (your LinkedIn photo)
✓ Full Name (Include your first and last name)
✓ Include your major, class year, and the career(s) you are interested in.
  (Use the “What do you do?” and the “Company” space in your profile to include this information)

Save time and set up your Remo profile and now - visit the event link at https://live.remo.co/e/binghamton-networking-night-2022 to upload a professional headshot and add in your basic bio info.

You can also add this event link to your calendar now! We will re-send the Remo event link to students registered in hireBING 1 day before the event.

Optional:
Click on “Add more information” to include your LinkedIn page, personal website if you have one, or your job/internship title. Refrain from adding your Facebook page unless you use Facebook for professional reasons.

Step 7. When you click “Save Profile and Join Event,” you are ready to join, and will see a welcome message! Click on “Awesome. Let’s begin.”
As soon as you join the event, look at the ribbon/bar on the bottom of your screen and make sure that your camera and microphone are turned on. You may need to click “Allow” for Remo to access your camera and microphone.

When you join the event, you will start by having a small circle filled with either your profile photo or initials. This will serve as your marker.

When you join the event, you will see a floor with 19 tables.

Each table is labeled with the name of an alumna/us (see below). Alumni will be seated at their respective table. **Join a conversation by double-clicking on any open chair** – you will automatically join the table’s conversation.

**Make sure that your camera and microphone are turned on before joining!**
During your table conversation, if you click on a person’s face at that table, they will get bigger.

When it is time to leave the conversation to join another, click “Back to floor” in the ribbon on the bottom of your screen, and find a new table to join.

If you would like to view everyone at the table, click “Tile view.”

Additional Remo Features:
- **Share screen** (may be used occasionally)
- **White board** (draw photos, post links, leave post-it notes, etc.)
- **Chat feature:**
  - *Table chat* (talk to just your table - exchange email addresses, add to conversations)
  - *General chat* (chat all alumni and student attendees – not recommended to be used)
  - *Individual chat* (chat with individual alumnus/a, staff or students)

Questions during the event?
- Visit the **Event Help Desk on the 10th Floor**

binghamton.edu/connect
REMO EVENT CHECKLIST

- To get the full networking experience use a computer with a **camera and microphone**. It is not required but will let you have an amazing experience!

- As we use the latest video technology, make sure your browser and OS is updated to the latest version. Remo currently supports **Chrome, Firefox and Safari**. Remo is not compatible with Internet Explorer.

- Remo works on **desktops, laptops and mobile phones**. Tablets are not supported at this time. If using your smartphone, Remo is compatible with **iOS and Android**.

- Before the event, check that your microphone and camera work and that your browser, hardware and internet connection fulfills our requirements on this test page: [geartest.remo.co](http://geartest.remo.co)
  
  If your camera or microphone is not working, use these troubleshooting guides to resolve common issues:
  
  - My camera and microphone does not work on Windows 10
  - My camera and microphone does not work on MacOSX
  - If you are still experiencing camera or microphone issues, visit [live.remo.co](http://live.remo.co) and click on the "Need Help" button on the bottom left corner.

- Close any other video and applications and browser windows before joining the event.

- Find a quiet place with a non-distracting background before you enter the event.

- Watch this [video](http://example.com) for additional instructions on how to use Remo.

- Go to the link that was sent to your @binghamton.edu email address and register with your name, email, and password.

QUESTIONS/HELP DURING THE EVENT

Join the Event Help Desk on the **TENTH FLOOR** to connect with a Binghamton University staff member. We can help you locate a specific alumnus/a, suggest alumni that you could connect with based on your interests, or answer any networking questions you may have. There are also relaxation spaces available on the tenth floor if you need a break or place to go before having a conversation with your next alumna/us.

**Technical Support:** If you are experiencing technical issues, visit [live.remo.co](http://live.remo.co) and click on the "Need Help" button on the bottom left corner.