

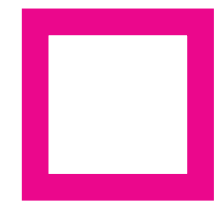
HOW TO ACCESS

THE MAYOR'S EVENING
FOR THE

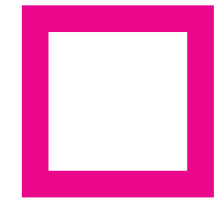
arts

IN 3 EASY STEPS

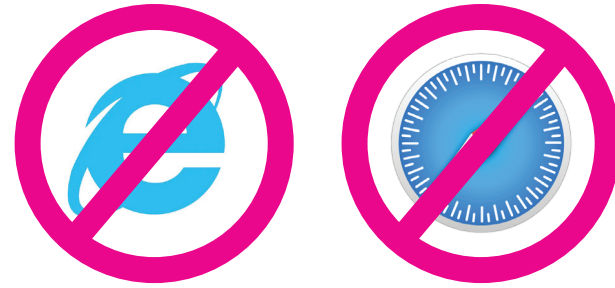
WHO DOESN'T LOVE A LITTLE PARTY-PREP?
PLEASE GO THROUGH THIS CHECKLIST **BEFORE** THE EVENT.



WATCH THIS REMO TUTORIAL VIDEO [HERE](#)



Use Remo on a computer with the latest versions of the following web browsers:



Do not use Internet Explorer or Safari



Do not use Phones or Tablets



Chrome



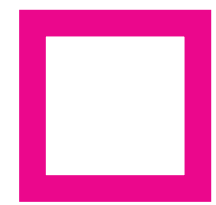
Firefox



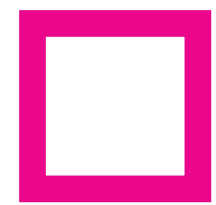
Microsoft Edge



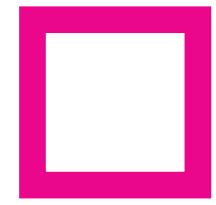
Log off company networks or VPN. It may be necessary to use a personal computer to access this event as some corporations may have increased Firewalls and IT security on their corporate computers, VPN's, or networks. Information on VPN access [HERE](#).



Quit all other conference programs that may be open (Zoom, Teams, Meet, etc.).



Test your webcam and microphone [HERE](#). If it does not work, please click the **Need Help** icon in bottom left corner to chat with tech support.



See the event before the event! Test out the Remo software with a live representative [HERE](#).

Need
help?





Click this button to join the event:

[CLICK HERE TO ENTER EVENT](#)



Once your browser is open, click the **Join event now!** button



Enter e-mail, first and last name, create password

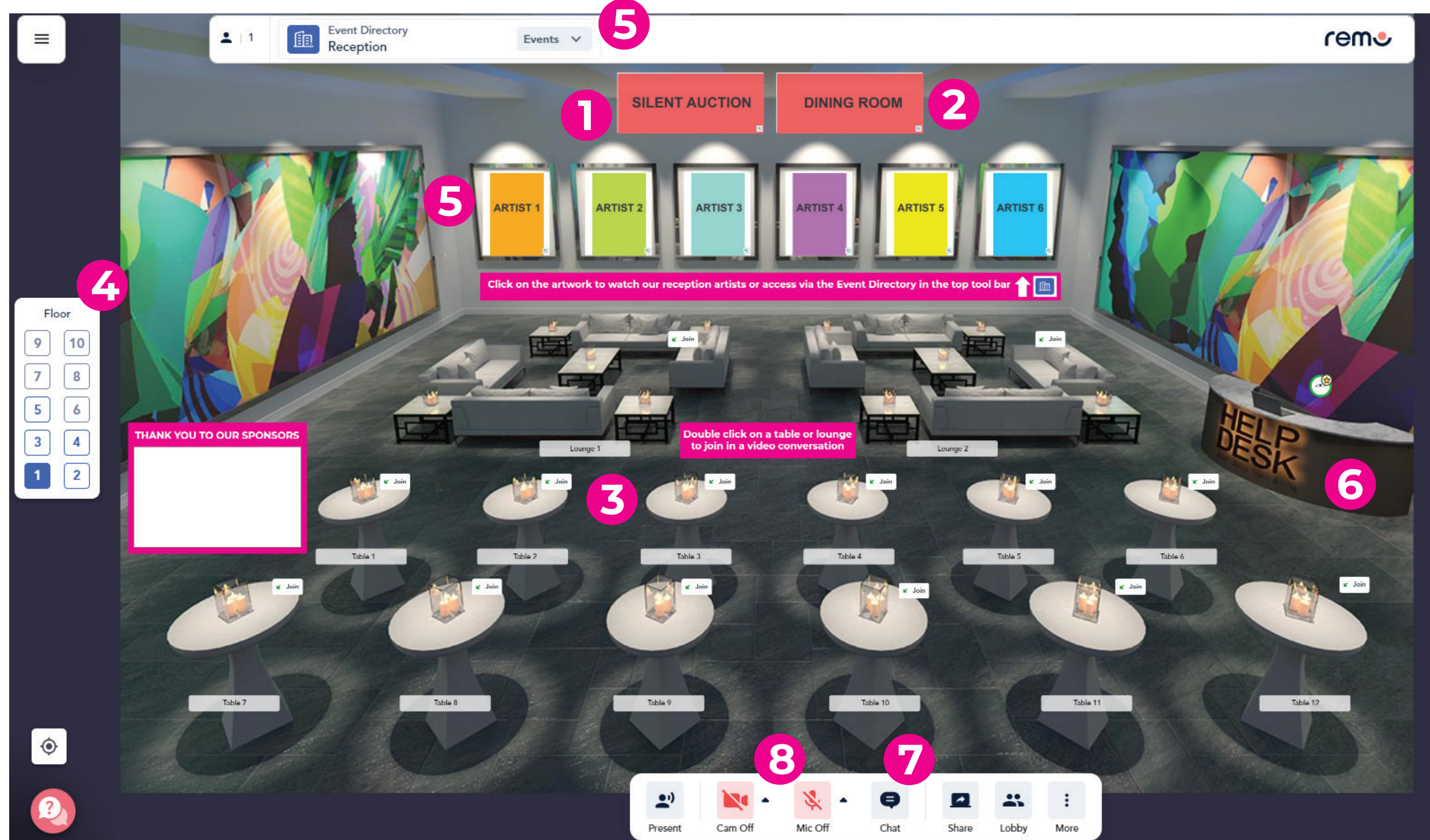


Click on **Continue** to follow a simple tutorial

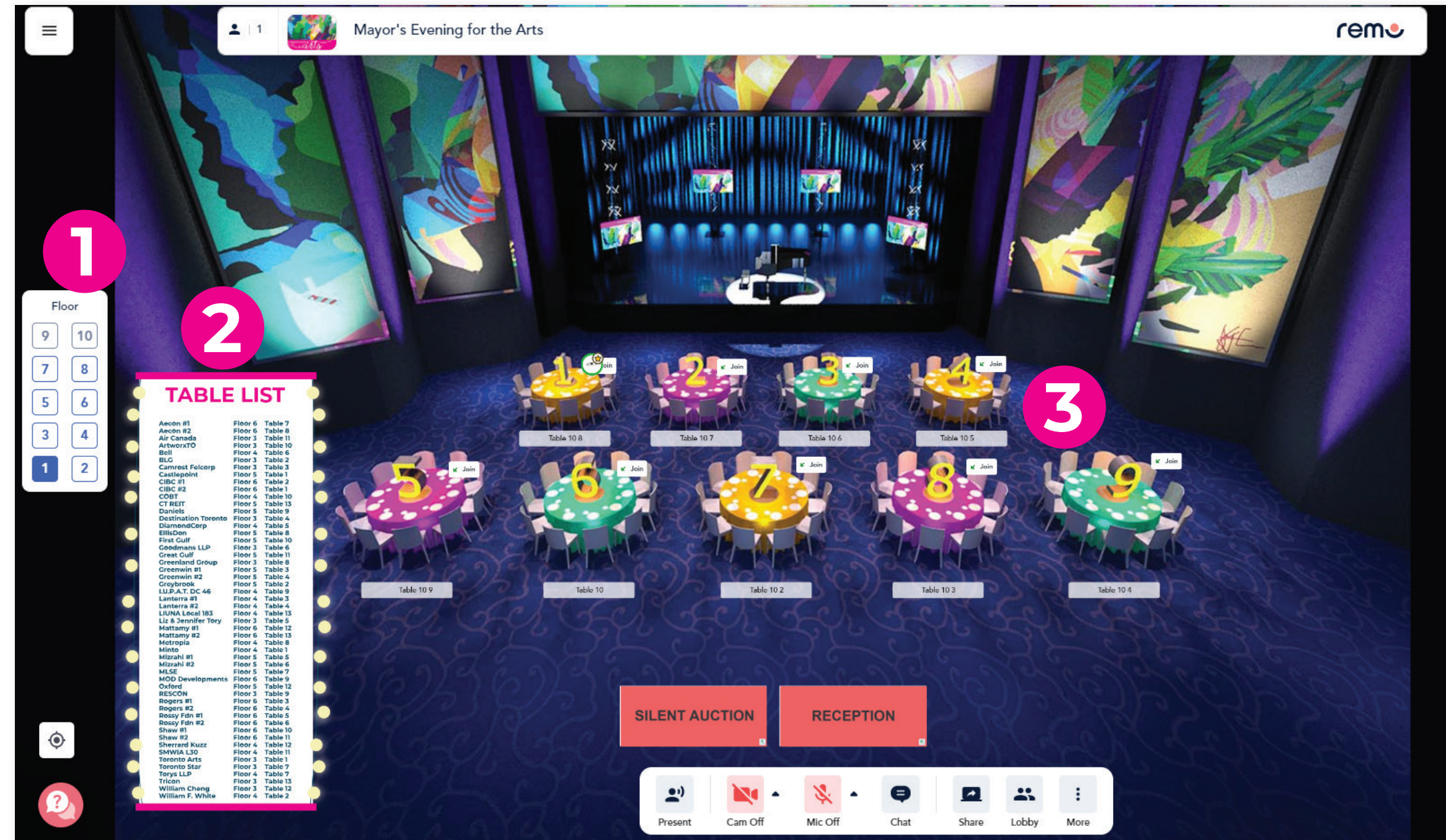


Feel free to roam the room and mingle, “take a seat” at any table or lounge to join other guests by double clicking

- 1 Click here to check out the silent auction
- 2 Click here at 6:50 pm to enter the dining room and watch the show!
- 3 Mix & Mingle with other guests by double clicking on a table or lounge
- 4 Click here to check out the other floors
- 5 Click the artwork or the event directory to watch our talented artists
- 6 Tech Support is here to help!
- 7 Text chat with other guests here
- 8 Turn your camera and mic on to video chat with other guests



DINING ROOM



- 1 Click the floor of your assigned table.
- 2 Find your Table and Floor Number on the list along the side.
- 3 Grab a seat at your table at 6:50pm.

AUCTION



- 1 Place a bid or make a donation directly online!



SCAN TO ACCESS AUCTION
ON PHONE

WANT TO TEST THE SOFTWARE?

Feel free to drop in for a quick **5-minute hands-on test** with a live representative to test your computer system ahead of the event on Remo.

Click the link on the date and time that works for you to drop in at any time during one of the time slots:

- **THURSDAY, NOVEMBER 11, 8:00 AM - 9:00 AM ET**
- **THURSDAY, NOVEMBER 11, 5:00 PM - 6:00 PM ET**
- **FRIDAY, NOVEMBER 12, 2:00 PM - 4:00 PM ET**
- **MONDAY, NOVEMBER 15, 10:00 AM - 12:00 PM ET**
- **MONDAY, NOVEMBER 15, 4:00 PM - 6:00 PM ET**