GASFA
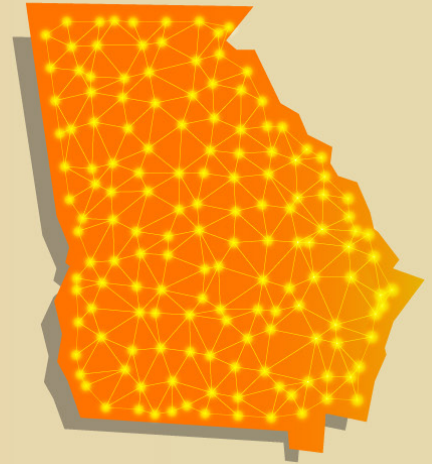Georgia Association of State Facilities Administrators

2021 VIRTUAL SPRING SUMMIT

APR 27

Welcome to the 2021 Spring Summit!

We're so excited to be gathering again, albeit virtually. We've got a great lineup of speakers and content to share on an innovative and engaging networking platform. It's likely the first time most of you have experienced a platform such as Remo and to help the learning curve and comfort level, we've developed a list of tips and tricks to help you navigate and make the most of the networking portion of the event.

DO THIS

- Use Chrome on PC
  Use Safari on Mac

- Turn off your VPN if you have one

- Confirm your attendance early and set up your profile early to maximize your networking time at the event.

- Sign in early to ensure time to sort out any technical issues

- Turn ON your camera and mic when you enter the networking floor

- To move to another table, **DOUBLE CLICK** on an open seat. To move to another floor, just click the floor number to the left and then an open seat.

- Use the **chat** to communicate during the networking and presentations.

- Use the **Q&A** to ask questions of the presenters during the presentation.

- First thing to do if technical issues - refresh:
  For a Windows device: CTRL+SHIFT+R
 For a Mac device: CMD+SHIFT+R

DON'T DO THIS

- Don't try to access with any other browser

- Don't use a computer without a camera or at the very least microphone (either plugged in or built in)

- Don't use a cell phone if at all possible

- Don't bypass the geartest when you login

- Don't send the access link to others that aren't registered. They will not be able to access the event.

- Don't get frustrated if it takes a few minutes to figure out. Please seek out technical support by direct messaging **Ashley Dale** in the chat if you need assistance. Also Ashley will be stationed at Table 14 / Help Table on Floor 1.

- Don't be afraid to log out and log back in. You will pick back up where you left off and it can often sort out any technical issues you may be having.

- Don't forget to Save the Date for Fall Conference (Sept. 20-22) at Jekyll Island!

WHAT TO EXPECT

LANDING PAGE

When you click the link from your confirmation email, you will see a screen similar to this. Click the green, **Confirm My Attendance** button to confirm your attendance and begin completing your profile. You can do this immediate, you don't have to wait until the day of the event.
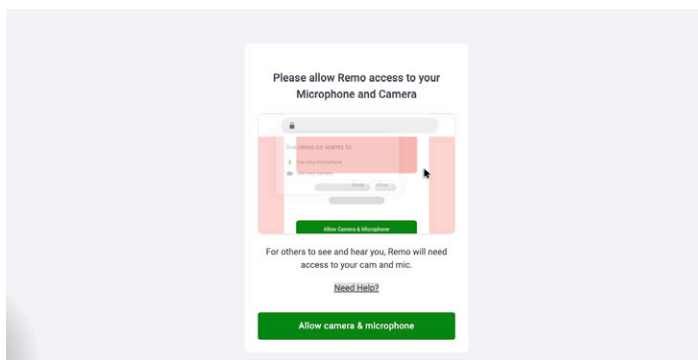

GRANTING ACCESS

To get the most out of this platform, you must have a camera and microphone on your computer. (It's better to use a computer vs. a cell phone as it can cause technical issues with the functionality of the audio and video feeds). Click the green button to allow access to your mic and camera.
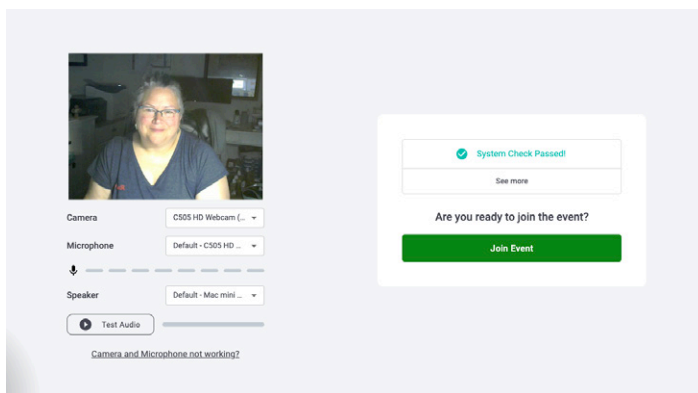
GEARTEST

Don't skip this part! Make sure the geartest completes and says your equipment passed the test before clicking the green button to join the event.

Here we go...
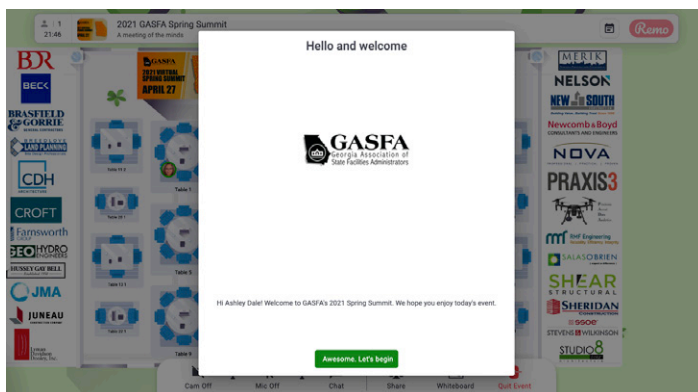
WELCOME

Your first screen inside the platform will look like this. Click the green button to proceed. You will be led through a very quick tutorial on the platform.

Let's get networking!

NETWORKING FLOOR

When you enter the system you will be randomly assigned to a seat at one of the tables on one of the three floors. See the diagram below for an explanation of key areas and important things to keep in mind.

Video feeds of people at your table. They will line up horizontally when more than one person is at your table.

To make larger double click in the video box and the videos will tile across the screen. To make smaller again, click the Table View button.

First thing to try if you have any technical difficulties

Click here to see the event agenda
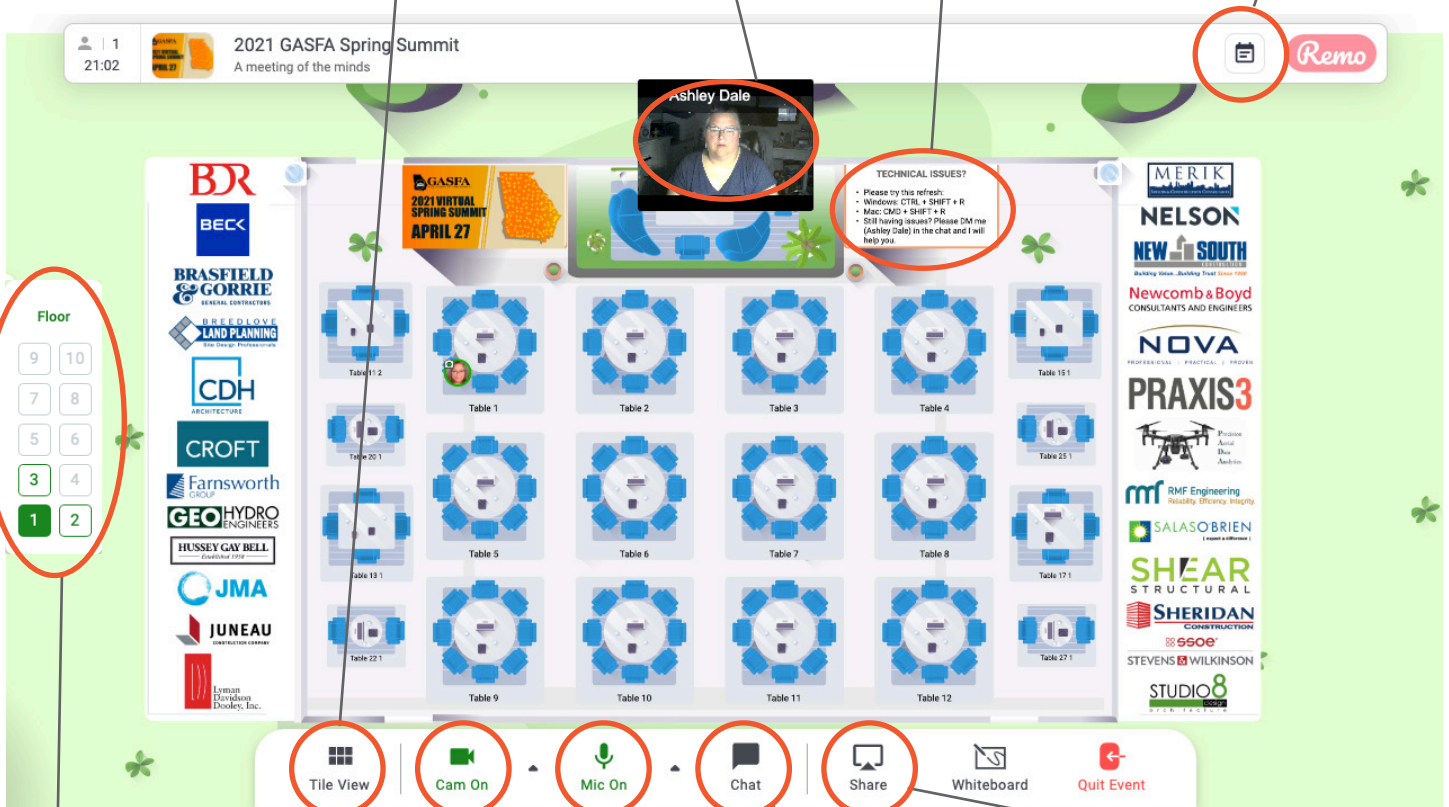
Click one of the floor buttons (1, 2, 3) to switch between floors.

These buttons are black (turned off) when you enter the floor, make sure you turn them on as soon as you get in. You can click the arrow to the side to toggle between different pieces of equoipment if you have multiple mics (earphones).

Use the chat function to message all attendees, just your table, or an individual.

During the presentations you will have a Q&A option to enter questions for the presenters.

If you need to share your screen at your table, use this button.
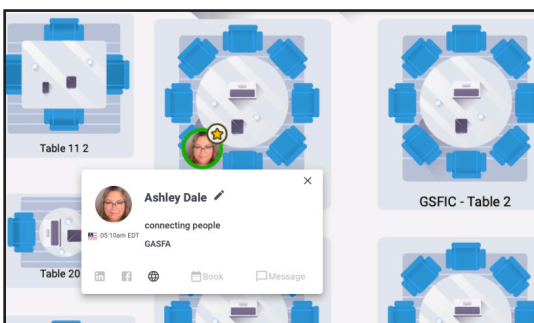
As a table fills up you will see the profile photos (if loaded) or initials of the person at each seat. If you click on their "circle" it will pop up their profile which gives you multiple pieces of information and also ways to contact them, if they've completed that part of their profile.

Please make sure you fill in as much as you're comfortable with during the confirmation process. It makes it easier for everyone communicating with each other.

GASFA
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NETWORKING FLOOR
STATE AGENCY TABLE ASSIGNMENTS

FLOOR ONE	
GSFIC	1
GSFIC	2
GSFIC	3
BOR	4
GDHS	5
GDCH	6
DOAS	7
GVRA	8
GT	9
UGA	10
KSU	11
SPC	12
GASFA	13
HELP DESK / ASHLEY DALE	14
GDOL	17

FLOOR TWO	
GSFIC	21
GSFIC	22
GSFIC	23
BOR	24
GEFA	25
GBA	26
GBI	27
GDOT	28
UWG	29
COLUMBUS STATE	30
DALTON STATE	31
EAST GA	32
GASFA	33

FLOOR THREE	
FIRE MARSHAL	41
STONE MTN	42
SC TECH	43
BOR	44
FT. VALLEY	45
GGC	46
GSU	47
GWINNETT TECH	48
VALDOSTA	49
UNG	50
MGSU	51
UGA GRIFFIN	52
GASFA	53