

A BEAST OF A CHRISTMAS QUIZ - USER GUIDE

WHEN IS IT?

Thursday 3rd December 4.30pm to 7.00pm

WHAT IS IT?

This is a virtual event, offering attendees the ability to compete within a team on a Christmas Quiz which will be announced by “The Beast” from “The Chase”, Mark Labbett. Teams can be made up of family members or business colleagues. It is an opportunity to join in some festive fun whilst raising funds for Variety, The Children’s Charity by way of a virtual auction which will be hosted by John Inverdale. All teams also have a complimentary prize draw ticket included within their team price and the opportunity to purchase additional tickets. There is a winning prize for the team! At the end of the Quiz, we have an opportunity for the teams to hear a few stories by Martin Bayfield and ask him some questions.

HOW TO REGISTER YOUR TEAM AND TEAM MEMBERS?

Register via this link:

<https://webinars.srevents.co.uk/webinars/ar/a-beast-of-a-christmas-quiz>

PAY FOR YOUR TEAM?

Payment is £100 plus VAT for a team of 4. Once registered you will be sent a link to update your team members and pay online.

HOW DOES IT WORK?

Organise who is in your team, ask your Team Captain to register via the link and complete the form with the team members details and emails. Once you have registered and paid online you will be sent a diary note to save in your calendar.

WHAT SOFTWARE DO WE NEED?

Please ensure you have either Google Chrome or Safari or Firefox installed on your device. The event will be held using a new software called REMO. To familiarise yourself with the software, please click on this link: <https://geartest.remo.co>

This is a virtual software which enables you to join virtual tables and move around the room to meet others virtually and also see Presenters on a virtual stage. The capacity of each floor is 60 people in teams of four only.

Each team member will require a good internet connection to connect to the software via a laptop, PC or tablet and have access to a working camera. You will only need one device to enable you to take part in this virtual event. Please note that your background will be visible to your team members!

If you are joining as a family then one laptop is sufficient providing your Team Captain is connected to the software you can then work alongside each other in your team.

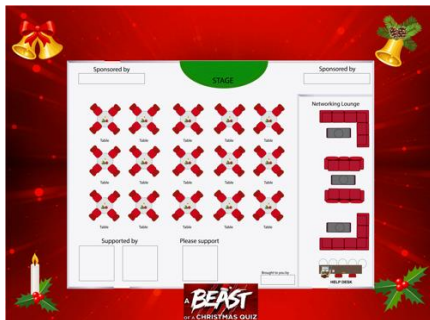
If you are joining the team individually from different locations then you would all click on the link and make sure you move yourself to your virtual table when you enter the virtual room and then the other members of your team will see you on camera and you can chat amongst yourselves.

HOW DO WE GET ONTO THE EVENT?

On 1st December you will be emailed a link to join the event. You would need to go onto the software and set up your profile.

On 3rd December Team Captains will be invited to join before their team members at 4.00pm to ensure they are at their tables. All team members to join the event from 4.15pm to 4.30pm.

Once you join the event, you will see this bespoke floor plan:



To move yourself around the virtual room you simply click on your icon and drag yourself to your table and then drop your icon in! Click on this video to help show you how to move around the Virtual Room!

<https://www.dropbox.com/s/38u5qasrs2zxun2/remo%20demo.mp4?dl=0>

Tables will be marked with your Team Name so you can find these easily. All attendees on joining will go straight to the "Virtual Networking Lounge" where you can explore the room and look for your table name (Team name) or wait for your Team Captain to move you to your table. There may be multiple floors so you would use the virtual lift to go up a floor to find your table.

Team Captains may suggest in advance of the event that all members dress up in something festive! And we may have a prize for the most festive looking team! Team Captains to also suggest that a festive refreshment is available during the event!

Once everyone is settled in their tables and can see each other on camera. The event will commence at 4.30pm.

CAN YOU MEET OTHER PEOPLE IN THE ROOM?

A guest list of everyone in the room which can be found in the chat feature. You can also use this facility to send others in the meeting a message to invite them to meet you in the Networking Lounge or ask them to join your table if you have a spare seat.

HOW DOES THE QUIZ WORK?

All tables will be able to see the Presenters on stage but whilst on stage you will not be able to see each other on camera until the presenter has finished. In between each round of the quiz you will be able to chat within your teams and discuss the answers whilst on camera.

The quiz comprises 5 rounds which will be accessed via the WhiteBoard facility which is available on the software. Team Captains should launch the Whiteboard and then invite their team members to join this. You will see the questions come up and can start to prepare your answers. "The Beast" will announce the questions round by round and you can make notes of your answers as he is speaking. Once you are all back together on camera as a four, the Team Captain can type the answers into the quiz and then when you are happy press SUBMIT. Each form will be sent to SR Events for marking. This process will be repeated after each round.

Once the quiz has finished and all rounds have been submitted, The Beast will announce the answers to all the questions. Meanwhile Louise and her team at SR Events will mark the answer sheets and give the name of the winning team to The Beast to be announced at the end.

HOW DOES THE VIRTUAL AUCTION WORK?

Everyone will have access to a button on the software floor plan to click onto the Virtual Auction, where you will see our selection of auction prizes. You will be able to enter your details and once completed you can bid on as many items as you like and edit your bids and see who else is bidding! Once the bidding has closed, if you are successful then you will be asked to pay via the Event Just Giving Page to donate the funds to Variety. Once payment confirmation has been received you will be sent an email by SR Events and they will ask for your address details to arrange to despatch the prize.

HOW DOES THE PRIZE DRAW WORK?

Everyone who has a place at the event will receive a prize draw ticket with their team ticket. This will automatically be entered into the prize draw with your name as at registration. You can purchase additional tickets during the event at £10 per ticket and payment needs to be made at the time via the Event Just giving page. Once paid you can then edit the number of tickets purchased using the Auction / Raffle software which will increase your chances of winning! The prize draw is automated and the winners randomly selected. You will be advised by John Inverdale if you have won a prize. If successful, SR Events will email you for your address details to forward your prize.

WHAT IF I NEED HELP?

There is a virtual help desk on the floorplan and you can move yourself to this area and someone will be on camera to assist.

SR EVENTS ROLE

Louise and her team will be here to assist and manage the administration of the event. They will be able to drop into your table and check you are all OK. They will make regular announcements using the software to keep the event going.

Should you need to contact Louise and her team it would be best to either:

Email: louise@srevents.co.uk or call, text or WhatsApp : 07771 641048
