

# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8

### 2021 ANNUAL MEETING

IADC's 2021 Annual Meeting will utilize an online meeting platform which will host meeting content and information for registered in-person and virtual attendees. This dynamic tool will allow you to easily navigate all the available offerings.

You are able to search and browse the full meeting schedule and can view sessions in a variety of ways (see page 9). As a registered attendee logged into the platform, you can even favorite sessions to create your own schedule.

The screenshot displays the IADC 2021 Annual Meeting website. The header features the IADC logo (SUPERIOR ADVOCATES. GLOBAL RESPECTIVE), the event title "2021 ANNUAL MEETING", dates "AUGUST 15 - 19", location "FAIRMONT CHICAGO | CHICAGO, ILLINOIS USA", and a "Celebrating 100+1 YEARS" graphic. A navigation menu on the left includes: Registration, Schedule, On Demand, My Schedule (Login Required), Participants, Sponsors, and CLE Information (Coming Soon). The main content area includes: a "Need to Register?" notice stating attendees must register to access the site; a "THINGS TO DO IN CHICAGO" image; a "FULL SCHEDULE" section with a note that all times are in US Central Daylight Time; an "ANNUAL MEETING DETAILS" section with a "Meeting Brochure" icon; a "HOTEL and GENERAL MEETING INFORMATION" section; a "Message from IADC President" section; an "Attendee User Guide" section; a "Frequently Asked Questions" section; an "OPEN FORUM SPEAKER" section featuring David Brooks, Author and New York Times Columnist, on Monday, August 16; and a "SOCIAL/NETWORKING EVENTS and ACTIVITIES" section. A right-hand sidebar titled "THANK YOU TO OUR SPONSORS" lists: SEA, Exponent, IMS Consulting & Expert Services, BRG, JENSEN HUGHES, and LIGHTHOUSE.



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**current version as of June 8**

## HOW DO I USE THE ONLINE MEETING PLATFORM?

The platform has key features to make planning your meeting experience easier. This Attendee User Guide will walk you through the following:

Logging Into the Platform.....	3
Tips on Creating Your Conference Profile.....	5
Browsing the Meeting Schedule.....	8
Connecting with Fellow Meeting Attendees.....	10
Creating a Personalized Schedule.....	12
Downloading Calendar Appointments.....	13

## FAQ

Visit the [Frequently Asked Questions page](#) on the online meeting platform for more information on:

- Content Access
- Troubleshooting Technology
- Continuing Legal Education Credits
- Programming and Participation
- Networking

# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8

### IMPORTANT TIP

For the best user experience, we recommend you use Google Chrome when accessing the online meeting platform.

### LOGGING IN

To make the most of your meeting experience, we suggest logging in soon after registering to familiarize yourself with the platform. To access the platform's full features you must first register for the meeting.

Please note: You will be using your IADC website username and password to register for the meeting and to access the online meeting platform. If you need assistance with your login details, email [info@iadclaw.org](mailto:info@iadclaw.org) or call the IADC office at +1.312.368.1494.



**We recommend bookmarking the online meeting platform URL so it is easily accessible to you at all times.**

**[www.eventscribe.net/2021/AM/index.asp](http://www.eventscribe.net/2021/AM/index.asp)**

How do I bookmark a web page?

1. Open Google Chrome. (Google Chrome is the recommended web browser.)
2. Copy and paste the meeting platform URL and hit enter.
3. Once the page loads, click on the star icon in the top right of the browser window.
4. Name the bookmark and click Done.
5. In the future when you open Google Chrome, you can select the online meeting platform from your bookmark bar.



# ATTENDEE USER GUIDE

## *How to Use the Online Meeting Platform*

**current version as of June 8**

After registering for the meeting and selecting “Login” in the upper right corner of the platform, one of two things will happen:

1. You will be brought to a login screen where you will enter your IADC website username and password to enter the site; or
2. You may be auto-logged into the meeting platform if you are currently logged into the IADC website due to integration with our membership database.

If you do need to log in, simply enter your IADC website username and password.



### Log Into IADC Cadmium

*Enter your IADC website login credentials below.*

**Username**

**Password**

Login

[Forgot your password?](#)

[Forgot your username?](#)

After logging in for the first time, a privacy policy will appear. Please review, give consent, and click the “Continue” button.

**Note:** If you participated in the 2021 Virtual Midyear Meeting and have already provided consent, you will not have to do that again.

# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8

### TIPS ON CREATING YOUR CONFERENCE PROFILE

After giving consent to the privacy policy, you will be prompted to create your conference profile.

Each screen will prompt you to enter information – profile, photo, ribbons, and networking. While a photo and brief bio are not required, we *strongly* encourage you to add these to your profile. Doing so increases your visibility and allows you to connect with attendees on a personal and professional level.

**Please note:** Information from your IADC member profile will be imported into your conference profile on the platform. You will, however, need to upload a photo and add information to any empty fields. Edits made to your conference profile within the platform will not reflect back to your IADC member profile.

The screenshot shows a multi-step form for creating a conference profile. The steps are: Profile, Photo, Ribbons, Networking, and Save and Continue. The 'Profile' step is active. It is divided into two columns: 'Name' and 'Professional Information'. The 'Name' section includes fields for First Name, M.I., Last Name, and Suffix. The 'Professional Information' section includes fields for Credentials, Position, Institution / Organization / Company, and a Biography text area. Below these are 'Contact Details' and 'Social Media' sections. 'Contact Details' includes City, State, Zip Code, Country, Email, Cell Phone, and Office Phone. 'Social Media' includes My Website URL, My Blog URL, LinkedIn handle, Facebook handle, and Twitter handle. Red asterisks indicate required fields.

Step	Field	Required
Profile	Name	
	First Name	*
	M.I.	
	Last Name	*
	Suffix	
	Professional Information	
	Credentials	
	Position	
	Institution / Organization / Company	*
	Biography	
Contact Details	City	*
	Select a state / province...	*
	Zip Code	
	Select a country...	*
	Email	*
	Cell Phone	
	Office Phone	
Social Media	My Website URL	
	My Blog URL	
	linkedin.com/myHandle	
	facebook.com/myHandle	
	twitter.com/myHandle	

# ATTENDEE USER GUIDE

*How to Use the Online Meeting Platform*

**current version as of June 8**


Profile > Photo > Ribbons > Networking > Save and Continue

📁 Upload Your Photo

Drag to Upload File, or

Choose File

Accepted files types are .jpg and .png  
Minimum width 400 pixels



REMOVE PHOTO

If you've been to an IADC meeting before, you are familiar with our meeting badge flair. We are now bringing our ribbons to you online! Please note that most ribbons will be added to attendee profiles by IADC staff (i.e. In-Person Attendee; Virtual Attendee; Committee Chair; Board of Directors; Speaker; Sponsor; etc.). However, feel free to add any of the additional ribbons in the Ribbon section that apply to you. All ribbons will be displayed on your attendee profile.

Profile > Photo > Ribbons > Networking > Save and Continue

Please note that most ribbons will be added to attendee profiles by IADC Staff (i.e. Committee Chair, Board of Directors; Speaker; Sponsor; etc.). However, feel free to add any of the additional ribbons here that apply to you. All ribbons will be displayed on your attendee profile.

🎯 Pick Up To Two Professional Ribbons

Select Professional Ribbons

Select Professional Ribbons

# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8

In the Networking section you will review your privacy options, list your primary practice areas, and note your IADC Committee involvement. If you hold a position on a Committee (ex. Membership Committee, Vice Chair), please note that here as well.

Profile > Photo > Ribbons > Networking > Save and Finish

### 🔒 Your Privacy Options

Share your profile with attendees and sponsors?

By sharing your contact information, your profile will appear on the attendee list under your name. You will only be able to contact other attendees if you are opted-in as well. Sponsors will also have access to your profile if you interact with them by viewing their content.

Share your favorites with other attendees?

By sharing your favorites, other attendees can see which schedule items you have added to your schedule.

### ☰ Additional Information

Primary Practice Areas

IADC Committee Involvement

To make edits or updates after completing your conference profile, select your name in the top-right corner of the screen and click “My Conference Profile.”

Registration  
Schedule >  
On Demand  
My Schedule  
Participants >

Need to Register?  
Attendees must first register for the meeting with the IADC in order to gain access to the full meeting site. Only registered attendees will be able to login to the site with their IADC username and password.

THINGS TO DO IN CHICAGO

Search for... Search Ashley H. ▾  
My Conference Profile  
My Experience  
Technical Support  
Logout





# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8

### BROWSING THE MEETING SCHEDULE

This feature allows you to view the meeting schedule. Hover over “Schedule” to view all the options.

- Full Schedule: View the entire meeting schedule.
- In-Person Schedule: Displays sessions and events held onsite at the Fairmont Chicago.
- Virtual Schedule: Displays sessions and events held online.
- Committee Sponsors: Browse CLE programming by Committee sponsor.
- Date: Browse sessions and events by date.
- Speaker: View meeting speakers and see what programs they are participating in.
- On Demand: View CLE programming offered in an On Demand format.

The screenshot displays the website header for the IADC 2021 Annual Meeting, held from August 15-19 at the Fairmont Chicago in Chicago, Illinois. The header includes the IADC logo, the event title, dates, location, and a 'Celebrating 100+1 Years' graphic. Below the header is a search bar and a user profile dropdown for 'Ashley H.'. The main navigation menu on the left lists: Registration, Schedule (circled in red), On Demand, My Schedule, Participants, Sponsors, and CLE Information (Coming Soon). A dropdown menu for 'Schedule' is open, listing: Full Schedule, In-Person Schedule, Virtual Schedule, Browse by Committee Sponsors, Browse by Date, and Browse by Speaker. The main content area features a 'Need to Register?' banner, a 'THINGS TO DO IN CHICAGO' banner with a cityscape image, and a 'FULL SCHEDULE' banner. A 'THANK YOU TO OUR SPONSORS' section is visible on the right, featuring the SEA logo and the Exponent logo.








# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8

Click on the title of any session to view the program description, speakers, CLE materials, and more.



12:30 PM – 1:30 PM US CDT	Book Review: <i>The Devil in the White City</i> by Erik Larson 	★
	Location: Ambassador Room <b>In-Person</b>	
1:30 PM – 3:00 PM US CDT	The Only Thing That Is Constant Is Change: The Evolving Legal Landscape of Climate Change  	★
	Location: Gold Room Sharon Donaldson Stuart – Christian & Small LLP Linda Kelly – National Association of Manufacturers Klaus Diem – Nationwide Jan Bouckaert – Stibbe <b>In-Person</b> <b>Virtual</b>	
3:15 PM – 4:45 PM US CDT	Mind Your Brain: Maximizing Your Health and Well-Being  	★
	Location: Gold Room Matthew Davis, MD – Sleep Dynamics <b>In-Person</b> <b>Virtual</b>	

★ Favorite    ✉ Email    📘 Facebook    🐦 Tweet    🖨 Print    ✕

**In-Person** **Virtual**


### The Only Thing That Is Constant Is Change: The Evolving Legal Landscape of Climate Change

📅 Tuesday, August 17, 2021    ⌚ 1:30 PM – 3:00 PM US CDT    📍 Location: Gold Room

*This program will be available On Demand at this date and time.*

This program will look at historical efforts to bring about social change through litigation or governmental regulation with an emphasis on climate change as it explores how companies around the world are grappling with new threats to their business, new regulatory enforcement, financial disclosures related to climate change, and powerful social pressure to reduce their impact on the environment.

 **Sharon Donaldson Stuart**  
Christian & Small LLP  
Birmingham, Alabama, United States

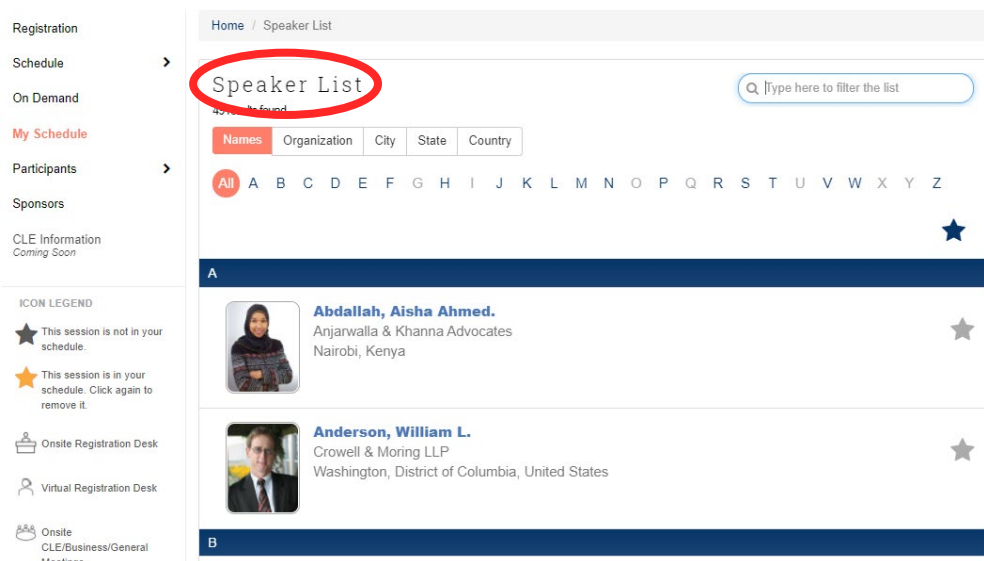
# ATTENDEE USER GUIDE

*How to Use the Online Meeting Platform*

current version as of June 8

## CONNECTING WITH FELLOW MEETING PARTICIPANTS

Only registered attendees have access to the participant list in the navigation menu. You may browse the participant list by attendees or speakers.



# ATTENDEE USER GUIDE

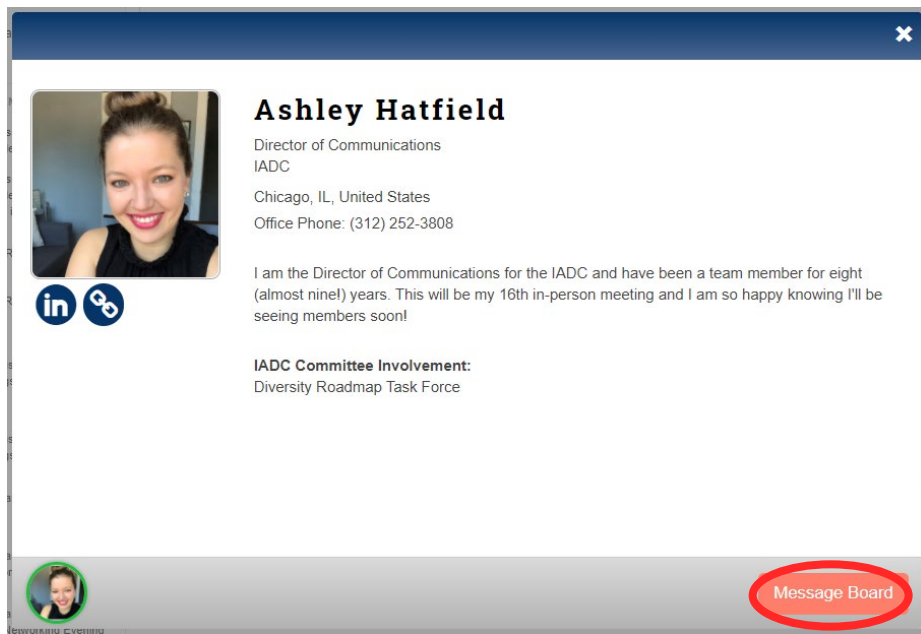
## How to Use the Online Meeting Platform

current version as of June 8

When viewing the participant list, you can click on the name of the participant to view more about them.

If the participant is an attendee, you will see their conference profile. If the participant is a speaker, you will see their biography and the details of their presentation. You may reach out to meeting participants by clicking the “message board” button or “email” button when viewing their profile.

Attendee:



A screenshot of a user profile for Ashley Hatfield. The profile includes a photo of a woman with blonde hair, her name, title (Director of Communications at IADC), location (Chicago, IL), and office phone number. Below this is a short bio and a section for IADC Committee Involvement. At the bottom right, a red circle highlights the "Message Board" button.

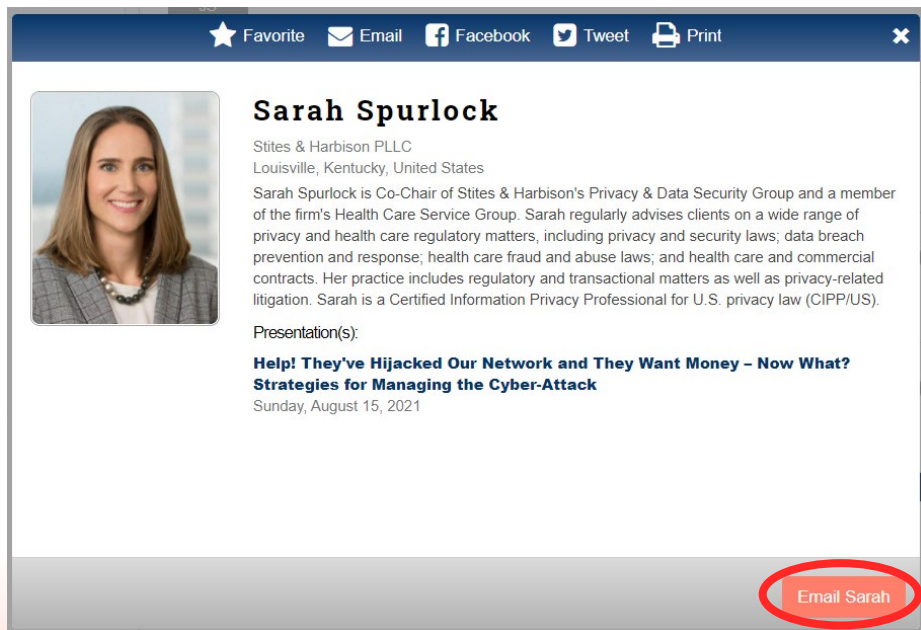
**Ashley Hatfield**  
Director of Communications  
IADC  
Chicago, IL, United States  
Office Phone: (312) 252-3808

I am the Director of Communications for the IADC and have been a team member for eight (almost nine!) years. This will be my 16th in-person meeting and I am so happy knowing I'll be seeing members soon!

**IADC Committee Involvement:**  
Diversity Roadmap Task Force

Message Board

Speaker:



A screenshot of a user profile for Sarah Spurlock. The profile includes a photo of a woman with brown hair, her name, title (Stites & Harbison PLLC), and location (Louisville, Kentucky). Below this is a detailed biography and a section for her presentation(s). At the bottom right, a red circle highlights the "Email Sarah" button.

**Sarah Spurlock**  
Stites & Harbison PLLC  
Louisville, Kentucky, United States

Sarah Spurlock is Co-Chair of Stites & Harbison's Privacy & Data Security Group and a member of the firm's Health Care Service Group. Sarah regularly advises clients on a wide range of privacy and health care regulatory matters, including privacy and security laws; data breach prevention and response; health care fraud and abuse laws; and health care and commercial contracts. Her practice includes regulatory and transactional matters as well as privacy-related litigation. Sarah is a Certified Information Privacy Professional for U.S. privacy law (CIPP/US).

**Presentation(s):**  
**Help! They've Hijacked Our Network and They Want Money - Now What? Strategies for Managing the Cyber-Attack**  
Sunday, August 15, 2021

Email Sarah



# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8

### CREATE A PERSONALIZED SCHEDULE (LOGIN REQUIRED)

After you have registered for the meeting and logged into the platform, you can create a personalized schedule. To do this, view the schedule and favorite any session or event to add it to your “My Schedule” page. As a registered attendee, you have access to sessions and events regardless of whether or not you have favorited them.

To create your personalized schedule:

1. View the schedule.
2. To favorite a session or event, select the star which will turn yellow.
3. Any session or event with a yellow star is added to your “My Schedule” page.
4. “My Schedule” can be accessed from the left-hand navigation menu.

2:15 PM – 3:15 PM US CDT	The Empowerment Collaborative Social (\$)	
2:30 PM – 4:30 PM US CDT	Architectural Boat Tour (\$)	
4:30 PM – 5:30 PM US CDT	Virtual New Member Social	

Schedule >

On Demand

**My Schedule**

Participants >

Sponsors

CLE Information  
Coming Soon

ICON LEGEND

★ This session is not in your schedule.

Presentations Speakers Attendees

**Monday, August 16**

2:15 PM – 3:15 PM US CDT	The Empowerment Collaborative Social (\$) Location: Ambassador Room	
4:30 PM – 5:30 PM US CDT	Virtual New Member Social	

# ATTENDEE USER GUIDE

## How to Use the Online Meeting Platform

current version as of June 8





### DOWNLOAD CALENDAR APPOINTMENTS

To download calendar appointments for sessions and events:

1. Click the title of any session or event that you want to add to your personal calendar. This will open a pop-up window with session details.
2. Within the session's pop-up, click "Add This Event To Your Personal Calendar."
3. A calendar appointment will download and appear at the bottom of your browser. Click the download to open the appointment.
4. Within the calendar appointment, click "Save and Close." This session will now appear on your calendar.
5. Repeat for any program you would like to save to your personal calendar.

See following screenshots for additional reference.

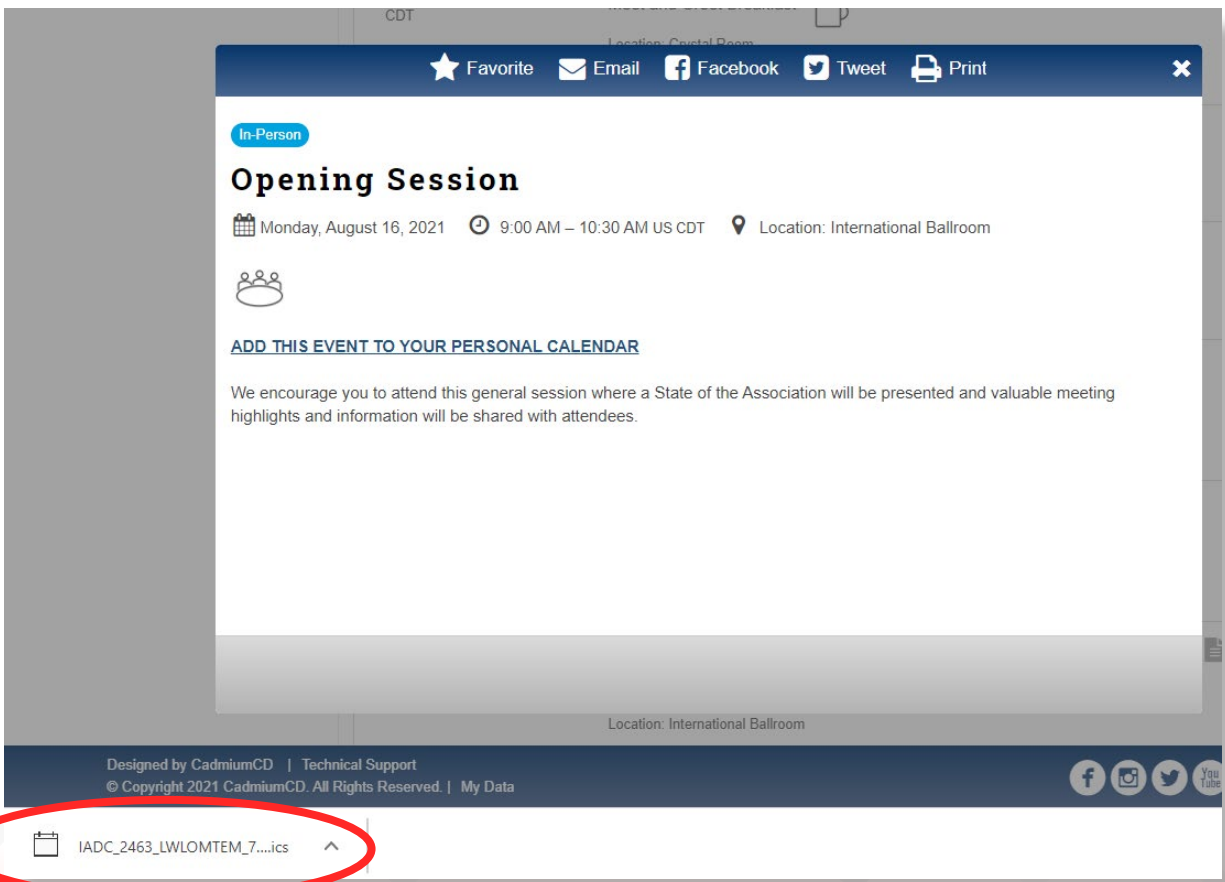
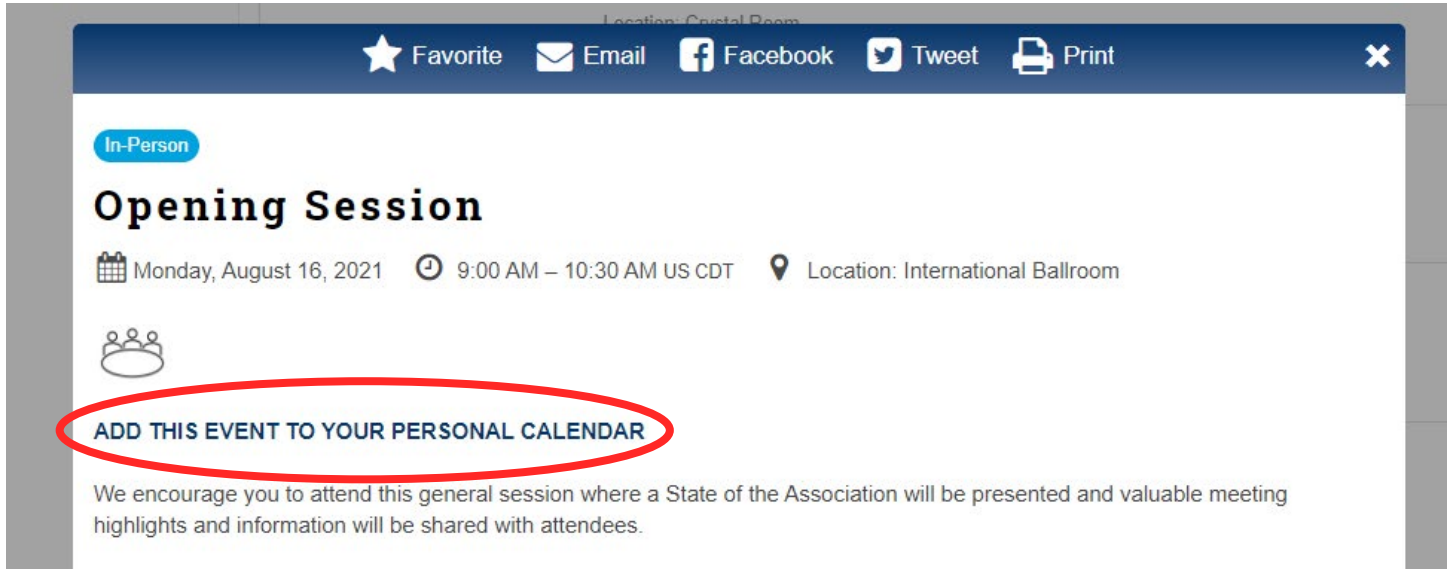
Each calendar appointment converts to your time zone with a 15 minute reminder. Direct links to the program, your "My Schedule" page, and the online meeting platform are also included.

9:00 AM – 10:30 AM US CDT	Opening Session 	★
	Location: International Ballroom <b>In-Person</b>	
10:30 AM – 11:30 AM US CDT	Open Forum with David Brooks 	★
	Location: International Ballroom <b>In-Person</b>	
12:30 PM – 2:00 PM US CDT	101 Years of IADC: The Laws and Cases That Defined the Past Century and a Look Ahead  	📄 ★
	Location: International Ballroom	

# ATTENDEE USER GUIDE

*How to Use the Online Meeting Platform*

**current version as of June 8**





# ATTENDEE USER GUIDE

*How to Use the Online Meeting Platform*

**current version as of June 8**

The screenshot shows the Microsoft Outlook 'Appointment' window. The title bar reads 'Opening Session (IADC 2021 Annual Meeting) - Appointment'. The ribbon includes 'File', 'Appointment', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Appointment' ribbon has several groups: 'Actions' (Delete, Forward), 'Teams Meeting' (Teams Meeting icon), 'Meeting Notes' (Meeting Notes icon), 'Attendees' (Invite Attendees icon), 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence), 'Tags' (Categorize, Private, High Importance, Low Importance), 'Voice' (Dictate), and 'Add-in' (Insights). A red circle highlights the 'Save & Close' button in the Actions group. The appointment details are as follows:

Title	Opening Session (IADC 2021 Annual Meeting)				
Start time	Mon 8/16/2021	9:00 AM	Central Time (US & Cana)	<input type="checkbox"/> All day	<input checked="" type="checkbox"/> Time zones
End time	Mon 8/16/2021	10:30 AM	Central Time (US & Cana)	<input type="checkbox"/> Make Recurring	
Location	<a href="https://www.eventscribe.net/2021/AM/index.asp?presTarget=1712959">https://www.eventscribe.net/2021/AM/index.asp?presTarget=1712959</a>				

**IADC 2021 ANNUAL MEETING**  
For more information: <https://www.eventscribe.net/2021/AM/index.asp?presTarget=1712959>

The screenshot shows a calendar view for Monday, August 16, 2021. The time slots are listed from 5 AM to 10 AM. The 9 AM slot is highlighted in blue and contains the following text:

5 AM	
6 AM	
7 AM	
8 AM	
9 AM	<b>Opening Session (IADC 2021 Annual Meeting)</b> <a href="https://www.eventscribe.net/2021/AM/index.asp?presTarget=1712959">https://www.eventscribe.net/2021/AM/index.asp?presTarget=1712959</a>
10 AM	

A red oval highlights the 9 AM meeting slot.

*Still have questions?*

Please email [info@iadclaw.org](mailto:info@iadclaw.org) or call the IADC office at +1.312.368.1494.

