

ATTENDEE USER GUIDE

How to Use the Meeting Website

current version as of March 28

2023 ANNUAL MEETING

IADC's 2023 Annual Meeting will utilize a meeting website which will host meeting content and event information for registered 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. As a registered attendee logged into the website, you can even favorite sessions to create your own schedule.

The screenshot displays the website for the 2023 Annual Meeting in Waimea, Hawaii, USA, from July 9-14. The header includes the IADC logo (Superior Advocates, Global Perspective) and a search bar. The main navigation menu on the left lists: Schedule, My Schedule (Login Required), Participants, Sponsors, Event Information, Frequently Asked Questions, CLE Information (Coming Soon), and Meeting and CLE Evaluations (Coming Soon). Below the menu is a 'PRINTABLE FULL SCHEDULE' button with an 'Access Now' link. The main content area features a large 'Aloha' graphic with a 'REGISTER HERE' button, a 'Schedule' section with a note that all times are in Hawaii Standard Time, a 'GENERAL MEETING Information' section, and a 'HOTEL INFORMATION' section for the Fairmont Orchid. A prominent orange banner advertises 'ACTIVITIES and TOURS'. At the bottom, a blue banner encourages users to 'DISCOVER EXPLORE PLAN The Big Island' with links to 'THINGS TO DO - GOLF - RESTAURANTS - MAPS - EVENTS'. On the right side, a 'Thank You To Our 2023 ANNUAL MEETING CLE STEERING COMMITTEE' lists the Chair (Heather C. Devine, Toronto, ON, Canada) and several Members from various international locations including Florida, Australia, Malaysia, Texas, Kentucky, Hawaii, Japan, Maryland, South Carolina, Iowa, North Carolina, and Turkey.



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HOW DO I USE THE MEETING WEBSITE?

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

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

FAQ

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

- Content Access
- Troubleshooting Technology
- Continuing Legal Education Programming
- Networking



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IMPORTANT TIP

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

LOGGING IN

To make the most of your meeting experience, we suggest logging in soon after registering to familiarize yourself with the website. To access the website'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 meeting website. If you need assistance with your login details, email info@iadclaw.org or call the IADC office at +1.312.368.1494.



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

<https://iadc2023am.eventscribe.net/>

How do I bookmark a web page?

1. Open Google Chrome. (Google Chrome is the recommended web browser.)
2. Copy and paste the meeting website 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 meeting website from your bookmark bar.



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After registering for the meeting and selecting “Login” in the upper right corner of the meeting website, 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 in 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.

Please note: If you participated in a previous meeting that utilized the meeting website and have already provided consent, you will not have to do that again.



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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 meeting website. You will, however, need to upload a photo and add information to any empty fields. Edits made to your conference profile within the meeting website 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, and Networking. A 'Save and Continue' button is located at the top right. The 'Profile' step is currently active and contains the following sections:

- Name:** Fields for First Name (Ashley), Middle Initial (M.I.), Last Name (Hatfield), and a dropdown for 'N/A'. Below these are radio buttons for pronouns: he/him/his, she/her/hers, they/them/theirs, and Self-describe.
- Professional Information:** Fields for Credentials, Title (Director of Communications), and Organization (International Association of Defense Counsel). A text area for a bio is also present, with a preview of the text: 'Ashley is the Director of Communications for the IADC and has been a team member for almost 11 years.'
- Contact Details:** Fields for City (Chicago), State (Illinois), ZIP (60606), Country (United States), Email (ahatfield@iadclaw.org), and two phone numbers: (269) 330-4897 and (312) 252-3808.
- Social Media:** Fields for website (http://www.iadclaw.org), My Blog URL, LinkedIn (linkedin.com/myHandle), Facebook (facebook.com/myHandle), and Twitter (twitter.com/myHandle).



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New!

If your spouse/significant other is attending the meeting with you, we encourage you to share their information with fellow attendees. You can upload a photo of you both together on the “photo” tab and can share their name, email address, and/or phone number if they are comfortable being contacted by other attendees/guests on the “networking” tab.

Profile Photo Ribbons Networking Save and Continue

Upload Your Photo

Drag to Upload File, or
Choose File

Accepted files types are .jpg and .png

Profile Photo Ribbons Networking Save and Continue

Upload Your Photo

Drag to Upload File, or
Choose File

Accepted files types are .jpg and .png

If you’ve been to an IADC meeting before, you are familiar with our meeting badge flair. We are bringing our ribbons to you online! Please note that most ribbons will be added to attendee profiles by IADC staff (i.e. Committee Chair; Speaker; etc.). However, feel free to add any of the additional ribbons 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. First Timer; Committee Chair; Board of Directors; Speaker; 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 2 Professional Ribbons

Select Professional Ribbons

Select Professional Ribbons



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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. This is also where you can add spouse/significant other contact information if they are attending the meeting.

Profile Photo Ribbons Networking Save and Finish

Your Networking Options

Share your profile with attendees and sponsors?

By sharing your contact information, your profile will appear on the Attendee page 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

Please note: If your spouse/guest is attending the meeting, we encourage you to upload a photo of you both together on the "Photo" tab of your profile.

Primary Practice Areas

IADC Committee Involvement

Spouse/Guest Name - Email Address - Cell Number (if attending the meeting)

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."



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BROWSING THE MEETING SCHEDULE

This feature allows you to view the meeting schedule. Hover over “Schedule” to view all the options. *All viewing options described below coming soon!*

- Full Schedule: View the entire meeting schedule.
- On Demand CLE Offerings: View CLE programming offered in an On Demand format.
- Business Development: View prime business development opportunities.
- Date: Browse sessions and events by date.
- Speaker: View meeting speakers and see what programs they are participating in.
- Committee Sponsors: Browse CLE programming by Committee sponsor.

The screenshot displays the website for the 2023 Annual Meeting in Waimea, Hawaii, USA, from July 9-14. The header includes the IADC logo and the text "SUPERIOR ADVOCATES. GLOBAL PROSPECTIVE." The navigation bar features "Schedule", "Page Settings", "QR Code", a search bar, and the user name "Ashley H.". A dropdown menu for "Schedule" is open, showing options: "Full Schedule", "Browse by Date", and "Browse by Speaker". The main content area includes a "REGISTER HERE" button, a "Schedule" section with the note "ALL TIMES POSTED ON THE WEBSITE ARE IN HAWAII STANDARD TIME.", a "GENERAL MEETING Information" section, a "HOTEL INFORMATION" section for "Fairmont Orchid", and a banner for "ACTIVITIES and TOURS" with a "DISCOVER EXPLORE PLAN The Big Island" button. A sidebar on the left contains navigation links like "My Schedule", "Participants", "Sponsors", and "Event Information". A "Thank You To Our CONVENTION COMMITTEE" section lists various sponsors and their representatives. An "ICON LEGEND" and "PRESENTATION ICONS" section are also visible at the bottom left.







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

8:30 AM – 11:00 AM US HST	Networking Coffee Break Location: Salon Foyer	★
8:45 AM – 10:15 AM US HST	Litigio! Litige! 訴訟 Soshō, Rechtsstreit! Special Considerations When Your Client is from Another Part of the World  Kurt Gerstner – Dentons Lee Bains Fleming – Norman, Wood, Kendrick & Turner Joséane Chrétien – McMillan LLP	★
9:00 AM – 10:00 AM US HST	Seaside Yoga (Complimentary)  Location: Coconut Grove	★
10:30 AM – 12:00 PM US HST	Data Privacy, Piracy, and Conspiracy: New International Data Regulations Can Impose Dire Consequences on the Unprepared  Sherylle Francis – Sherylle Francis, P.A. Brent Arnold – Gowling WLG (Canada) LLP Walt Green – Phelps Dunbar LLP Marcia Narine Weldon – University of Miami	★
12:30 PM – 2:00 PM US HST	Open Scramble Golf Tournament (\$)  Location: Mauna Lani South Golf Course	★


★ Favorite ✉ Email  Facebook  Tweet ✕

Litigio! Litige! 訴訟 Soshō, Rechtsstreit! Special Considerations When Your Client is from Another Part of the World

 Tuesday, July 11, 2023  8:45 AM – 10:15 AM US HST



As cross-border trade and business transactions continue to increase, so do the number of disputes arising between parties from different countries. Differences in legal systems, business practices, cultural norms, languages, time zones, and other factors, including bias, all contribute to create potential difficulties when representing a foreign client in litigation and arbitration matters. This program will identify many of the pitfalls and special issues that you need to consider when representing a foreign client, including special issues in discovery, case handling, and during trial. The program will be presented as a fireside chat where a U.S. federal court judge and experienced lawyers from different countries will offer guidance on how to avoid many of those pitfalls that can occur during your representation, enabling you to protect your foreign client's interests more successfully.

 **Kurt Gerstner**
Dentons Lee
Seoul, Korea



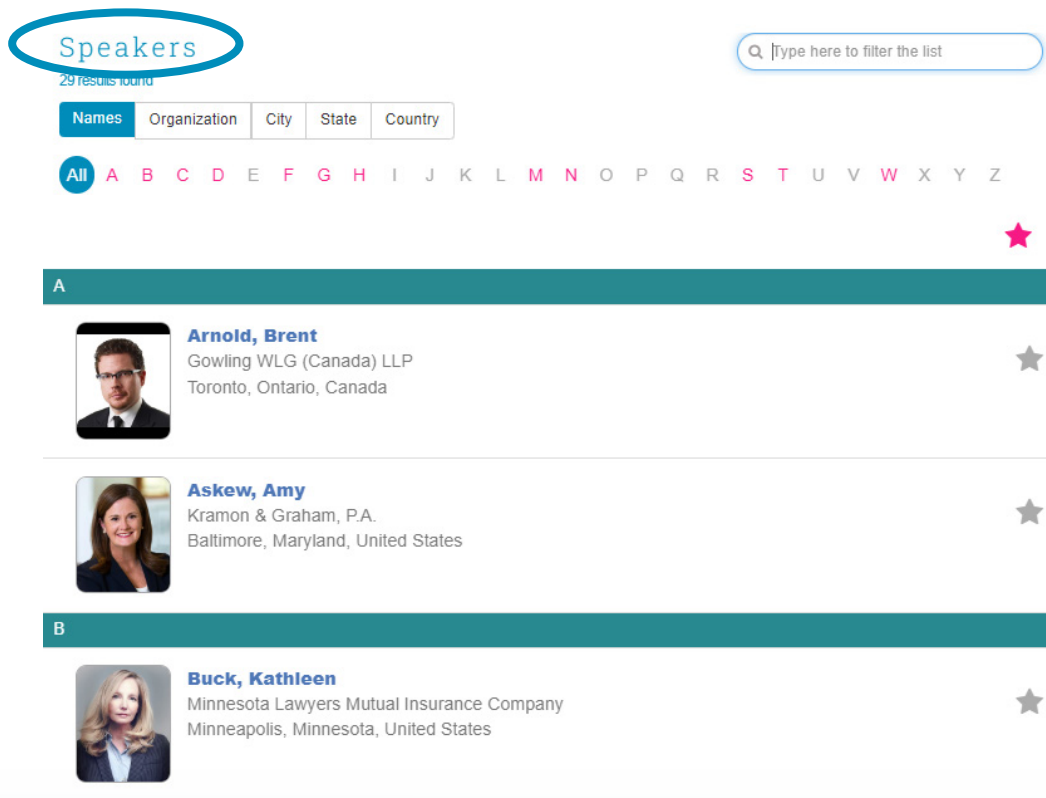
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CONNECTING WITH FELLOW MEETING PARTICIPANTS

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



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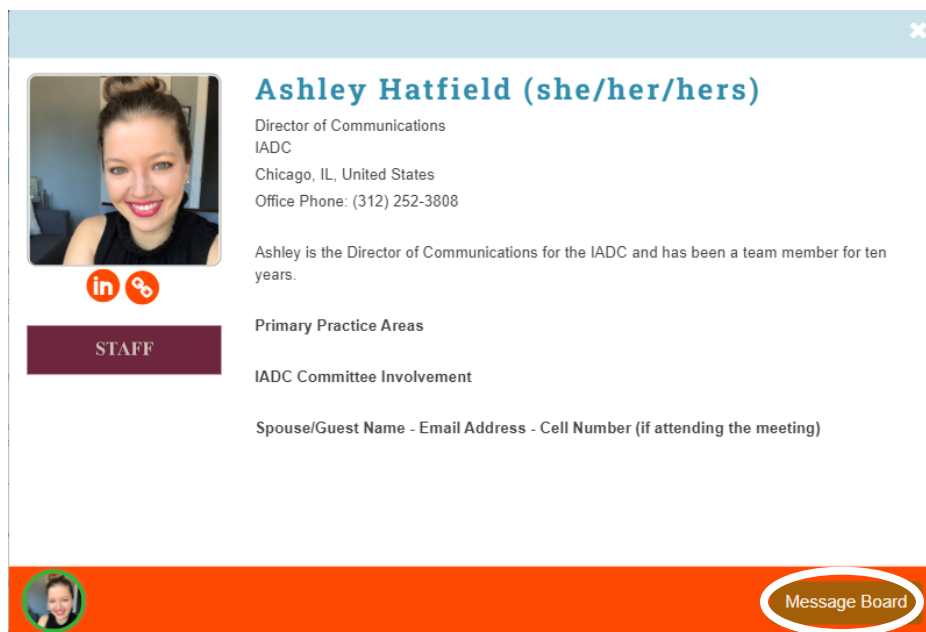
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When viewing the participant list, you can click on the name of the participant to view more about them.

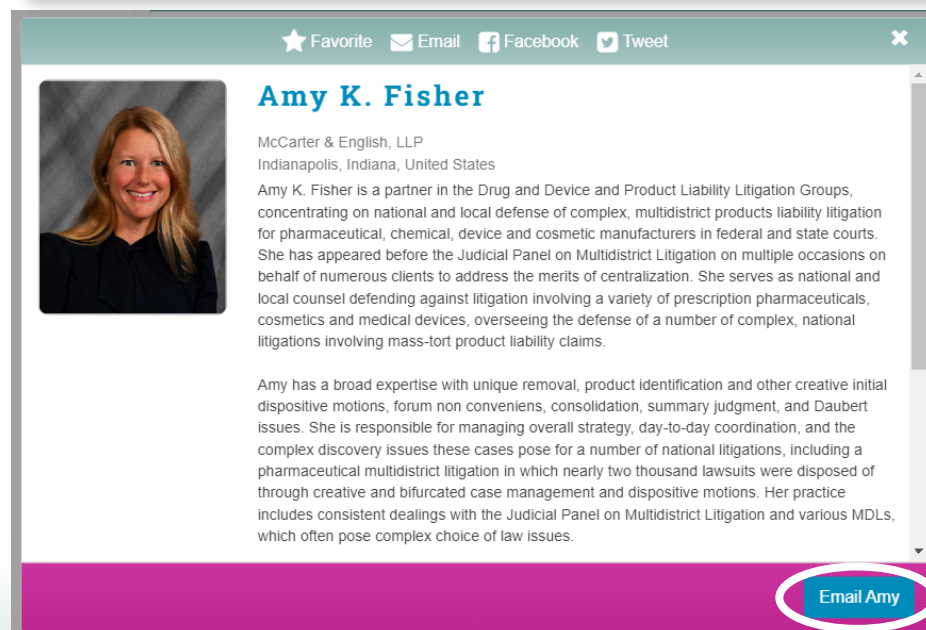
If the participant is an attendee, you will see their conference profile. If the participant is a speaker, you will see their biography and the details of their presentation. You may reach out to meeting participants by clicking the “message board” button or “email” button when viewing their profile.

Attendee:



A screenshot of a user profile for Ashley Hatfield. On the left is a headshot of a woman with blonde hair. To the right of the photo is her name in bold blue text, followed by her title 'Director of Communications', organization 'IADC', location 'Chicago, IL, United States', and office phone '(312) 252-3808'. Below the photo are LinkedIn and a social media icon. A dark red button labeled 'STAFF' is positioned below the icons. To the right of the photo, there is a section for 'Primary Practice Areas' and 'IADC Committee Involvement'. At the bottom of the profile, there is a field for 'Spouse/Guest Name - Email Address - Cell Number (if attending the meeting)'. At the bottom right of the profile card, there is a small circular icon of the user and a button labeled 'Message Board' which is circled in white.

Speaker:



A screenshot of a user profile for Amy K. Fisher. At the top right are icons for Favorite, Email, Facebook, and Tweet. On the left is a headshot of a woman with blonde hair. To the right is her name in bold blue text, followed by her firm 'McCarter & English, LLP', location 'Indianapolis, Indiana, United States', and a detailed biography. Below the biography is another paragraph of text. At the bottom right of the profile card, there is a button labeled 'Email Amy' which is circled in white.



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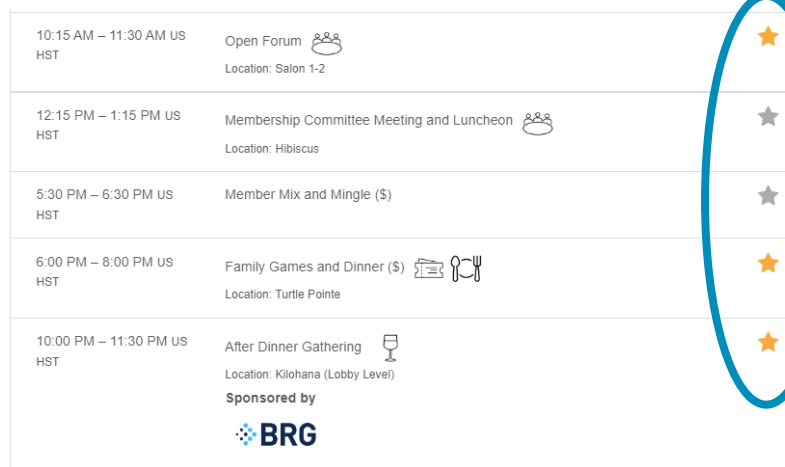
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CREATE A PERSONALIZED SCHEDULE (LOGIN REQUIRED)

After you have registered for the meeting and logged into the meeting website, 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:

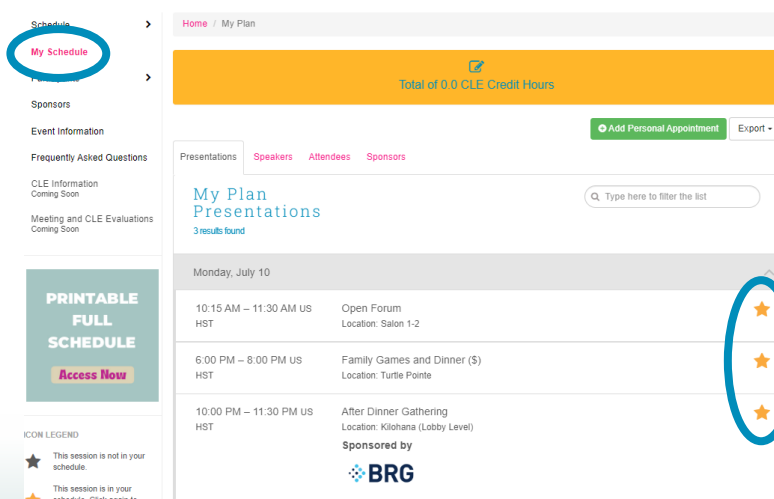
1. View the schedule.
2. To favorite a session or event, select the star which will turn yellow.
3. Any session or event with a yellow star is added to your “My Schedule” page.
4. “My Schedule” can be accessed from the left-hand navigation menu.



10:15 AM – 11:30 AM US HST	Open Forum 	
12:15 PM – 1:15 PM US HST	Membership Committee Meeting and Luncheon 	
5:30 PM – 6:30 PM US HST	Member Mix and Mingle (\$)	
6:00 PM – 8:00 PM US HST	Family Games and Dinner (\$)  	
10:00 PM – 11:30 PM US HST	After Dinner Gathering 	

Location: Salon 1-2
Location: Hibiscus
Location: Turtle Pointe
Location: Kiloohana (Lobby Level)

Sponsored by




Home / My Plan

Total of 0.0 CLE Credit Hours




[Add Personal Appointment](#) [Export](#)


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My Plan Presentations

3 results found

Monday, July 10

10:15 AM – 11:30 AM US HST	Open Forum Location: Salon 1-2	
6:00 PM – 8:00 PM US HST	Family Games and Dinner (\$) Location: Turtle Pointe	
10:00 PM – 11:30 PM US HST	After Dinner Gathering Location: Kiloohana (Lobby Level)	

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PRINTABLE FULL SCHEDULE
[Access Now](#)

ICON LEGEND
★ This session is not in your schedule.
★ This session is in your schedule. Click again to

