How to Use the Online Meeting Platform

current version as of November 10

2023 Midyear Meeting

IADC's 2023 Midyear Meeting will utilize an online meeting platform which will host meeting content and 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 (see page 9). As a <u>registered</u> attendee logged into the platform, you can even favorite sessions to create your own schedule.





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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



Visit the <u>Frequently Asked Questions page</u> on the online meeting platform for more information on:

Content Access
 Troubleshooting Technology
 Continuing Legal Education Programming

 Networking



IADC 2023 MIDYEAR MEETING

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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 <u>must</u> first register for the meeting.

<u>Please note:</u> You will be using your IADC website username and password to register for the meeting <u>and</u> to access the online meeting platform. If you need assistance with your login details, email <u>info@iadclaw.org</u> 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/2023/MYM/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.



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

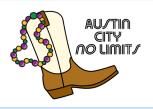
- 1. You will be brought to a login screen where you will enter your IADC website username and password to enter the site; or
- 2. You may be auto-logged into the meeting platform if you are currently logged into the IADC website due to integration with our membership database.

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



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

<u>Please note:</u> If you participated in a previous meeting that utilized the online meeting platform and have already provided consent, you will not have to do that again.



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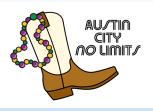
TIPS ON CREATING YOUR CONFERENCE PROFILE

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.

<u>Please note</u>: 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.

Profile	Photo	Ribbons	Networking	Save and Continue
1 Name		■ Professio	nal Information	
Ashley	*	Credentials		
M.L		Director of Commun	nications "	
Hatfield	*	IADC		*
N/A 🔍 🕶 Pronouns		Ashley is the Direct member for ten year	tor of Communications for the IAD ars.	C and has been a team
she/her/hers				1.
they/them/theirs				
Self-describe:				
≅ Contact Details		Social Me	edia	
Chicago	*	https://www.iadclaw	v.org	
Illinois 💌	*	My Blog URL		
60606-3300		https://www.linkedir	n.com/in/ashleyjhatfield	
United States		facebook.com/myH	landle	
ahatfield@iadclaw.org	*	twitter.com/myHand	dle	
Cell Phone				
(312) 252-3808				

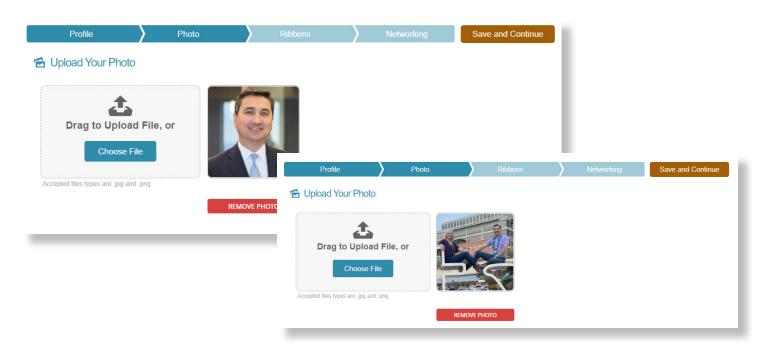


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New!

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.



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
	Staff (i.e. Committee However, feel free to	t ribbons will be added to attendee Chair; Board of Directors; Speaker add any of the additional ribbons h ns will be displayed on your attende	; Sponsor; etc.). ere that apply to	
Pick Up To Two Prot	essional Ribbons			
Select Professional Ribbons	* *			
AUZTIN				

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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	\rangle	Ribbons	Networking	Save and Finish
🔒 Your Networking Op	otions		:≡ Additiona	al Information	
Share your profile with atten	ndees and sponsors?			our spouse/guest is attending the me f you both together on the "Photo" ta	2, 2,
Attendee page under your nam other attendees if you are opte	nation, your profile will appear on the me. You will only be able to contact ad-in as well. Sponsors will also have teract with them by viewing their		Primary Practice		
Share your favorites with ot	har attandaas?		IADC Committee	Involvement	
items you have added to your	er attendees can see which schedule schedule.		Spouse/Guest N meeting)	ame - Email Address - Cell Numb	er (if attending the

To make edits or updates after completing your conference profile, select your name in the topright corner of the screen and click "My Conference Profile."

		2023 Midyea Austin, Tex FEBRUARY	as USA	SUPBACH ADVOCATES GLOBAL PORPECTIVE
Schedule			Search for	Search Ashley H
Schedule My Schedule	>			My Conference Profile My Experience



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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.

- 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.



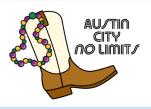


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Click on the title of any session to view the program description, speakers, CLE materials, and more.

8:30 AM – 8:45 A	M CST Networking Coffee Break	*
8:45 AM – 10:15	AM CST Including Veterans in DEI Programs Laura Marshall – McGuireWoods LLP Robert Redmond, Jr. – McGuireWoods James Shelson – Phelps Dunbar Jack White – McGuireWoods LLP CLE: 1.5 Credit Hours	*
8:45 AM – 10-15	AM CST When the Walls Fall Down: Disaster Litigation and the Surfside Condo Collapse & Nathan Cole – Kenney & Sams, P.C. Jeffrey A. Holmstrand – Grove, Holmstrand & Delk, PLLC Kathy J. Maus – Butler LLP Randall Poston – Pivot Engineering Sponsored by PIVOT	\mathbf{i}
9:30 AM – 10:30	<image/> <section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header>	



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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.





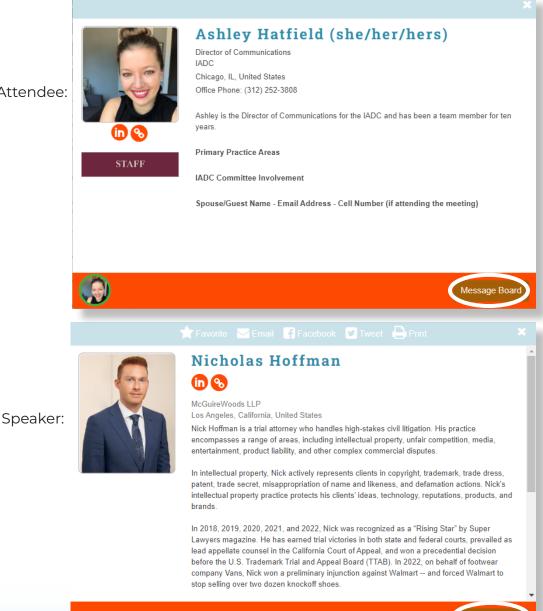
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When viewing the participant list, you can click on the name of the participant to view more about them.

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.







Email Nichola

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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.

			BDO			
	8:45 AM - 10:	15 AM CST	Science Does	n't Sell Itself; It Needs a Story		*
				- Nelson Mullins Riley & Scarborough LLP		
			Robert G. Smith – Sonia Valdes – Me	Lorance Thompson PC		
			CLE: 1.5 C			
	8:45 AM – 10:	15 AM CST	Social Justice	on the Main Stage 🐣		*
			Joe Briggs - NFL	Players Association		
				- Everett Dorey LLP		
			Scott Rochelle – N	lational Basketball Retired Players Association		
			CLE: 1.5 0	redit Hours		
	9:30 AM - 10:	30 AM CST	Morning "Coff	ee Run" Walk		*
Schedule	10:30 AM - 12	2:00 PM cst Home / My PL		Anxious People by Fredrik Backman		
Schedule Ny Schedule Participants	-	-		Anxious People by Fredrik Backman		
Schedule	>	-		ß	Add Personal Appointme	nt Export
Schedule hy schedule Participants Sponsors	> > ed Questions	-		3 1.5	Add Personal Appointme	nt Export
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