

ATTENDEE USER GUIDE

How to Use the Meeting Website

current version as of March 25

2024 ANNUAL MEETING

IADC's 2024 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 IADC 2024 Annual Meeting website interface. At the top, a banner features a mountain range and city skyline, with the text "IADC ANNUAL MEETING July 6 - 11, 2024" on the left and "VANCOUVER, BC Canada" on the right. Below the banner is a navigation bar with "Schedule", "Page Settings", "QR Code", a search bar, and "Login".

The main content area is divided into several sections:

- Registration:** A green banner with "Join IADC in VANCOUVER" and a "Register Here" button.
- SCHEDULE:** A blue banner with "SCHEDULE" and a note: "All times posted on the website are in Pacific Time."
- THANK YOU TO OUR 2024 ANNUAL MEETING CLE STEERING COMMITTEE:** A list of names and locations, including Chair Cheryl Woodin (Toronto, ON Canada) and Members Aisha Ahmed Abdallah (Nairobi, Kenya), Rebecca Weinstein Bacon (Chicago, IL USA), Cecilia Flores Rueda (Mexico City, Mexico), Phil Goldberg (Washington, DC USA), Jeff M. Golub (Houston, TX USA), Scott O'Connell (Boston, MA USA), Emily Quan (Cleveland, OH USA), Robin Reinertson (Vancouver, BC Canada), Ryan Richman (Newark, NJ USA), Carolyn E. Biega (Indianapolis, IN USA), Steven Rosenhek (Toronto, ON Canada), Tracey L. Turnbull (Cleveland, OH USA), Douglas Vaughn (Gulfport, MS USA), Scott J. Wilkov (Cleveland, OH USA), and George E. Wolff (Kansas City, MO USA).
- ACTIVITIES and TOURS:** A section with a blue and white background.
- Justice Mahmud Jamal:** A featured session with a photo of Justice Mahmud Jamal and the text "A Judicial Legacy Shares Insights and Reflections" and "OPEN FORUM | SUNDAY, JULY 7".
- Hotel and General Meeting INFORMATION:** A section with a green and white background.
- Book Review:** A section featuring "Remarkably Bright Creatures" by Shelby Van Pelt, with the text "TUESDAY, JULY 9 | 10:00 A.M. - 11:30 A.M." and a book cover image.
- PRINTABLE FULL SCHEDULE:** A blue button with "Access Now".

On the left side, there is a navigation menu with the following items:

- Registration
- Schedule
- My Schedule (Login Required)
- Participants
- Sponsors
- Event Information
- Frequently Asked Questions
- CLE Information (Coming Soon)
- Meeting and CLE Evaluations (Coming Soon)

At the bottom left, there is an "ICON LEGEND" section:

- ★ This session is not in your schedule.
- ★ This session is in your schedule. Click again to remove it.

Below the legend is a "PRESENTATION ICONS" section with a "Registration Desk" icon.



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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
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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://iadc2024am.eventscribe.net/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 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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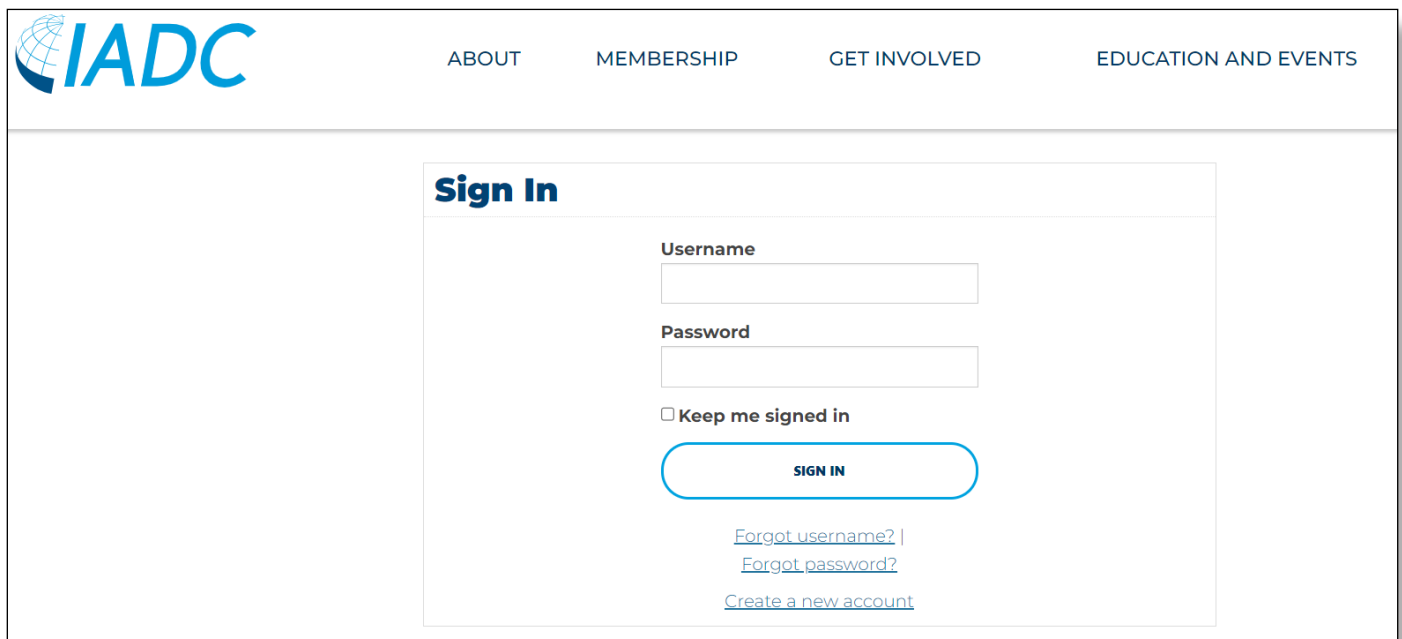
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After registering for the meeting and selecting “Login” in the upper right corner of the meeting website, one of two things will happen:

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.



The screenshot shows the IADC website's login interface. At the top left is the IADC logo. To the right are navigation links: ABOUT, MEMBERSHIP, GET INVOLVED, and EDUCATION AND EVENTS. The main content area is titled "Sign In" and contains a form with the following elements:

- Username**: A text input field.
- Password**: A text input field.
- Keep me signed in**
- SIGN IN**: A blue button with rounded corners.
- [Forgot username?](#)
- [Forgot password?](#)
- [Create a new account](#)

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 the 'Profile' step of a four-step process (Profile, Photo, Ribbons, Networking) for creating a conference profile. The header includes 'IADC ANNUAL MEETING July 6 - 11, 2024' and 'VANCOUVER, BC Canada'. The form is divided into several sections:

- Name:** Fields for First Name (Ashley), Middle Initial (M.I.), Last Name (Hatfield), and a dropdown for 'N/A'.
- Pronouns:** Radio buttons for 'he/him/his', 'she/her/hers', 'they/them/theirs', and 'Self-describe:'.
- Contact Details:** Fields for City (Chicago), State (Illinois), ZIP (60606-3300), Country (United States), and Email (ahatfield@iadclaw.org).
- Professional Information:** Fields for Credentials, Title (Director of Communications), and IADC membership status. A text area contains the bio: 'Ashley is the Director of Communications for the IADC and has been a team member for eleven years.'
- Social Media:** Fields for Website (https://www.iadclaw.org), My Blog URL, LinkedIn (https://www.linkedin.com/in/ashleyjhatfield), Facebook (facebook.com/myHandle), and Twitter (twitter.com/myHandle).

A 'Save and Continue' button is located at the top right of the form.



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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.

The screenshot shows the 'Photo' tab selected in a navigation bar. The page header includes 'IADC ANNUAL MEETING July 6 - 11, 2024' and 'VANCOUVER, BC Canada'. Below the navigation bar, there is a 'Save and Continue' button. The main content area is titled 'Upload Your Photo' and features a dashed box with an upload icon and the text 'Drag to Upload File, or Choose File'. Below this box, it states 'Accepted files types are .jpg and .png'. To the right of the upload box is a photo of a woman with a 'REMOVE PHOTO' button below it.

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.

The screenshot shows the 'Ribbons' tab selected in a navigation bar. The page header includes 'IADC ANNUAL MEETING July 6 - 11, 2024' and 'VANCOUVER, BC Canada'. Below the navigation bar, there is a 'Save and Continue' button. The main content area contains a note: '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.' Below the note is a section titled 'Pick Up To 3 Professional Ribbons' with two dropdown menus, each labeled '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 and wish to share that information.

IADC ANNUAL MEETING
July 6 - 11, 2024

VANCOUVER, BC
Canada

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 Area

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 "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 are described below:

- 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 IADC Annual Meeting website interface. At the top, it reads "IADC ANNUAL MEETING July 6 - 11, 2024" and "VANCOUVER, BC Canada". Below this is a navigation bar with a "Schedule" link highlighted in a blue circle. A dropdown menu is open, listing options: "Full Schedule", "On Demand CLE Offerings", "Business Development", "Browse by Date", "Browse by Speaker", and "Browse by Committee Sponsor". The main content area features a "SCHEDULE" banner with the text "All times posted on the website are in Pacific Time." and "ACTIVITIES and TOURS". A "PRINTABLE FULL SCHEDULE" button is visible in the bottom left. On the right, there is a "THANK YOU TO OUR SPONSORS" section with logos for SEA, bakertilly, Exponent MRC, InQuis, and YOUNG ASSOCIATES, along with "EVENT SPONSORS" HKDA, BRG, and ESI.




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

8:40 AM – 9:55 AM PDT **Avoiding Surprises – How to Effectively Manage Corporate Spend in Litigation** ★



Location: British Ballroom


[Roderick Bourke](#) – McCann FitzGerald LLP
[Steven Rosenhek \(he/him/his\)](#) – Fasken Martineau DuMoulin LLP
[Sarah Mansour](#) – Mazda Canada Inc.
[George E. Wolf](#) – HNTB Corporation

 CLE: 1.25 Credit Hours



8:40 AM – 9:55 AM PDT **Driver Assistance Safety Technology: What Is It and Is There Liability If You Don't Have It** ★

Location: Columbia Ballroom



[Michael Arnett](#) – SEA
[Harry Byrne](#)
[Michael Kleffner](#)


 CLE: 1.25 Credit Hours

9:00 AM – 10:00 AM PDT **Yoga** ★


★ Favorite ✉ Email  Facebook  Tweet ✕

Avoiding Surprises – How to Effectively Manage Corporate Spend in Litigation

 Monday, July 8, 2024 ⌚ 8:40 AM – 9:55 AM PDT 📍 Location: British Ballroom  CLE: 1.25 Credit Hours



In-house counsel frequently complain that outside counsel do not appreciate the importance of corporate budgeting and the need for realistic estimates of litigation costs. An optimistic estimate is often made at the beginning of the case and then after years of expensive litigation costs, the case results in an unexpectedly high settlement or verdict, leaving inhouse counsel to deliver an unpleasant message to corporate leadership. But a "worst case scenario" estimate is not what in-house counsel are looking for either. They don't want their "expectations managed." They understand there is uncertain risk and that things change in litigation. What they want is for their case to be managed efficiently, effectively, and without surprises. A panel of experienced inhouse and outside counsel will explore opportunities to balance a realistic understanding of the needs of outside counsel to develop a successful but cost-efficient resolution of a case, with the needs of the client to have timely information to evaluate a reasonable outcome consistent with running its business.

 **Roderick Bourke**
McCann FitzGerald LLP
Dublin, Ireland



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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.

IADC ANNUAL MEETING
July 6 - 11, 2024

VANCOUVER, BC
Canada

Schedule

Search for... Search Ashley H. ▾

Registration

Schedule >

My Schedule

Participants >

Speakers

Attendees

Speakers

Join IADC in VANCOUVER

Register Here

SCHEDULE

All times posted on the website are in Pacific Time.

THANK YOU TO OUR
2024 ANNUAL MEETING CLE STEERING COMMITTEE

Chair
Cheryl Woodin
Toronto, ON Canada

Members
Aisha Ahmed Abdallah
Nairobi, Kenya
Rebecca Weinstein Bacon
Chicago, IL USA

P

Pliszka, Peter J.
Fasken Martineau DuMoulin LLP
Toronto, ON, Canada

R

Reinertson, Robin (she/her/hers)
Blake, Cassels & Graydon LLP
Vancouver, British Columbia, Canada

Rosenhek, Steven (he/him/his)
Fasken Martineau DuMoulin LLP
Toronto, Ontario, Canada

Rouhette, Thomas
Signature Litigation AARPI
Paris, France



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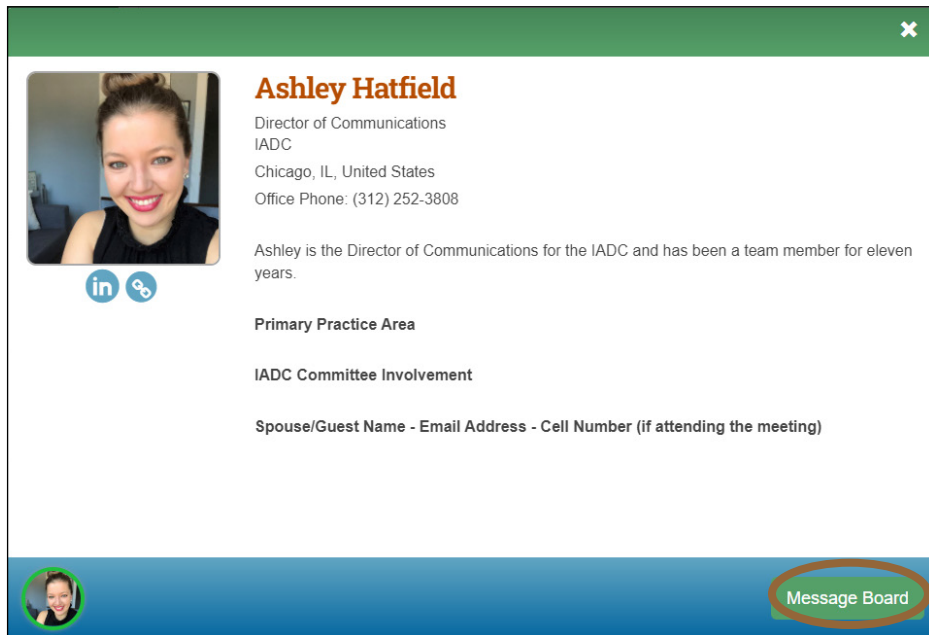
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When viewing the participant list, you can click on the name of the participant to view more about them.

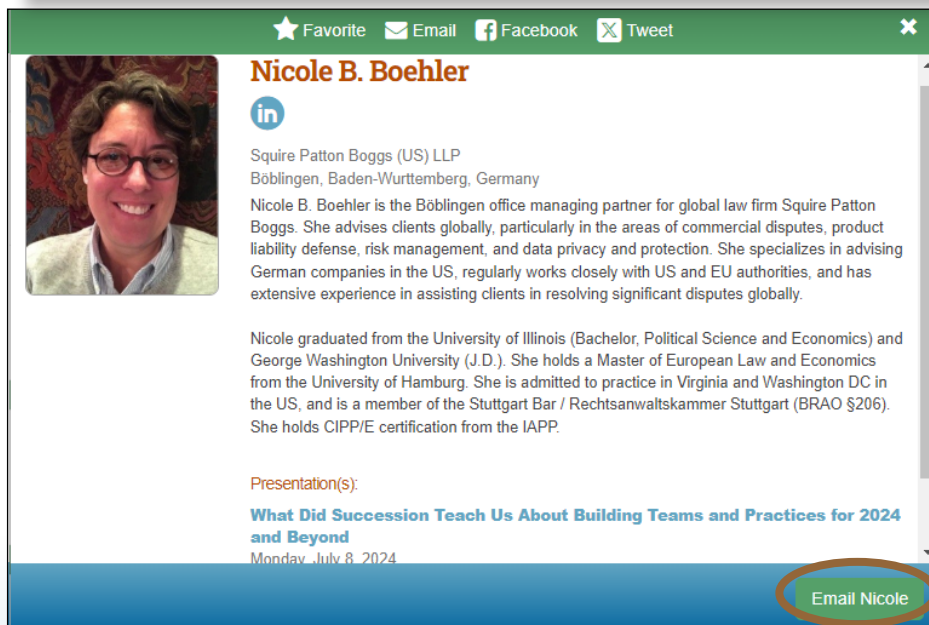
If the participant is an attendee, you will see their conference profile. If the participant is a speaker, you will see their biography and the details of their presentation. You may reach out to meeting participants by clicking the “message board” button or “email” button when viewing their profile.

Attendee:



A screenshot of a user profile for Ashley Hatfield. The profile includes a photo of a woman with blonde hair, her name in orange, and her title as Director of Communications at IADC. It lists her location as Chicago, IL, and her office phone number. A bio states she has been a team member for eleven years. There are social media icons for LinkedIn and a contact icon. Below the bio are sections for Primary Practice Area, IADC Committee Involvement, and Spouse/Guest Name - Email Address - Cell Number (if attending the meeting). At the bottom right, a 'Message Board' button is circled in orange.

Speaker:



A screenshot of a user profile for Nicole B. Boehler. The profile includes a photo of a woman with glasses, her name in orange, and her title as Squire Patton Boggs (US) LLP. It lists her location as Boblingen, Baden-Wurtemberg, Germany. A bio describes her as a managing partner for global law firm Squire Patton Boggs, specializing in advising German companies in the US. It also lists her education from the University of Illinois and George Washington University, and her admission to practice in Virginia and Washington DC. Below the bio is a section for Presentation(s) with the title 'What Did Succession Teach Us About Building Teams and Practices for 2024 and Beyond' and the date 'Monday, July 8, 2024'. At the bottom right, an 'Email Nicole' button is circled in orange.



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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.

The image shows two screenshots from the IADC 2024 Annual Meeting website. The top screenshot displays a list of sessions with a star icon next to each. The bottom screenshot shows the 'My Schedule' page, which lists the favorited sessions. A brown oval highlights the star icons in both screenshots, indicating how to favorite a session.

Time	Session Name	Location	Star Status
7:30 AM – 8:30 AM PDT	Morning “Coffee Run” Walk (Complimentary)	Meet in Lobby	Grey
8:30 AM – 10:30 AM PDT	Networking Coffee Break	Foyer	Yellow
8:45 AM – 10:00 AM PDT	Opening Session	BC Ballroom	Yellow
10:00 AM – 11:15 AM PDT	Open Forum: Justice Mahmud Jamal	BC Ballroom	Yellow
2:00 PM – 4:00 PM PDT	Family Games	Waddington	Yellow
5:00 PM – 6:00 PM PDT	First/Second Timers Reception with Past/Current Board and S...	Roof	Yellow

The bottom screenshot shows the 'My Schedule' page with the following sessions listed:

Time	Session Name	Location	Star Status
8:30 AM – 10:30 AM PDT	Networking Coffee Break	Foyer	Yellow
8:45 AM – 10:00 AM PDT	Opening Session	BC Ballroom	Yellow
10:00 AM – 11:15 AM PDT	Open Forum: Justice Mahmud Jamal	BC Ballroom	Yellow
2:00 PM – 4:00 PM PDT	Family Games	Waddington	Yellow

