ATTENDEE USER GUIDE

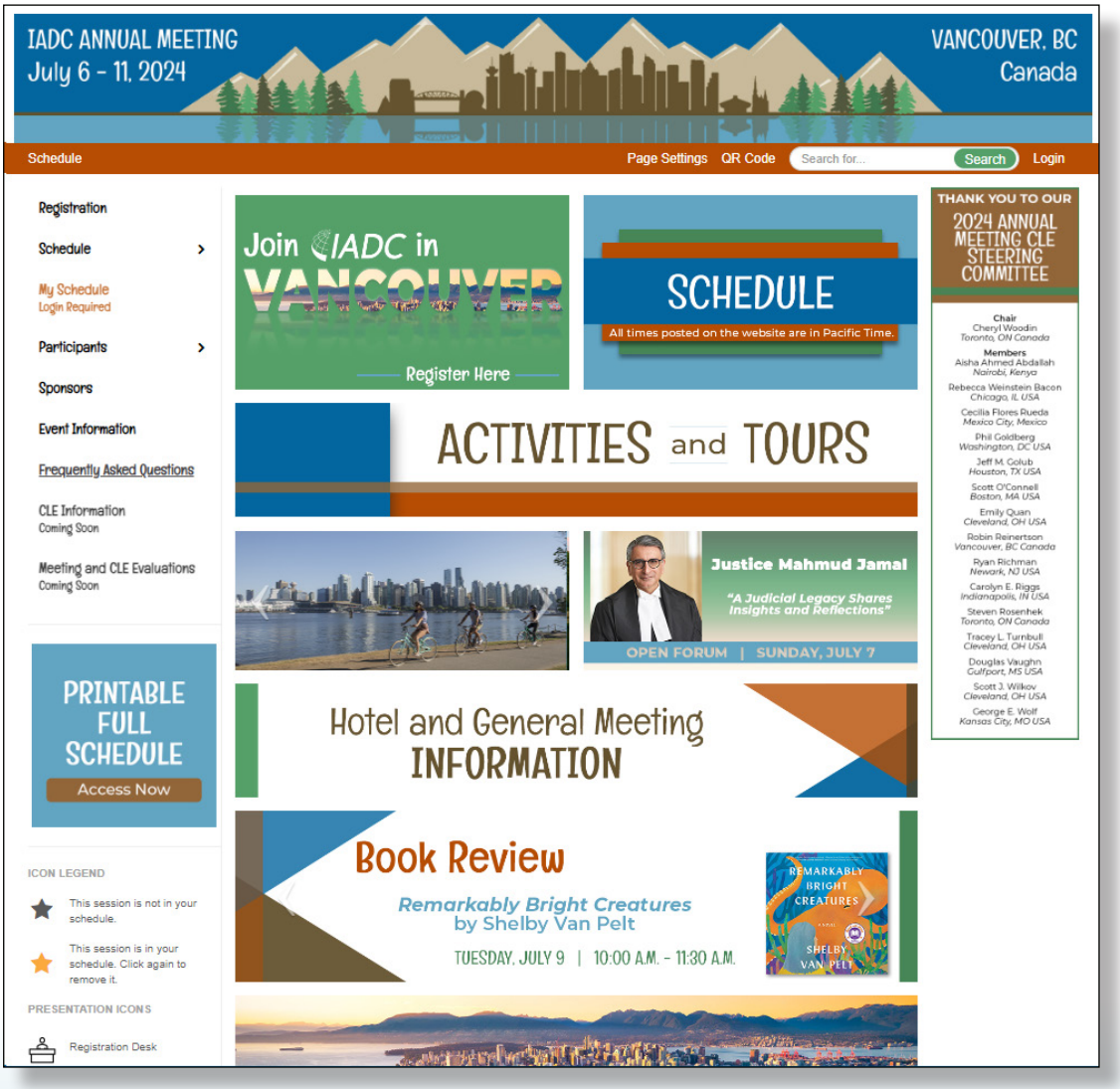
How to Use the Meeting Website

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.



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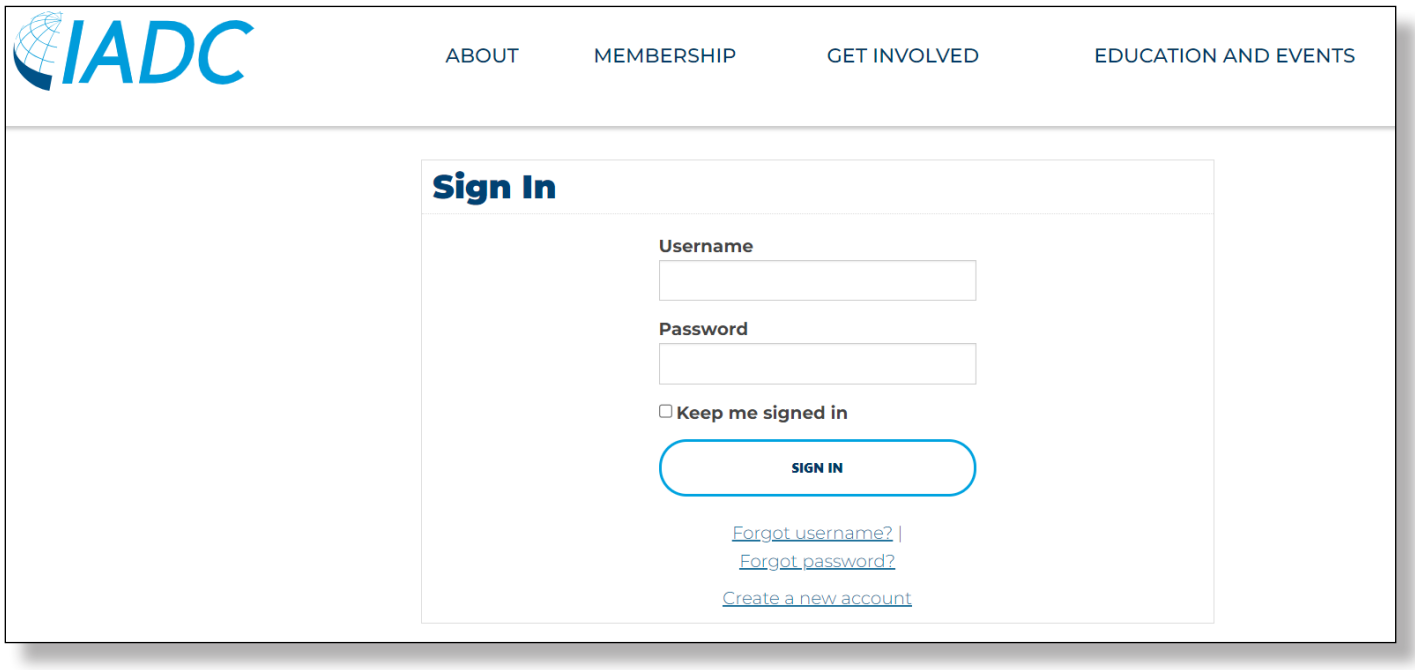
After registering for the meeting and selecting “Login” in the upper right corner of the meeting website, one of two things will happen:

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.



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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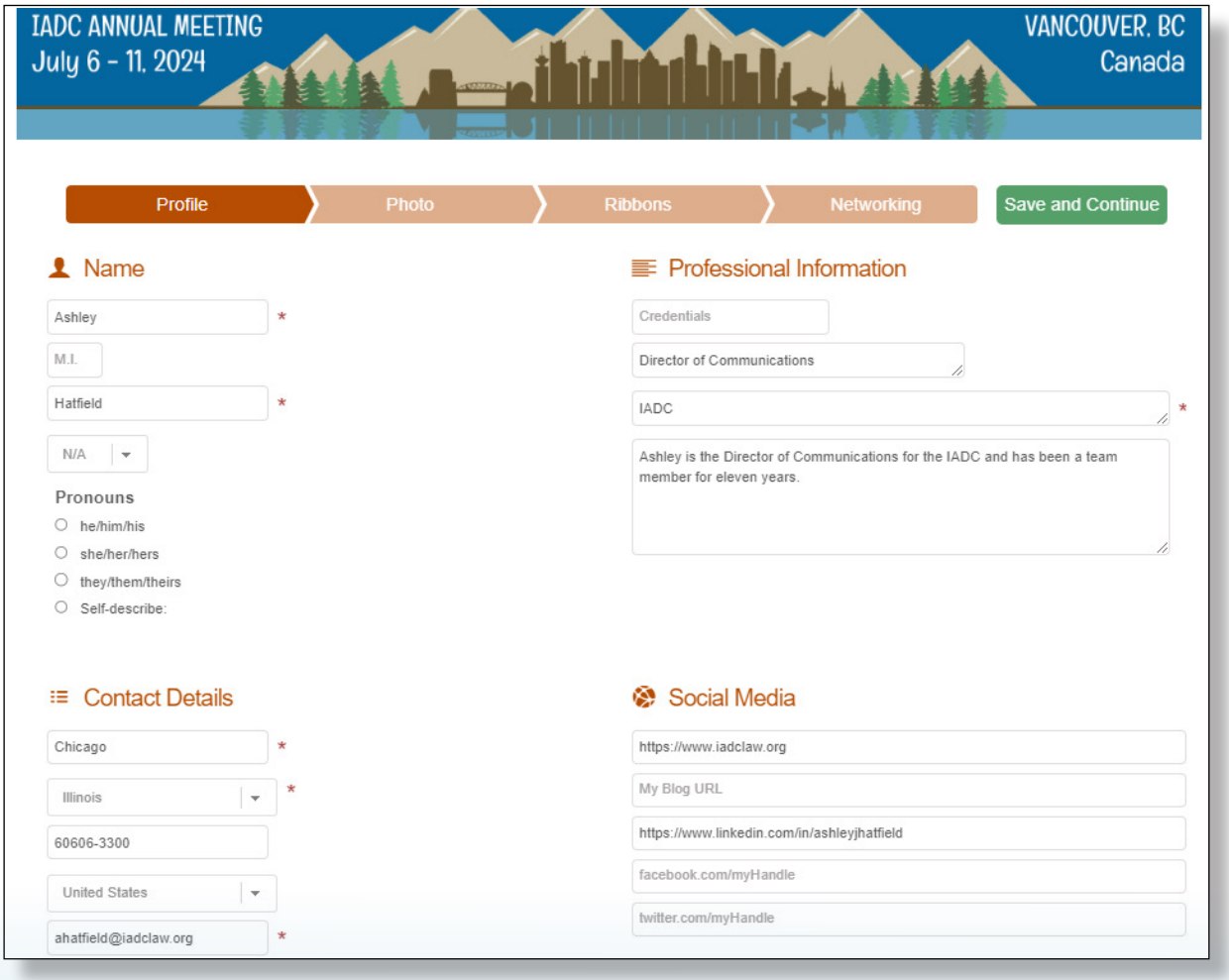
TIPS ON CREATING YOUR CONFERENCE PROFILE

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.



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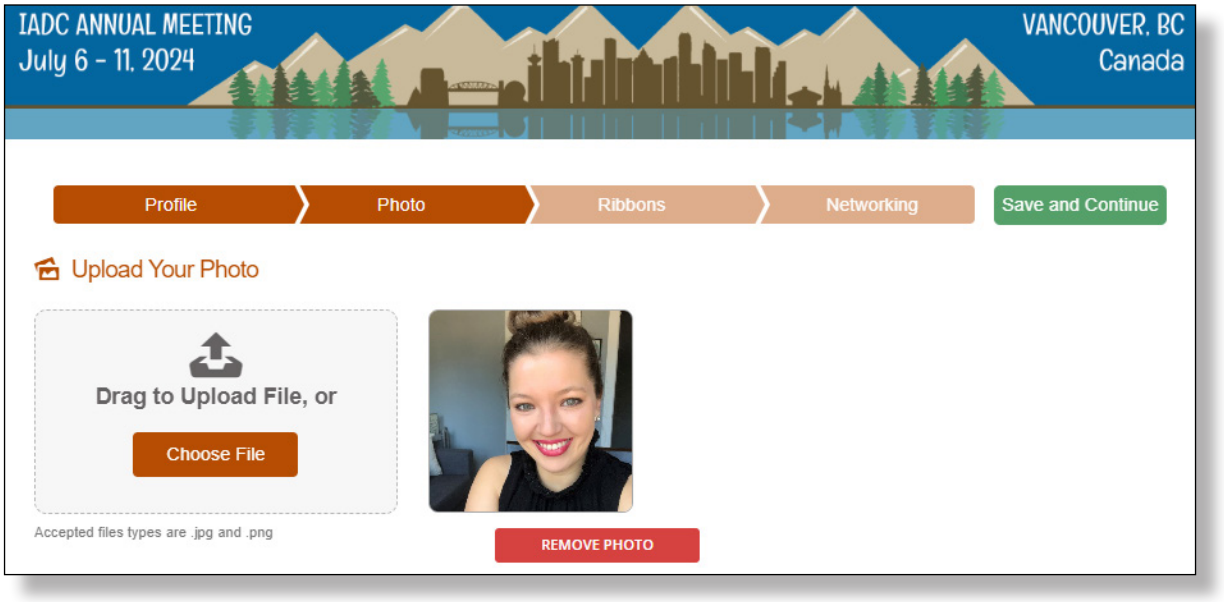
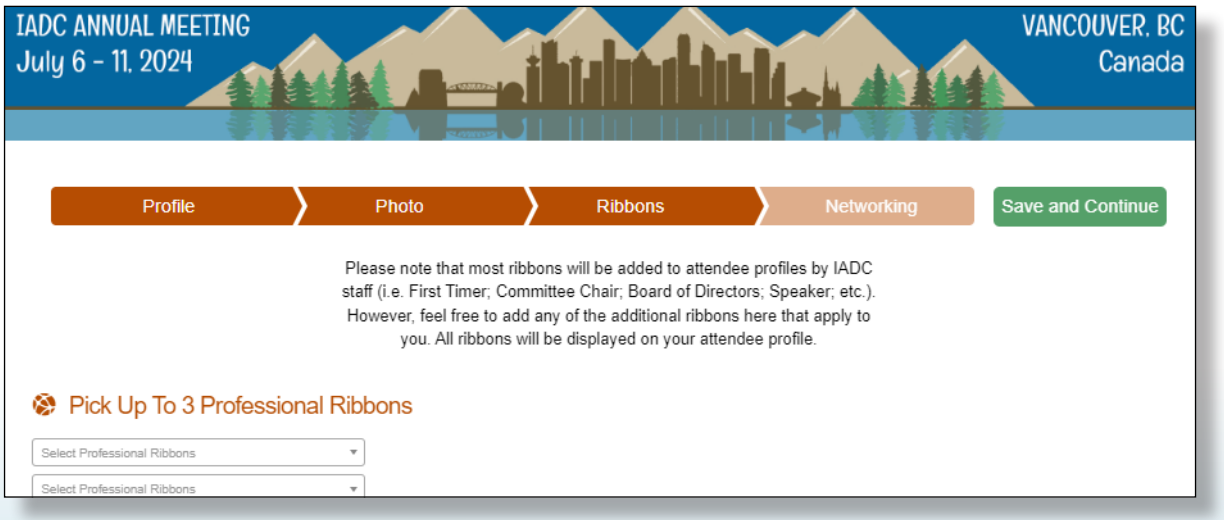
New!

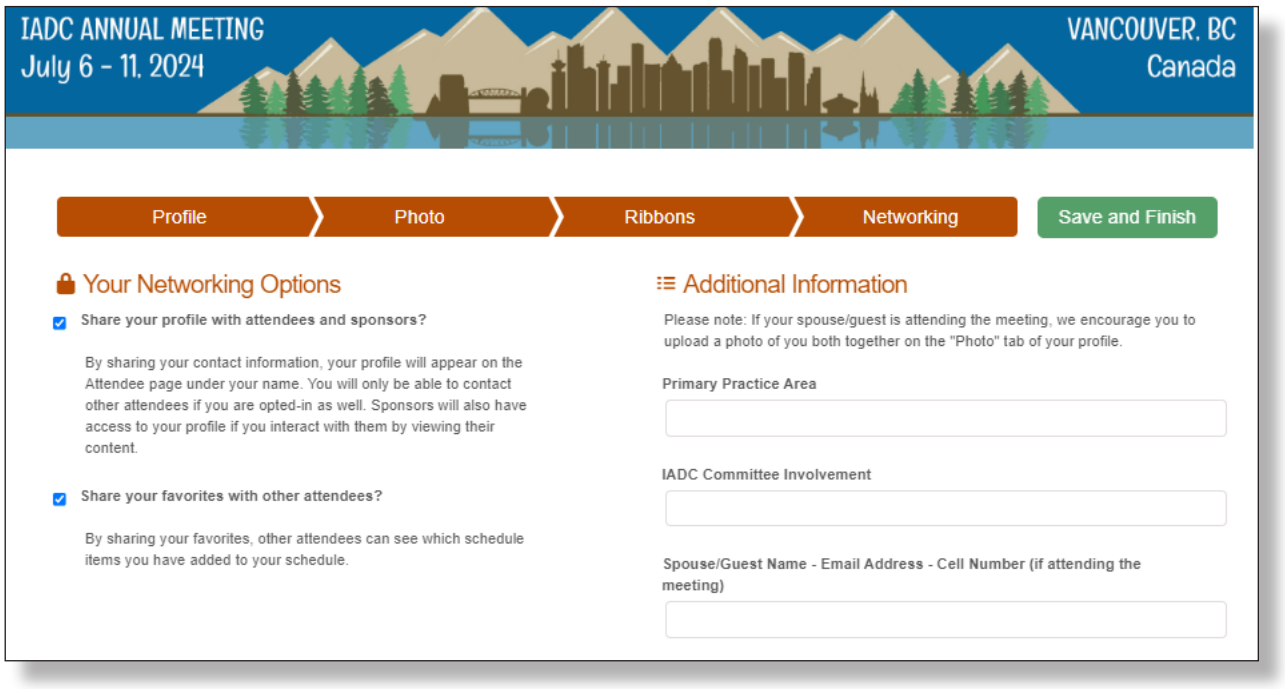
If your spouse/significant other is attending the meeting with you, we encourage you to share their information with fellow attendees. You can upload a photo of you both together on the "photo" tab and can share their name, email address, and/or phone number if they are comfortable being contacted by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



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.



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.

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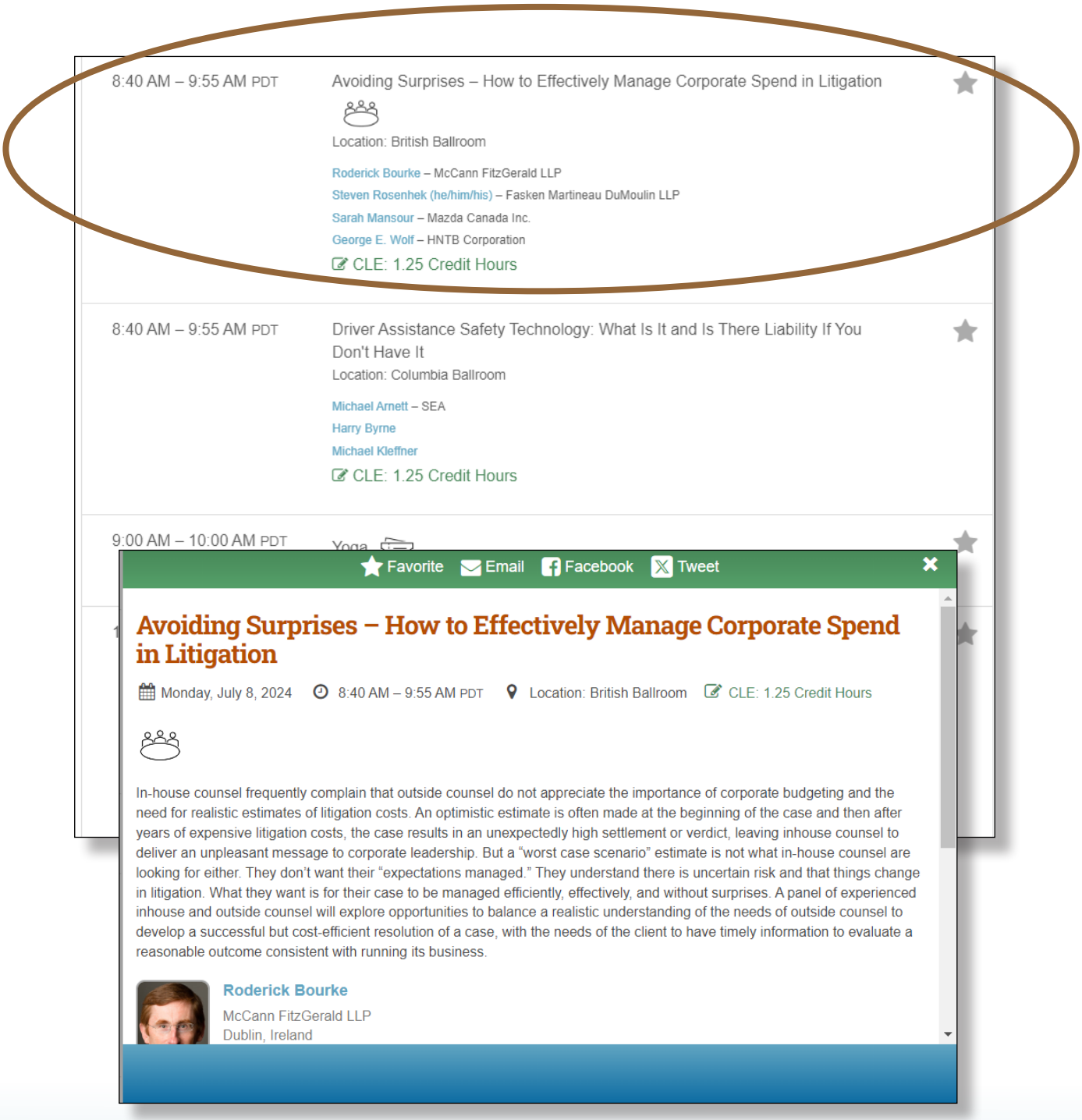
Click on the title of any session to view the program description, speakers, CLE materials, and more.



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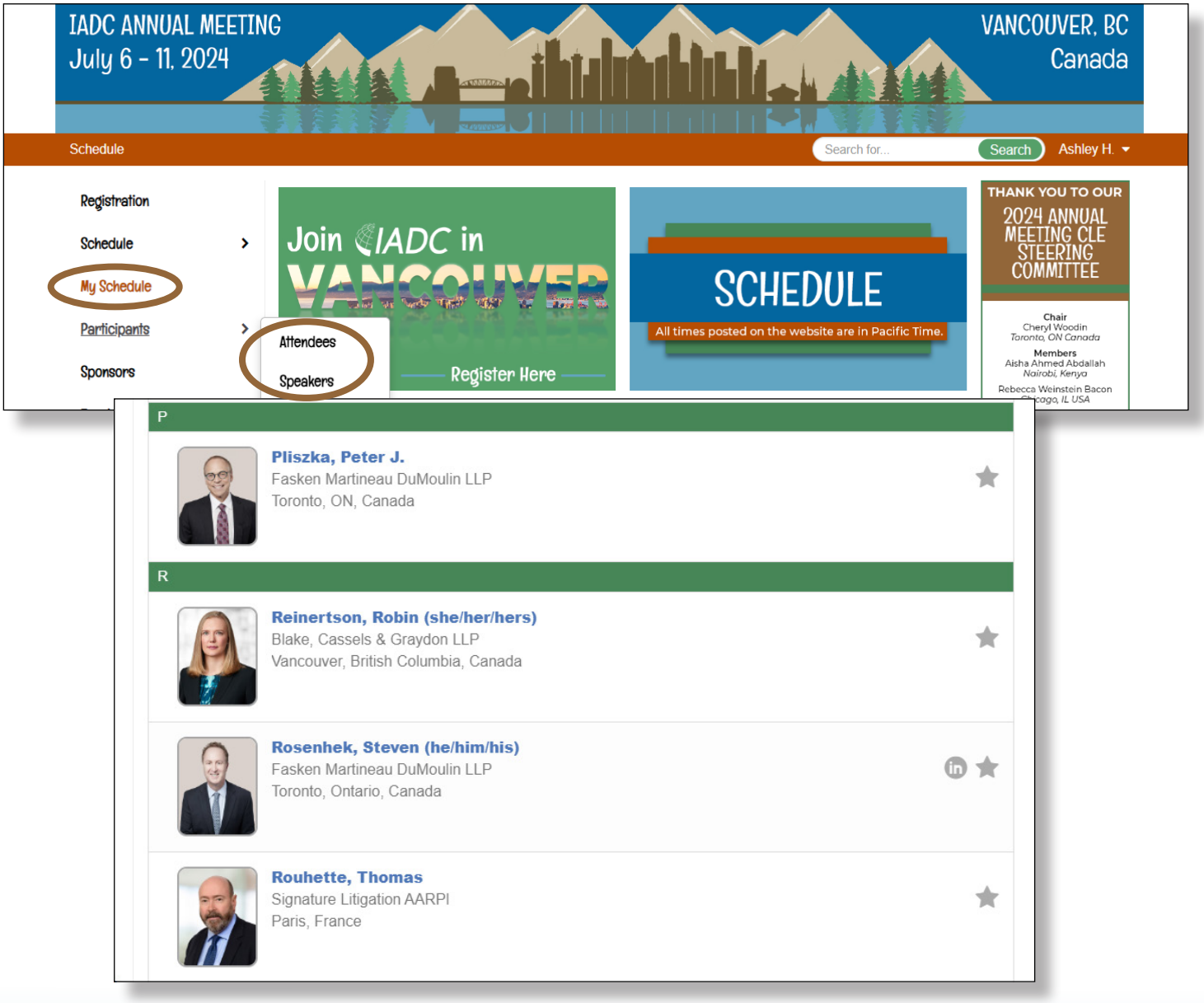
CONNECTING WITH FELLOW MEETING PARTICIPANTS

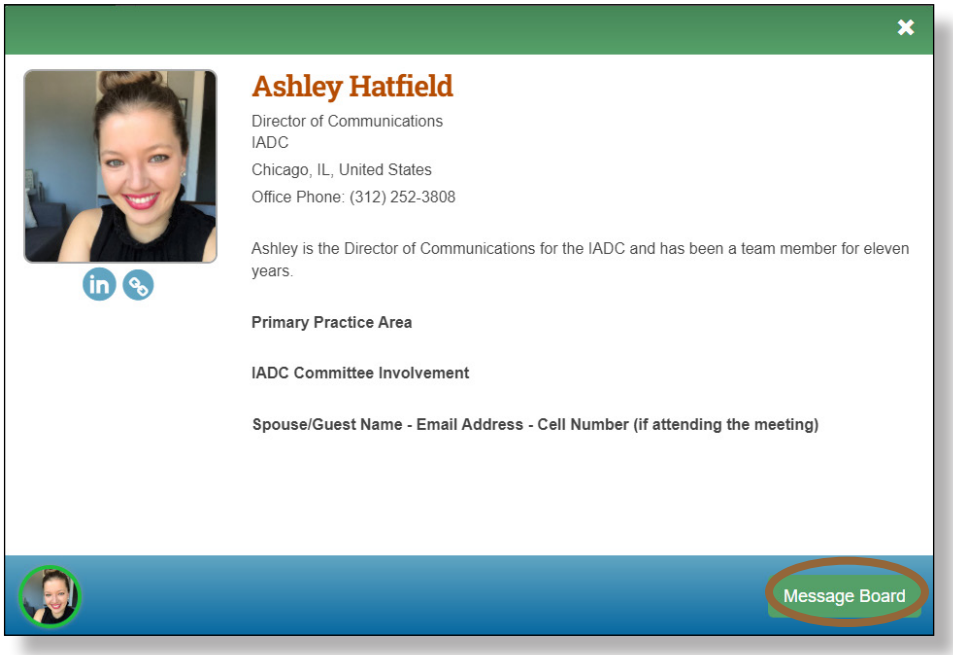
Only registered attendees have access to the participant list in the navigation menu. You may browse the participant list by attendees or speakers.



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:



Speaker:

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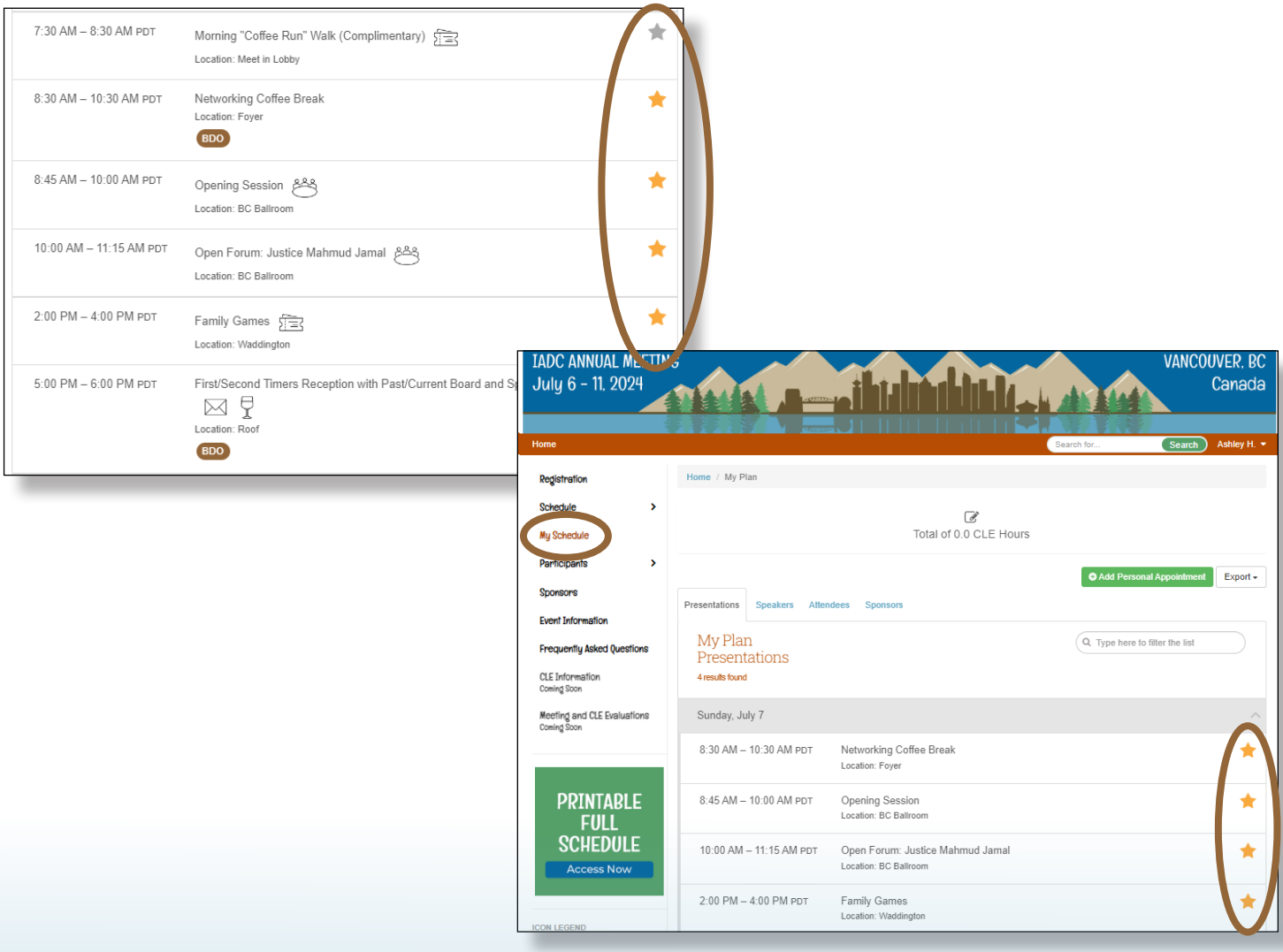
CREATE A PERSONALIZED SCHEDULE (LOGIN REQUIRED)

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.