

# ATTENDEE USER GUIDE

How to Use the Meeting Website

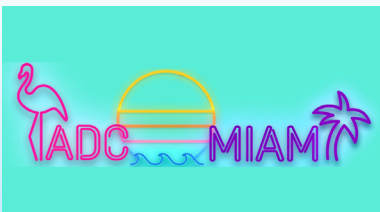
current version as of October 23

## 2024 MIDYEAR MEETING

IADC's 2024 Midyear 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 shows the IADC Miami 2024 Midyear Meeting website interface. The header features the event title "MIDYEAR MEETING" and dates "FEBRUARY 18 - 23, 2024" alongside the "IADC MIAMI" logo with a pink flamingo, a sun, and a palm tree. A navigation bar includes "Login", "Schedule", and a search bar. A left sidebar lists menu items: Registration, Schedule, My Schedule (Login Required), Participants, Sponsors, Event Information, Frequently Asked Questions, CLE Information (Coming Soon), and Meeting and CLE Evaluations (Coming Soon). The main content area is divided into several sections: a "MEET ME IN MIAMI" banner with a "REGISTER HERE" button; a "SCHEDULE" banner with a note that all times are in Eastern Time; a "Activities & Tours" banner with a city skyline graphic; a "FOUNDATION FORUM" section featuring Arthur Brooks on Monday, February 19; a "HOTEL AND GENERAL MEETING INFORMATION" banner; and a "BOOK REVIEW" section for "Love Your Enemies" by Arthur C. Brooks on Tuesday, February 20, from 11:00 A.M. to 12:15 P.M. A right sidebar titled "THANK YOU TO OUR 2024 MIDYEAR MEETING CLE STEERING COMMITTEE" lists the Chair, Martin J. Healy, and several Members from various states and countries. A "PRINTABLE FULL SCHEDULE" button is located in the bottom left. An "ICON LEGEND" at the bottom left explains that a star icon indicates a session not in the schedule, and a blue star indicates a session in the user's 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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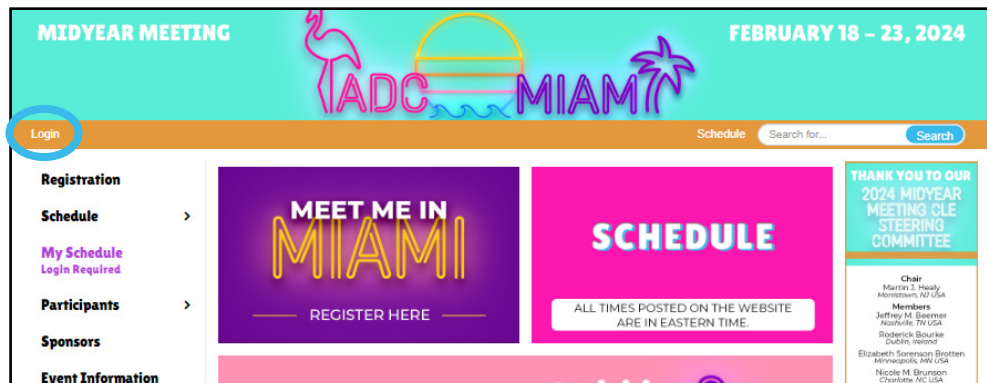
### **IMPORTANT TIP**

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](mailto: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://iadc2024mym.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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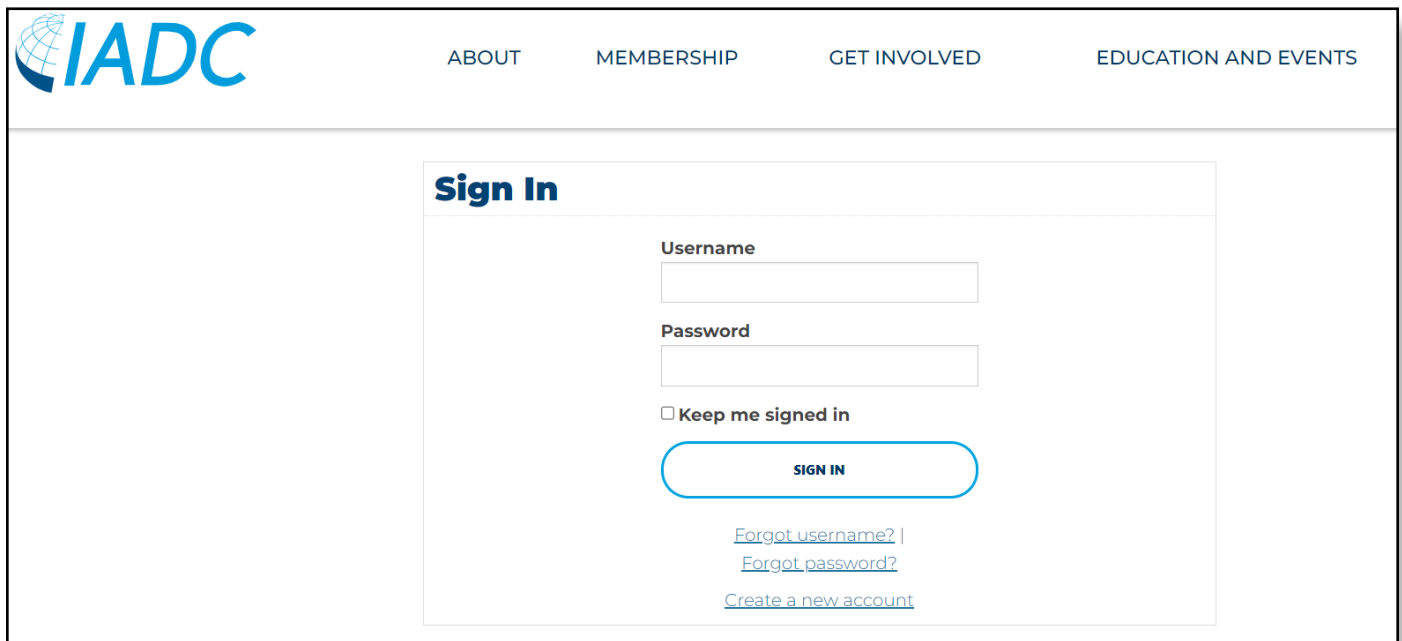
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After registering for the meeting and selecting “Login” in the upper left corner of the meeting website, one of two things will happen:

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 its right are navigation links: ABOUT, MEMBERSHIP, GET INVOLVED, and EDUCATION AND EVENTS. The central focus is a 'Sign In' form. This form includes a 'Username' input field, a 'Password' input field, and a checkbox labeled 'Keep me signed in'. Below these fields is a rounded 'SIGN IN' button. At the bottom of the form are three links: 'Forgot username?', 'Forgot password?', and '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.

**MIDYEAR MEETING** **FEBRUARY 18 - 23, 2024**

**IADC MIAMI**

Profile Photo Ribbons Networking Save and Continue

**Name**

Michelle \*  
M.I.  
Wyatt \*  
N/A

**Pronouns**

he/him/his  
 she/her/hers  
 they/them/theirs  
 Self-describe:

**Contact Details**

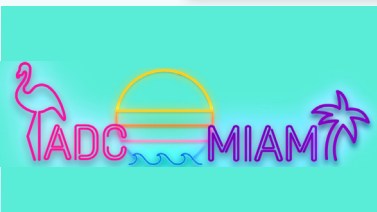
City \*  
Select a state / province... \*  
Zip Code  
Select a country...  
Email \*

**Professional Information**

Credentials  
Position  
Institution / Organization / Company \*  
Biography

**Social Media**

My Website URL  
My Blog URL  
linkedin.com/myHandle  
facebook.com/myHandle  
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.

The screenshot shows the 'Photo' tab selected in a navigation bar with 'Profile', 'Photo', 'Ribbons', and 'Networking'. A 'Save and Continue' button is on the right. Below the navigation bar, the heading 'Upload Your Photo' is followed by a dashed box containing an upload icon and the text 'Drag to Upload File, or Choose File'. To the right is a photo of a woman with a 'REMOVE PHOTO' button below it. At the bottom left, it says '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.

The screenshot shows the 'Ribbons' tab selected in a navigation bar with 'Profile', 'Photo', 'Ribbons', and 'Networking'. A 'Save and Continue' button is on the right. Below the navigation bar, there is a paragraph of text: '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 this text is the heading 'Pick Up To 3 Professional Ribbons' followed by two dropdown menus 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.

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-left corner of the screen and click "Profile."



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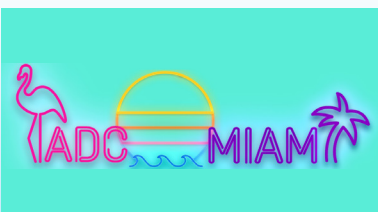
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### BROWSING THE MEETING SCHEDULE

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 Miami website interface for the Midyear Meeting (February 18-23, 2024). The navigation menu on the left includes: Registration, Schedule (highlighted with a blue circle), My Schedule, Participants, Sponsors, Event Information, Frequently Asked Questions, CLE Information (Coming Soon), and Meeting and CLE Evaluations (Coming Soon). The main content area features a 'SCHEDULE' section with a note: 'ALL TIMES POSTED ON THE WEBSITE ARE IN EASTERN TIME.' Below this is a section for 'Activities & Tours' and a 'FOUNDATION FORUM' featuring Arthur Brooks on Monday, February 19. A 'HOTEL AND GENERAL MEETING INFORMATION' section is also visible. On the right, there is a 'THANK YOU TO OUR CLE COMMITTEE' list of names and locations. A 'PRINTABLE FULL SCHEDULE' button is located at the bottom left of the main content area.





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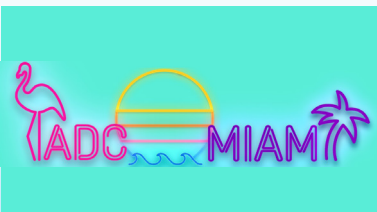
Click on the title of any session to view the program description, speakers, CLE materials, and more.

The screenshot shows a meeting agenda with several sessions. The session "Reimagining Rainmaking: How Alternative Origination Credit Can Address Inequity and Enhance Retention" is highlighted with a blue oval. A modal window is open over this session, displaying its details:

- Title:** Reimagining Rainmaking: How Alternative Origination Credit Can Address Inequity and Enhance Retention
- Date:** Tuesday, February 20, 2024
- Time:** 10:30 AM – 12:00 PM US EST
- Location:** King Ballroom 3
- CLE:** 1.5 Credit Hours
- Speakers:** Stanley Ball (he/him/his) – Intel Corp., Mollie Benedict (she/her/hers) – Tucker Ellis LLP, Nathan Cole – Kenney & Sams, P.C., Kaytie Pickett – Jones Walker LLP
- Description:**

Business development and growing your book are considered essential parts of being a lawyer. Firm "rainmakers" are rewarded handsomely and the incentive to network and develop business is baked into traditional firm compensation models. Indeed, organizations like the IADC are built on developing lifelong friendships—and the business development opportunities that result for its members.

But does the emphasis on origination credit and the way in which it has been traditionally allocated contribute to the lack of gender and racial diversity in the legal profession? If the rainmakers of tomorrow are selected by the rainmakers of today, what can firms, mentors, and outside counsel do to address what many find to be an inherently inequitable model when it comes to origination credit? And do firms drive away talent by emphasizing business origination as the most important metric when evaluating attorneys?



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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.

The screenshot shows the top navigation bar with the text "MIDYEAR MEETING" on the left and "FEBRUARY 18 – 23, 2024" on the right. The central logo features a pink flamingo, a yellow sun, and a purple palm tree, with the text "IADC MIAMI" in pink and purple. Below the navigation bar, there is a search bar and a "Schedule" link. The main content area is divided into several sections: "Registration", "Schedule", "My Schedule", "Participants" (circled in blue), "Sponsors", and "Event Information". The "Participants" section is further divided into "Attendees" and "Speakers" (both circled in blue). The "Attendees" section has a "REGISTER HERE" link. The "Speakers" section has a "SCHEDULE" button and a note: "ALL TIMES POSTED ON THE WEBSITE ARE IN EASTERN TIME." On the right side, there is a "THANK YOU TO OUR 2024 MIDYEAR MEETING CLE STEERING COMMITTEE" section with a list of names and titles.

The screenshot shows the "Speakers" page. At the top, there is a search bar with the text "Type here to filter the list". Below the search bar, there are tabs for "Names", "Organization", "City", "State", and "Country". A navigation bar with letters A through Z is visible, with "A" selected. The list of speakers is organized by letter. The first section is "A", which includes:

- Anderson, David B. (he/him/his)**  
Woodruff Sawyer  
New York, New York, United States
- Averell, Diane**  
Porzio, Bromberg & Newman, P.C.  
Morristown, New Jersey, United States

The second section is "B", which includes:

- Baiocco, Dana**  
Morgan Lewis & Bockius LLP  
Philadelphia, Pennsylvania, United States



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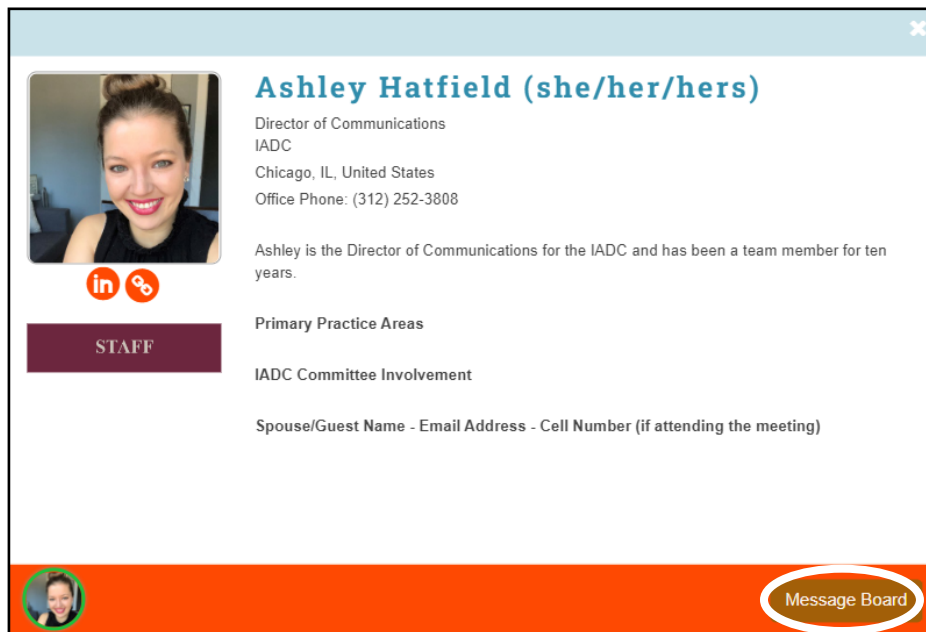
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When viewing the participant list, you can click on the name of the participant to view more about them.

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:



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

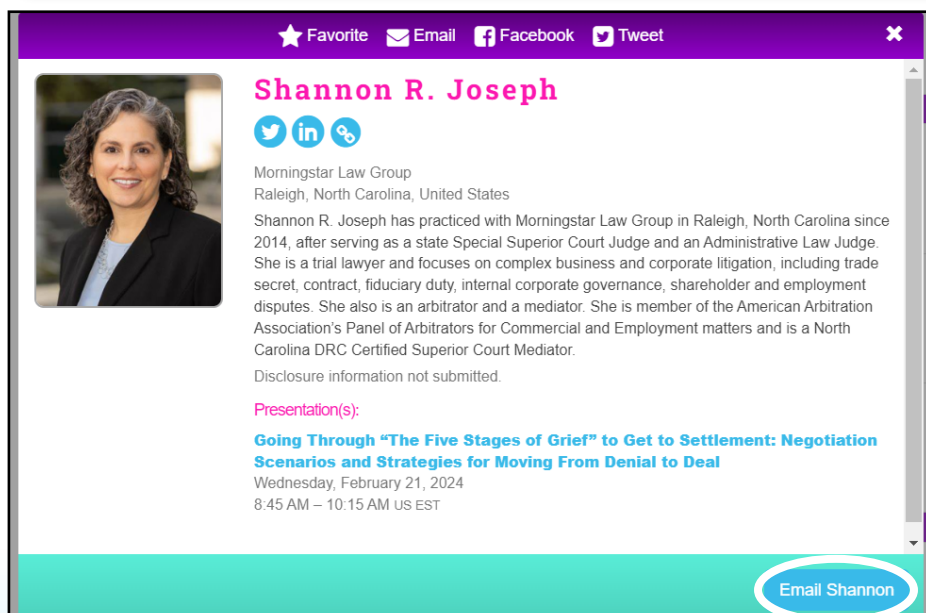
Ashley is the Director of Communications for the IADC and has been a team member for ten years.

Primary Practice Areas  
IADC Committee Involvement

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

Message Board

Speaker:



★ Favorite Email Facebook Tweet

Shannon R. Joseph

Morningstar Law Group  
Raleigh, North Carolina, United States

Shannon R. Joseph has practiced with Morningstar Law Group in Raleigh, North Carolina since 2014, after serving as a state Special Superior Court Judge and an Administrative Law Judge. She is a trial lawyer and focuses on complex business and corporate litigation, including trade secret, contract, fiduciary duty, internal corporate governance, shareholder and employment disputes. She also is an arbitrator and a mediator. She is member of the American Arbitration Association's Panel of Arbitrators for Commercial and Employment matters and is a North Carolina DRC Certified Superior Court Mediator.

Disclosure information not submitted.

Presentation(s):  
**Going Through “The Five Stages of Grief” to Get to Settlement: Negotiation Scenarios and Strategies for Moving From Denial to Deal**  
Wednesday, February 21, 2024  
8:45 AM – 10:15 AM US EST

Email Shannon



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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.

8:30 AM – 10:30 AM US EST	Networking Coffee Break Location: King South Foyer BDO	★
8:45 AM – 10:00 AM US EST	Opening Session Location: King Ballroom	★
10:00 AM – 11:15 AM US EST	Foundation Forum: Arthur Brooks Location: King Ballroom	★
11:15 AM – 12:30 PM US EST	Foundation President's Circle Lunch Location: Veranda 1	★
12:30 PM – 5:00 PM US EST	Open Scramble Golf Tournament (\$) - Shotgun Start Location: Softer Course (Onsite)	★
1:00 PM – 5:00 PM US EST	Everglades Experience North (\$) Location: Depart from Majestic Porte Cochere	★

Registration  
Schedule  
My Schedule  
Participants  
Sponsors  
Event Information  
Frequently Asked Questions  
CLE Information Coming Soon  
Meeting and CLE Evaluations Coming Soon

PRINTABLE FULL SCHEDULE  
Access Now

Monday, February 19

8:30 AM – 10:30 AM US EST	Networking Coffee Break Location: King South Foyer	★
8:45 AM – 10:00 AM US EST	Opening Session Location: King Ballroom	★
10:00 AM – 11:15 AM US EST	Foundation Forum: Arthur Brooks Location: King Ballroom	★
12:30 PM – 5:00 PM US EST	Open Scramble Golf Tournament (\$) - Shotgun Start	★

