

# ATTENDEE USER GUIDE

## How to Use the Meeting Website

IADC's Midyear and Annual Meetings will utilize a meeting website which will host meeting content and event information for registered attendees. This dynamic tool allows 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.



## 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
- Tips on Creating Your Conference Profile
- Browsing the Meeting Schedule
- Connecting with Fellow Meeting Attendees
- Creating a Personalized Schedule

**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://iadc2025am.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.

After registering for a Midyear or Annual Meeting and selecting “Login” at the top 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.


If your spouse/significant other is attending the meeting with you, please feel free 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 you will add all of your profile ribbons yourself. Please add any of the ribbons that apply to you.

The screenshot shows a web interface for selecting profile ribbons. At the top, there is a navigation bar with four tabs: 'Profile', 'Photo', 'Ribbons', and 'Networking'. The 'Ribbons' tab is currently active. To the right of the tabs is a 'Save and Continue' button. Below the navigation bar, a note states: 'NOTE: YOU WILL NOW ADD ALL OF YOUR PROFILE RIBBONS YOURSELF. Please add the ribbons below that pertain to you (i.e. First Timer; Committee Chair; Speaker; etc.) to complete your profile. All ribbons will be displayed on your attendee profile on the meeting website.' Below this note, there is a section titled 'Pick Up To 7 IADC Ribbons' with a circular icon. Under this section, there are seven dropdown menus. The first two are 'CLE Committee' and 'First Timer', both with an 'x' icon. The remaining five are labeled 'Select IADC Ribbons'. Below the dropdowns, there are two ribbon preview cards. The first card is dark blue with the text 'CLE COMMITTEE' in white. The second card is white with a red border and the text 'FIRST TIMER' in red.

Profile Photo Ribbons Networking Save and Continue

**NOTE: YOU WILL NOW ADD ALL OF YOUR PROFILE RIBBONS YOURSELF.**  
Please add the ribbons below that pertain to you (i.e. First Timer; Committee Chair; Speaker; etc.) to complete your profile. All ribbons will be displayed on your attendee profile on the meeting website.

 Pick Up To 7 IADC Ribbons

CLE Committee x ▼  
First Timer x ▼  
Select IADC Ribbons ▼  
Select IADC Ribbons ▼  
Select IADC Ribbons ▼  
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Select IADC Ribbons ▼

**CLE COMMITTEE**

**FIRST TIMER**

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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.

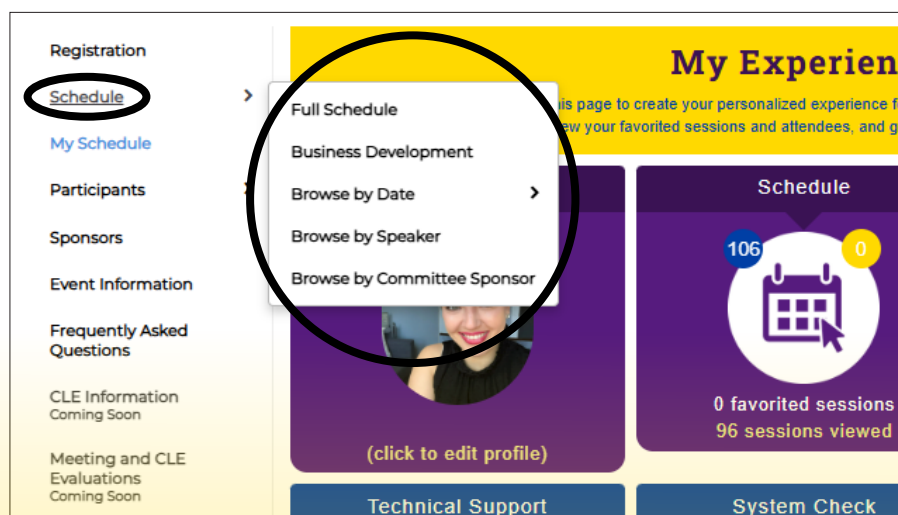
The screenshot shows the 'Networking' tab selected in a navigation bar. The main content area is divided into two columns. The left column, titled 'Your Networking Options', contains two checkboxes: 'Share your profile with attendees and sponsors?' (checked) and 'Share your favorites with other attendees?' (checked). Below each checkbox is explanatory text. The right column, titled 'Additional Information', contains three text input fields: 'Primary Practice Area', 'IADC Committee Involvement', and 'Spouse/Guest Name - Email Address - Cell Number (if attending the meeting)'. A 'Save and Finish' button is located in the top right corner of the form.

To make edits or updates after completing your conference profile, select your name in the top-right corner of the screen and click "Profile."

## BROWSING THE MEETING SCHEDULE

This feature allows you to view the meeting schedule. Hover over "Schedule" in the left-hand navigation 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.

10:00 AM – 11:00 AM EDT	<p>If You Build It, They Will Come - Proliferation of Frivolous Mass Tort Cases and Overcoming Obstacles to Resolution </p> <p>Location: Frontenac</p> <p><a href="#">David Cooner</a> – Becton Dickinson</p> <p><a href="#">Connie A. Matteo (she/her/hers)</a> – Pfizer Inc</p> <p><a href="#">Jim F. Rogers</a> – Nelson Mullins</p> <p> CLE: 1 Credit Hours</p>	★
11:15 AM – 12:15 PM EDT	<p>Developing and Delivering A Cure: Legal Obstacles to Global Development and Delivery of New Life Sciences and Health Care Products </p> <p>Location: Frontenac</p> <p><a href="#">Nicholas Benetatos</a> – Exponent</p> <p><a href="#">Jennifer L. Bragg</a> – Latham &amp; Watkins</p> <p><a href="#">Roxana Aleili</a></p> <p><a href="#">James Chang</a></p>	★

## 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.



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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 screenshot displays the meeting website's schedule interface. The main area lists events for Sunday, July 6, 2025. Each event row includes a time slot, title, location, and a star icon for favoriting. A vertical oval highlights the star icons, showing some are yellow (favorited) and others are grey. The sidebar on the left, titled 'My Plan Presentations', shows a list of events for Saturday, July 5, and Sunday, July 6, with a search bar and tabs for Presentations, Speakers, Attendees, and Sponsors.

Time	Event	Location	Favorited
6:00 PM – 7:30 PM EDT	Bienvenue au Québec! Welcome Reception	Frontenac, Petit Frontenac, Bellevue, Rose	Yes
10:00 PM – 11:30 PM EDT	After Dinner Gathering	Sam Lounge	No
<b>Sunday, July 6, 2025</b>			
6:00 AM – 7:00 AM EDT	Morning Run	Meet in Lobby	No
7:00 AM – 9:00 AM EDT	Grab and Go CLE Breakfast	Outside Morning Meeting Rooms	No
7:00 AM – 9:00 AM EDT	Meet and Greet Breakfast	Frontenac, Petit Frontenac, Bellevue	No
7:00 AM – 4:00 PM EDT	Registration Desk	Vercheres	No
7:30 AM – 8:30 AM EDT	Morning Walk	Meet in Lobby	No
8:30 AM – 10:30 AM EDT	Networking Coffee Break	Vercheres	Yes
	Opening Session		Yes

**My Plan Presentations**  
3 results found

Time	Event	Location	Favorited
<b>Saturday, July 5</b>			
6:00 PM – 7:30 PM EDT	Bienvenue au Québec! Welcome Reception	Frontenac, Petit Frontenac, Bellevue, Rose	Yes
<b>Sunday, July 6</b>			
8:30 AM – 10:30 AM EDT	Networking Coffee Break	Vercheres	Yes
8:45 AM – 10:15 AM EDT	Opening Session	Salle de Bal	Yes