

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

ATTENDEE USER GUIDE

How to Use the Meeting Website

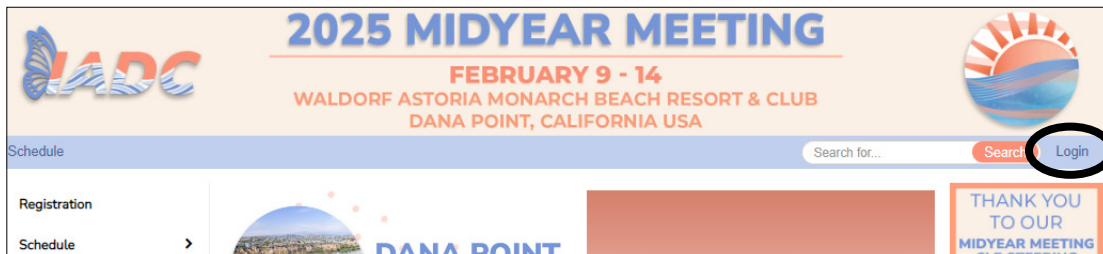
IMPORTANT TIP

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://iadc2025mym.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.

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.

ATTENDEE USER GUIDE

How to Use the Meeting Website

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 navigation bar at the top with five items: Profile, Photo, Ribbons, Networking, and Save and Continue. The Ribbons tab is currently active. 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 the note, there is a heading "Pick Up To 7 IADC Ribbons" and a list of seven ribbon selection options. The first two options are "Board of Directors" and "I Referred a Case! Think IADC First", both of which are selected. The remaining five options are "Select IADC Ribbons". Below the list, there are two preview boxes: a green one for "BOARD OF DIRECTORS" and a blue one for "I REFERRED A CASE! THINK IADC FIRST".

ATTENDEE USER GUIDE

How to Use the Meeting Website

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.

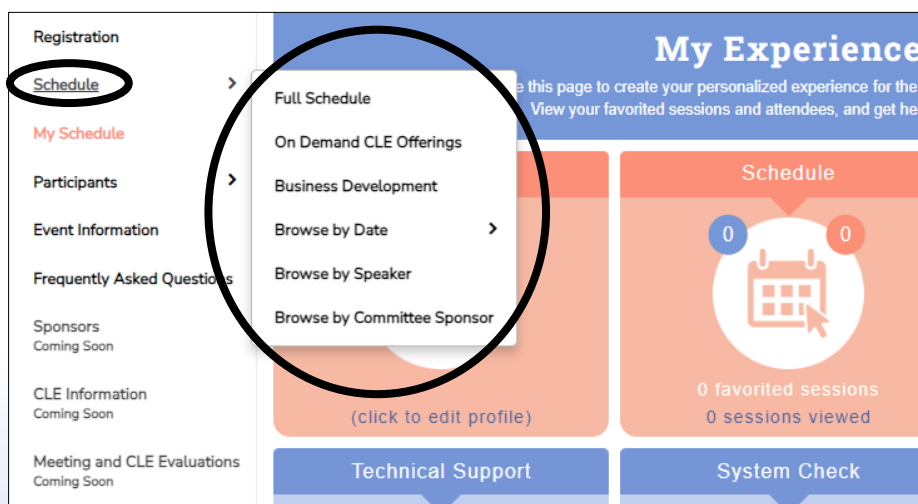
The screenshot shows a profile editing interface with a top navigation bar containing 'Profile', 'Photo', 'Ribbons', 'Networking', and 'Save and Finish'. The 'Networking' tab is active. The main content is divided into two columns. The left column is titled 'Your Networking Options' and contains two checked checkboxes: 'Share your profile with attendees and sponsors?' and 'Share your favorites with other attendees?'. Below each checkbox is explanatory text. The right column is titled 'Additional Information' and contains three text input fields: 'Primary Practice Area', 'IADC Committee Involvement', and 'Spouse/Guest Name - Email Address - Cell Number (if attending the meeting)'. A note above the first field states: 'Please note: If your spouse/guest is attending the meeting, please feel free to upload a photo of you both together on the "Photo" tab of your profile.'

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.



ATTENDEE USER GUIDE

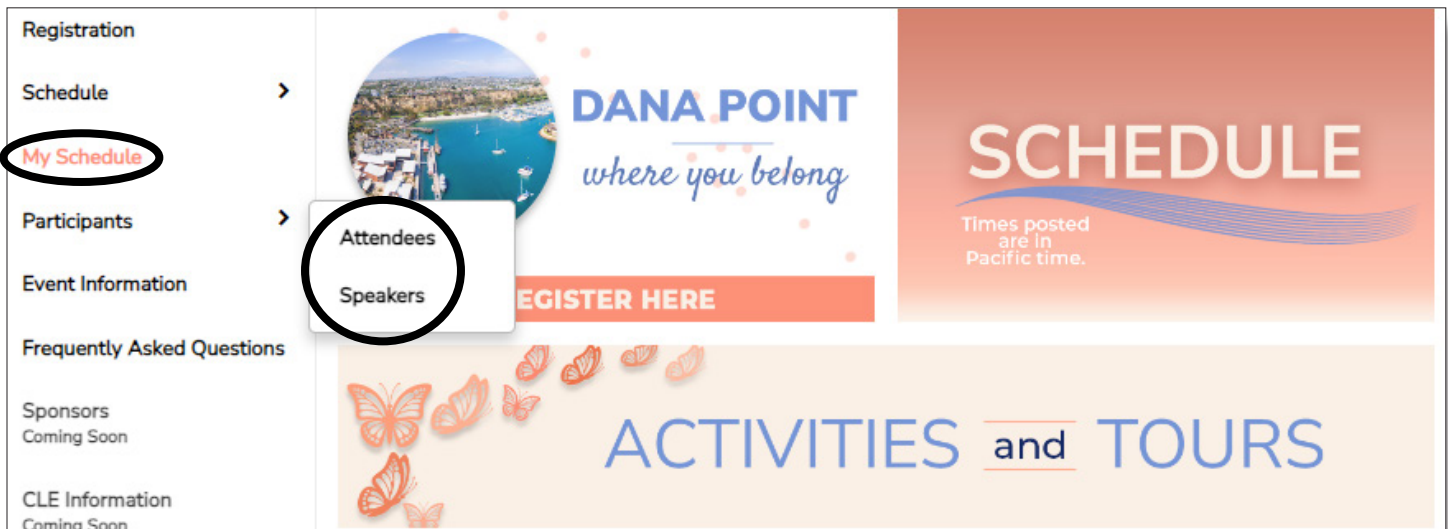
How to Use the Meeting Website

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

8:45 AM – 9:45 AM PST	Bullying in Litigation and Arbitration: Handling Rambo Tactics of Counsel, Clients and Witnesses 	★
	Location: Pacific Ballroom 1-2	
	William J. Hubbard – Thompson Hine LLP	
	Daniela Karollus-Bruner – CMS Vienna	
	Scott O'Connell (he/him/his) – Holland & Knight LLP	
	Michelle I. Schaffer (she/her/hers) – Campbell Conroy & O'Neil, P.C.	
	 CLE: 1.0 Credit Hours	
8:45 AM – 9:45 AM PST	ESG . . . Easy as 1, 2, 3: How Sustainability Can Create (Not Kill) Business 	★
	Location: Pacific Ballroom 3	
	Rita Barker – Wyche Law Firm	
	Kamil Zawicki – Kubas Kos Galkowski	
	 CLE: 1.0 Credit Hours	

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 USER GUIDE

How to Use the Meeting Website

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 interface. On the right, a list of events is shown with their times, titles, locations, and icons. A vertical oval highlights the star icons on the right side of the event list, indicating the favorite function. The events listed are:

- 2:30 PM – 7:30 PM PST: Superbowl Party Welcome Reception (Pacific Lawn, BDO)
- 10:00 PM – 11:30 PM PST: After Dinner Gathering (33 North Lounge and Terrace)
- Monday, February 10, 2025
- 6:00 AM – 7:00 AM PST: Morning Run (Complimentary) (Meet in Lobby)
- 7:00 AM – 9:00 AM PST: Grab and Go CLE Breakfast (Monarch Ballroom Promenade)
- 7:00 AM – 9:00 AM PST: Meet and Greet Breakfast (Pacific Lawn)
- 7:00 AM – 4:00 PM PST: IADC Registration Desk (Pacific Rotunda)
- 7:30 AM – 8:30 AM PST: Foundation President's Circle Breakfast (Bourbon Steak)
- 7:30 AM – 8:30 AM PST: Morning Walk (Complimentary) (Meet in Lobby)
- 8:30 AM – 10:30 AM PST: Networking Coffee Break (Pacific Ballroom Promenade, BDO)
- Opening Session (Pacific Ballroom)

On the left, the 'My Plan Presentations' sidebar shows a search bar and a list of favorited events:

- Sunday, February 9
- 2:30 PM – 7:30 PM PST: Superbowl Party Welcome Reception (Pacific Lawn)
- Monday, February 10
- 8:30 AM – 10:30 AM PST: Networking Coffee Break (Pacific Ballroom Promenade)
- 8:45 AM – 10:00 AM PST: Opening Session (Pacific Ballroom)
- 11:30 AM – 12:30 PM PST: IADC *101* Program (Monarch Ballroom 1)