

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 | Continuing Legal Education Programming | Networking

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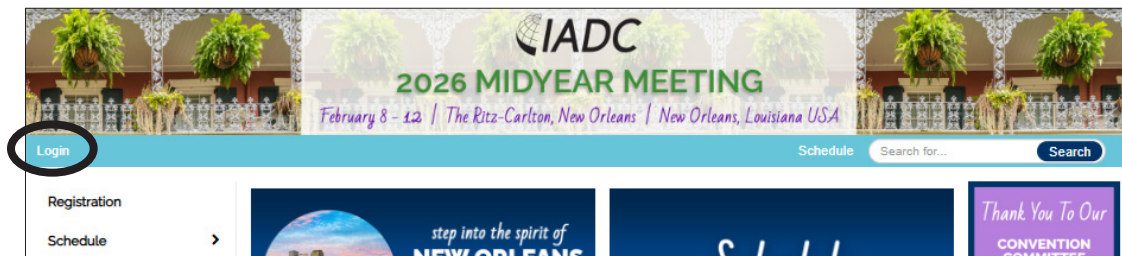
IMPORTANT TIP

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://iadc2026mym.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 heading 'Pick Up To 7 IADC Ribbons' with a circular icon. Underneath, there are seven selection boxes. The first two are 'Committee Chair' and '25+ Year Member', both with a small 'x' icon. The remaining five are labeled 'Select IADC Ribbons' with a dropdown arrow. Below these boxes, there are two ribbon preview cards: a red one labeled 'COMMITTEE CHAIR' and a yellow one labeled '25+ YEAR MEMBER'.

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

Committee Chair x ▼

25+ Year Member x ▼

Select IADC Ribbons ▼

Select IADC Ribbons ▼

Select IADC Ribbons ▼

Select IADC Ribbons ▼

Select IADC Ribbons ▼

Select IADC Ribbons ▼

COMMITTEE CHAIR

25+ YEAR MEMBER

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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.

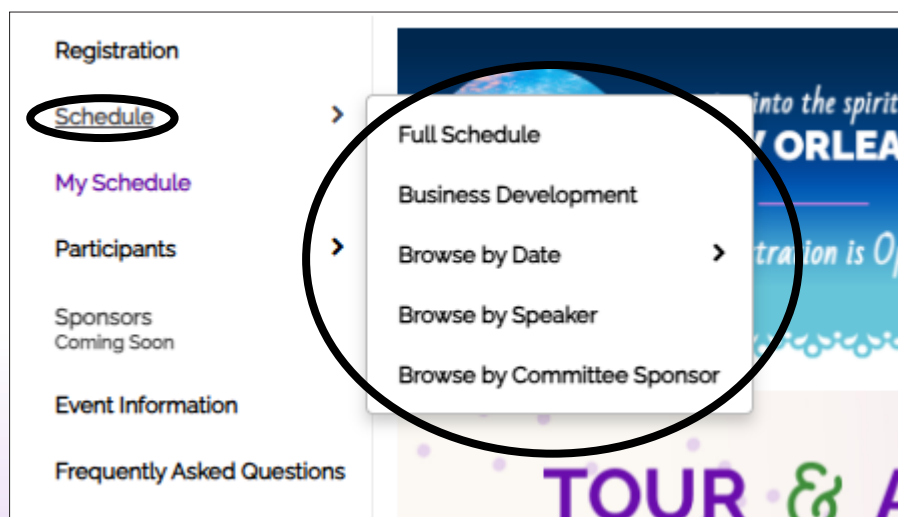
The screenshot shows the 'Networking' tab selected in a navigation bar at the top. Below the navigation bar, there are two main sections: 'Your Networking Options' and 'Additional Information'. The 'Your Networking Options' section contains two checkboxes, both of which are checked. The first checkbox is 'Share your profile with attendees and sponsors?' and the second is 'Share your favorites with other attendees?'. Below each checkbox is a brief explanation of what sharing that information entails. The 'Additional Information' section contains three text input fields: 'Primary Practice Areas', '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.
- 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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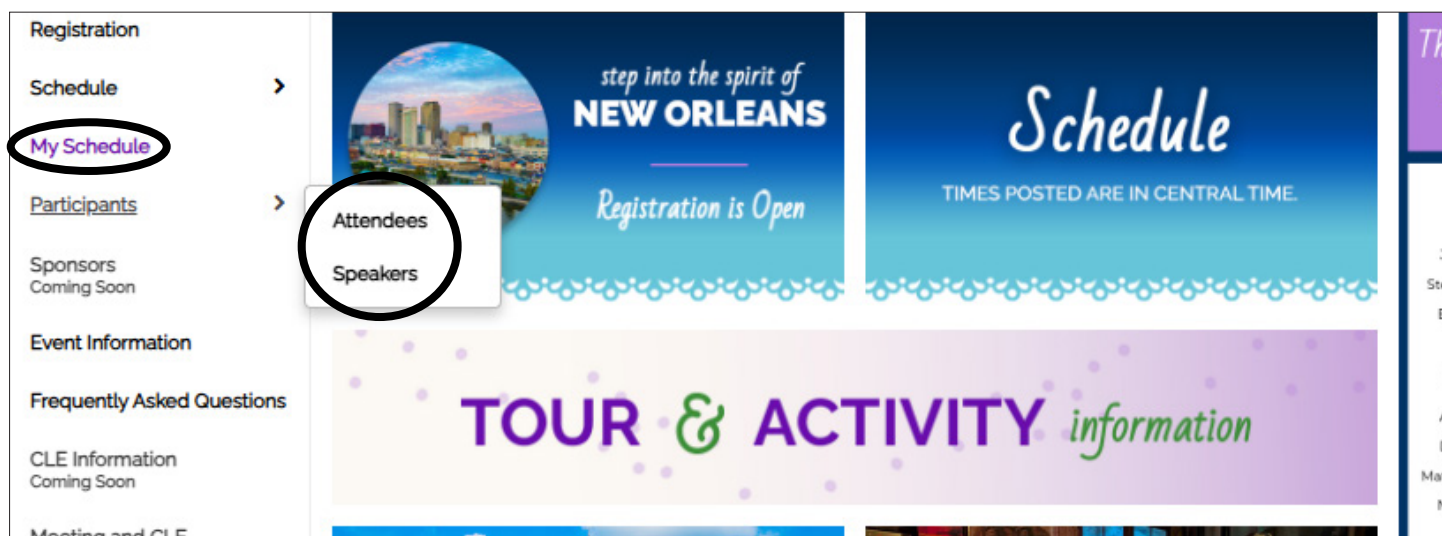
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Click on the title of any session to view the program description, speakers, CLE materials, and more.

11:15 AM - 12:15 PM CST	AI at the Edge: The Rise of Autonomous Agents, Copyright Challenges, and Global Regulation  Location: Lafayette Ballroom Joseane Chretien – McMillan George R. Wray – Borden Ladner Gervais LLP Meghan Ma CLE: 1.0 Credit Hours	★
12:30 PM - 1:30 PM CST	Living and Thriving in Law  Location: Lafayette Ballroom Sherylle Francis – Universal Property and Casualty Ins. Co. Marcia Narine Weldon – University of Miami Mark Goldstein – Reed Smith LLP 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.

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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 various sessions with their times, titles, locations, and icons. A vertical column of stars on the right side of the schedule is circled in black, indicating the 'favorite' function. The 'My Plan Presentations' sidebar on the left shows a list of favorited sessions, including 'Cheers to the Crescent City! Welcome Party', 'Opening Session', and 'Community Service Project - Covenant House Packs'.

Time	Event	Location	Star
5:00 PM - 9:30 PM CST	Cheers to the Crescent City! Welcome Party	Grand Ballroom Salons 1-2	Yellow
10:00 PM - 11:30 PM CST	After Dinner Gathering	Library Lounge	Grey
Monday, February 9, 2026			
6:00 AM - 7:00 AM CST	Morning Run	Meet in Lobby	Grey
6:45 AM - 8:15 AM CST	Grab and Go CLE Breakfast	Outside Morning Meeting Rooms	Grey
6:45 AM - 4:00 PM CST	Registration Desk	Grand Ballroom Foyer	Grey
7:00 AM - 8:00 AM CST	Foundation President's Circle Breakfast	French Quarter Balcony	Grey
7:00 AM - 9:00 AM CST	Meet and Greet Breakfast	Lafayette Ballroom	Grey
7:30 AM - 8:30 AM CST	Morning Walk	Meet in Lobby	Grey
8:00 AM - 11:15 AM CST	Networking Coffee Break	Grand Ballroom Foyer	Grey
8:15 AM - 9:30 AM CST	Opening Session	Grand Ballroom	Yellow
9:30 AM - 11:00 AM CST	Foundation Forum	Grand Ballroom	Grey
	Community Service Project - Covenant House Packs	Evangeline	Yellow

My Plan Presentations
3 results found

Sunday, February 8

Time	Event	Location	Star
5:00 PM - 9:30 PM CST	Cheers to the Crescent City! Welcome Party	Grand Ballroom Salons 1-2	Yellow

Monday, February 9

Time	Event	Location	Star
8:15 AM - 9:30 AM CST	Opening Session	Grand Ballroom	Yellow
11:00 AM - 12:30 PM CST	Community Service Project - Covenant House Packs	Evangeline	Yellow