



# **2025 ILTACON INFORMATION**

**Business Partners**

**23 JULY 2025**

EVENT SPACE, SERVICE KIT AND BOOTH ORDERS

# AGENDA

1 **Important Dates**

2 **ILTACON Schedule**

3 **Know Before You Go**

4 **Do's and Don'ts**

5 **Safety and Security**

6 **Lead Retrieval**

# MEET THE BUSINESS PARTNER TEAM



**Tyler Howes**

Senior Director of Business  
Development



**Ashley Kowitz**

Customer Success Manager



**Sharon Stewart**

Customer Success Manager



**Courtney Oliver**

Business Partner Operations  
Coordinator

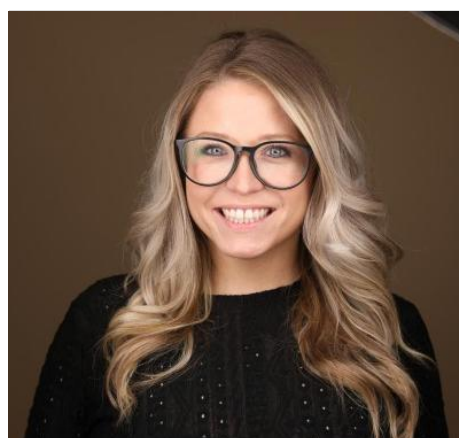
# MEET THE EVENT EXPERIENCE TEAM

Reach any of us at [events@iltanet.org](mailto:events@iltanet.org)



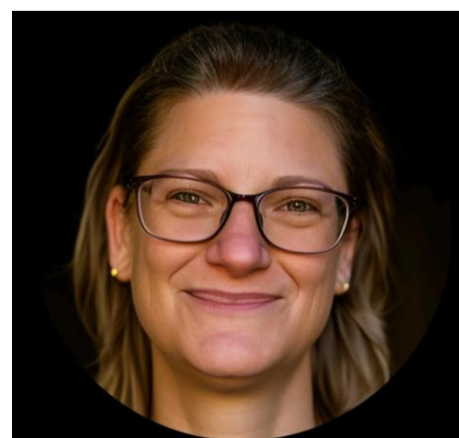
**DAWN HUDGINS**

Chief Experience Officer



**JESSICA LYKINS**

Director of Event Experience



**TRACIE MCCRAY**

Manager of Event Data and  
Operations



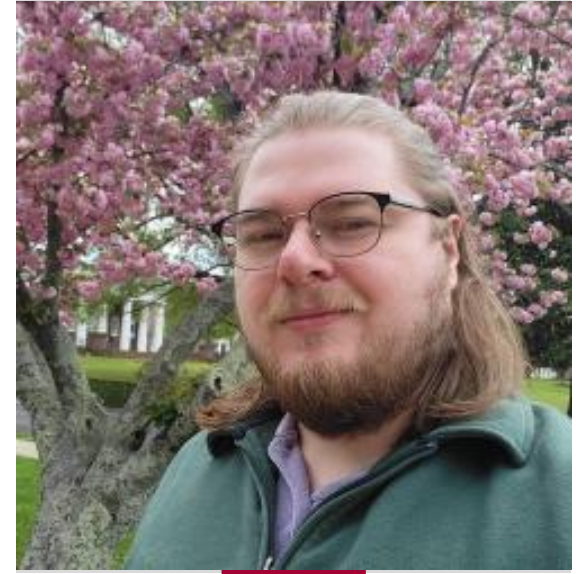
**MELISSA COMMISSO**

Experience Operations  
Manager



**Ian McCormick**

IT Manager of Development



**Bryan Morden**

IT Operations Administrator & Events  
Tech Specialist

# MEET THE ILTA IT TEAM



# IMPORTANT DATES

# ILTACON

## IMPORTANT DATES

**July** COI's the deadline is far past .... Please send them in!

25- Push App Notifications

**August** 1- Last Day To Complete Online Registration  
BINGO PRIZE SUBMISSION FORM

6– GES Shipping (Last day to receive to warehouse)

10 – REGISTRATION OPENS On Site!







# ILTA CON 2025 Schedule

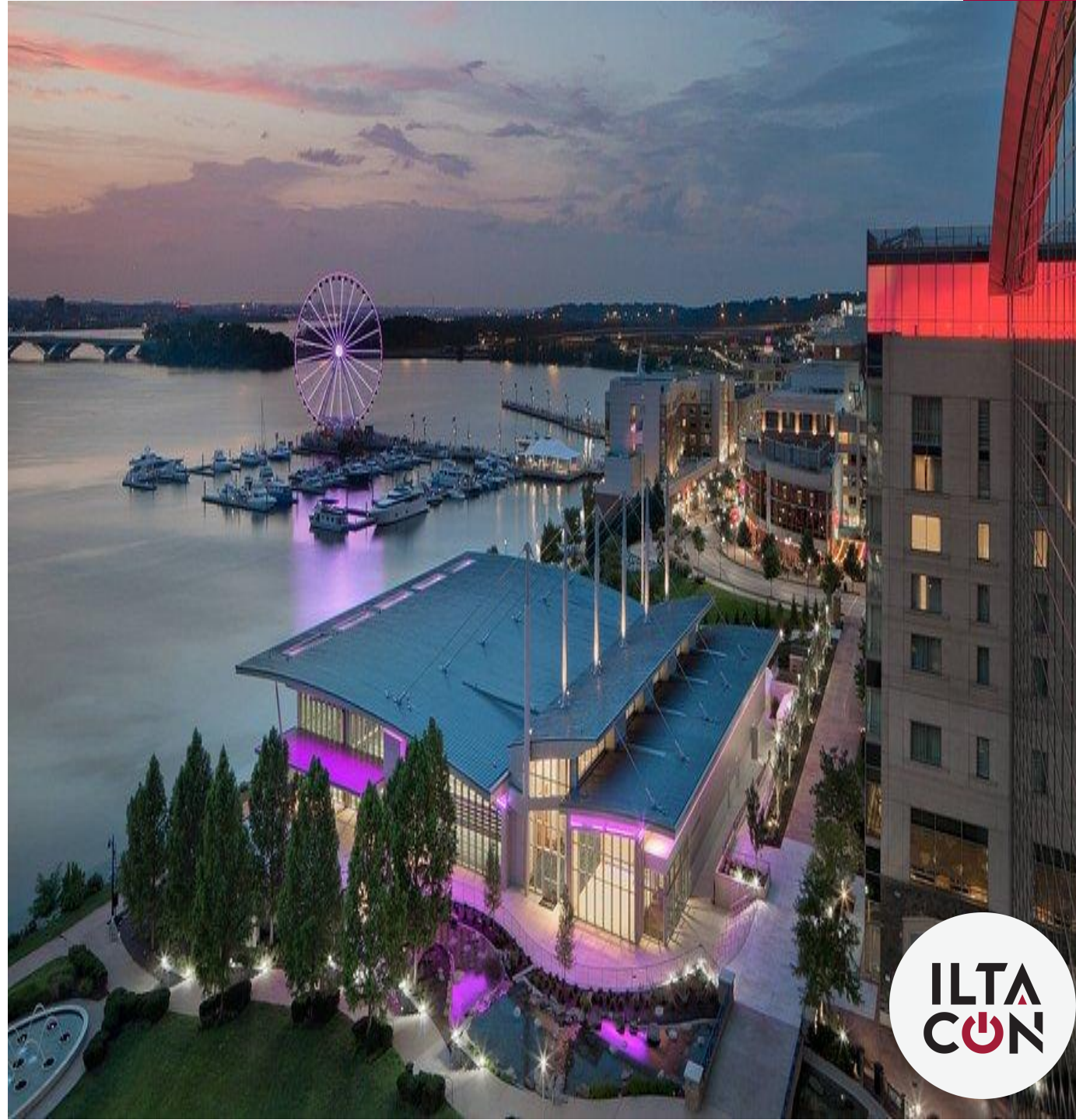


Be out of the exhibit hall  
promptly at 4:00

**VENDOR AND BPC APPRECIATION:**

**MONDAY**  
**Potomac A/B**  
**4:30 – 5:30pm**

**For all Business Partners /  
Exhibitors**



**ILTA  
CON**



## EVENTS CANNOT BE HELD DURING THE FOLLOWING

### **Attendee Orientation and Opening Reception**

Sunday 10 August | 4:30 p.m. – 9:00 p.m.

### **Monday Keynote**

Monday 11 August | 8:30 a.m. – 11:00 a.m.

### **Exhibit Hall Opening Reception**

Monday 11 August | 6:30 p.m. – 9:00 p.m.

### **Wednesday Keynote**

Wednesday 13 August | 8:30 a.m. – 10:00 a.m.

### **Thursday Keynote**

Thursday 14 August | 8:30 a.m. – 11:00 a.m.

### **Annual Member Luncheon**

Thursday 14 August | 12:00 p.m. – 2:00 p.m.



# SUNDAY



## Regional Teambuilding

**SUNDAY @ 4:00PM**

Network with others in your geographic region during this networking event! Teams divided by region will participate in a contest, and ILTA will work with the winning region on a special local event!

Open to  
Business Partners!



## Orientation

**SUNDAY @ 5:45PM**

First-timers and veterans are welcome to get a heads-up on ILTACON 2025. We will paint a picture of the custom roadmaps and learning pathways, helping you prepare for a successful ILTACON, as well as how to plan your time wisely. You'll also receive more details about various events happening throughout the week and make some new friends.



## Opening Reception

**SUNDAY @ 6:30PM**

All hands on deck for our grand kick-off! Raise a toast to new adventures and reconnect with old shipmates at the **Captain's Welcome**. Expect maritime merriment, themed cocktails, and nautical delights as we embark on our ILTACON journey.



# MONDAY

**7:30 AM | Buddy Meetup**

**9:00 AM | Ryan Campbell Keynote "*The Transformational Power of Prioritizing Joy*"**

**12:30 PM | My Mentor Meetup**

**4:00 PM | Exhibit Hall Shut down for Fire Marshall**

**4:30 PM | Vendor & BPC Appreciation / Orientation**

**5:30 PM | Emerging Professionals Reception**

**All Day | Master Classes, Company updates, Education**



## Exhibit Hall Opening Reception

**MONDAY @ 7:00PM**

Hoist the sails and explore the Exhibit Hall, brimming with treasures from across the legal tech world. Chart your course through the latest innovations, discover hidden gems, and parley with exhibitors to uncover solutions to your challenges. Don't miss the opening fanfare as we unlock the **Pirate's Bounty!**



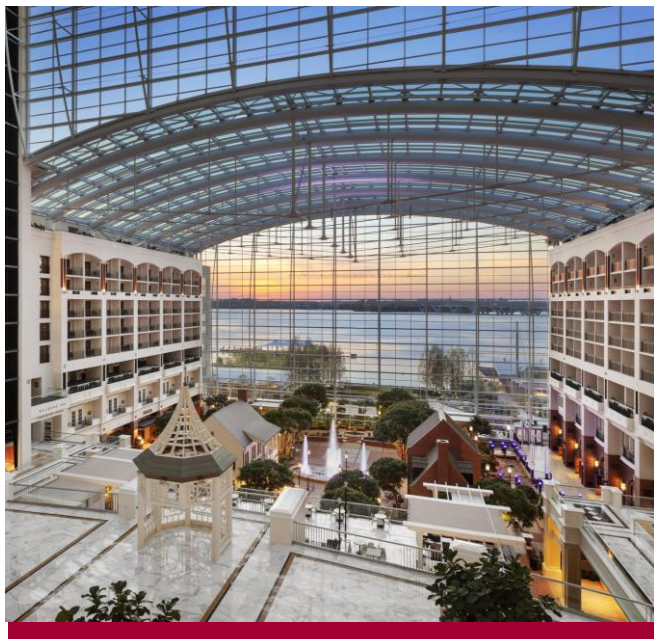
# TUESDAY

**7:30 AM | Lessons in Leadership Book Launch and Author Signing**

**4:30 PM | Live Entertainment in the Crows Nest**

**6:00 PM | International Reception**

**All Day | Master Classes, Company updates, Education**





# WEDNESDAY

**9:00 AM | Wednesday Keynote with Reena SenGuopta:**  
*"Helping the Legal Industry to Create a Sustainable Future"*

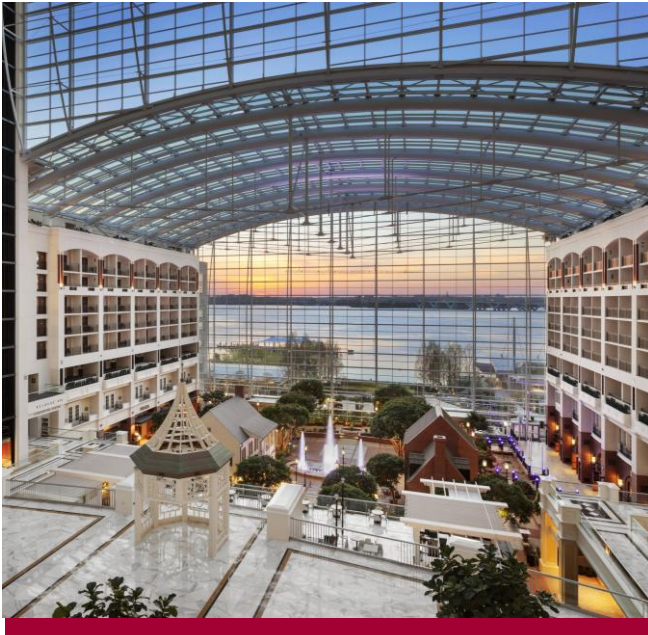
**11:00 AM | Tech Survey Session**

**4:30 PM | Live Entertainment in the Crows Nest**

**4:30 PM | Black Affinity / DEIC / Women Who Lead Reception**

**5:30 PM | Small Firm Reception**

**All Day | Master Classes, Company updates, Education**







# THURSDAY

**9:00 AM | G100/ G200 Wrap Up Keynote**

**12:45 PM | Annual Meeting opens to Non-Members**

**All Day | Master Classes, Company updates, Education**



## Closing Reception

**THURSDAY @ 6:30PM**

Bid farewell to your fellow buccaneers at our grand finale - the **Sailor's Send-Off!** Dance under the stars (of the ballroom), share tales of your ILTACON conquests, and celebrate new alliances forged. It's the perfect way to drop anchor and mark the end of an unforgettable voyage.





**KNOW BEFORE YOU  
GO**

# GOVERNMENT ID REQUIRED FOR BADGE PICK UP!



Government ID required when you pick up your badge.  
Please bring it with you to registration.

You will also need to be prepared to provide your ID at all ILTA bars. All bars reserve the right to refuse service without proof of age.

# B-I-N-G-O



## **EXHIBIT HALL BINGO**

Bingo will be offered at ILTACON 2025 to help drive exhibit hall traffic. To participate in ILTACON 2025 Bingo, please complete the [Bingo Prize Submission Form](#) no later than 1 **August**. Business partners may contribute up to three prizes. Please note, due to tax considerations, the cost of each prize **cannot exceed \$500**. Business partners will be responsible for ensuring the delivery of their prize(s) to each winning bingo participant. Questions concerning ILTACON Bingo should be directed to Sharon Stewart at [sharon@iltanet.org](mailto:sharon@iltanet.org).

# PLANNING FOR ILTACON



## Before ILTACON

**LOG IN to your account to make sure your name and company are updated / current!!!!**

How does your organization define a Successful ILTACON?

What are your goals?

Who is your audience? /What is your booth plan?

Do you know the IAEE Booth Regulations?

Who will staff the booth?

Are you doing a giveaway or participating in Exhibitor Bingo?

How will your market your presence to draw booth traffic?

What will draw people into your booth?

How will materials get to your booth?

**REVIEW THE WEBINAR RECORDINGS!!!!**



## During ILTACON

- Do you have copies of all your shipping information?
- Contact information for all your booth staff?
  - The booth build plan?
  - Contact information for all vendors?
- Do you know what educational sessions you will attend?
- What receptions you'll target for connections?
- What is your organizations safety and security plan if you are hosting an event?
- When you are in sessions... remember you are a THOUGHT LEADER / EXPERT
- Be there, Be present, everyone is important to meet
- **TURN IN YOUR KLIK BUTTON – before you leave**



## After ILTACON

- How is your booth getting off the show floor?
- Do you have labor lined up for dismantle?
- Who needs copies of the final invoices?
- Who is responsible for ensuring everything is removed from all your spaces, including demo rooms?
- **Leverage the KLIK app/admin portal to capture your leads**

# ROOMS AND PUTTING DOWN A CARD

Please note that a credit card must be presented by each individual to swipe at check in and cover remaining room, tax, and any incidental charges.

If you or members of your team will not have the method of payment that will cover their room expenses with them at check in, a credit card authorization form must be submitted prior to arrival.

To request a secure credit card authorization, please email us at [housing@iltanet.org](mailto:housing@iltanet.org)



# DO'S AND DON'T'S

# Do's and...

- It's a good idea to use air tag/tiles if you ship your swag in your luggage
- EVERYONE should have tracking numbers of all items with descriptions of contents
- Just ship to the GES warehouse – consolidate your shipping, don't ship too much – August 6 Last Day to Receive
- Label your boxes (1 of 5/ 2 of 2 etc.) / use the correct labels (Demo to Demo / Booth to Booth) [Expresso by GES](#)
- Make sure all power/internet has been ordered for your booth, demo rooms, and suites. <https://gaylordnational.boomerecommerce.com>
- Attend Sessions where your costumers are speaking at
- Review all booth regulations and guidelines: [ILTACON](#)



# Don'ts

- **No Outside Food and Beverage in your Booth, Demo or Suite**
- No helium balloons – you'll be assessed a fee of \$10,000 if they get away from you (not kidding)
- No breaking down early – DO NOT TEAR DOWN BEFORE NOON ON THURSDAY
- No removing furniture from hotel sleeping rooms
- No mi-fi or personal wireless device creators
- Just bring cash. **Gaylord is a Cashless property**
- No giveaways over \$500
- No badge sharing/tampering

# SPREADING THE WORD

BRAND HUB

Social Media templates

- I'm Speaking I'm Attending
- I'm Exhibiting
- I'll be there!

#ILTACON2025





# SAFETY AND SECURITY

# BADGE TYPES

- **Additional Badge \$1,400 – FULL CONFERENCE ACCESS**

- Includes Full Access to the Event (Sunday – Thursday) Educational Sessions, Exhibit Hall, Receptions, Luncheons, and Breaks

- **Tuesday through Thursday \$900**

- Includes Full Access to the Event (Tuesday – Thursday) Educational Sessions, Exhibit Hall, Receptions, Luncheons, and Breaks
- Does NOT include access to the Sunday Opening Reception or the Monday Exhibit Hall Opening Reception.

- **Day Pass (Limited to One Day per Person) \$350**

- Includes Full Access to the Event for the Single Day Purchase - Educational Sessions, Exhibit Hall, Receptions, Luncheons, and Breaks
- Monday Day Pass does NOT include access to the Sunday Reception.
- Only one single day pass can be purchased per attendee. Multiple day passes cannot be purchased for a single individual.

- **Demo Room/Hospitality Suite Only \$500**

- Includes access to ILTACON Demo Rooms and ILTACON Hospitality Suites
- Does NOT include access to the Exhibit Hall, Sunday Opening Reception, Monday Exhibit Hall Opening Reception/MEALS, additional receptions, or Thursday Closing Reception

- **Set Up/Tear Down \$200:**

- Includes access to the Exhibit Hall for Set Up on Sunday (12PM – 6PM), Monday (8AM – 4PM), and for Tear Down on Thursday (12PM – 6PM)
- Does NOT include access to the Sunday Opening Reception or the Monday Exhibit Hall Opening Reception, meals or anything else

- Official Government Picture ID shown at badge pick up/and where alcohol is served
- All conference attendees must wear their assigned badge
- All persons, to attend the conference, must have signed an ILTA Anti-Harassment Agreement
- Any party guilty of violating ILTA's anti - harassment policy or **BADGE SHARING** is potentially subject to:
  - Employer notification
  - Removal from property
  - Removal from conference
  - Banned from conference
  - Employer banned from conference

Incident Report Form



Emergency 24-hour hotline **336-687-4970**

# safety and security



ILTACON 2024 | Safety & Security with Jeff McKissack

[ILTACON 2024 | Safety & Security with Jeff McKissack \(youtube.com\)](https://www.youtube.com/watch?v=...)

Incident Report Form



Emergency 24-hour hotline **336-687-4970**

# Suitcasing

For all ILTA events, including those held internationally and in a hybrid environment, suitcasing is defined as when a non-attendee, start-up, consultant, affiliate, or business partner, etc., who is not an ILTA conference sponsor or attendee, conducts commercial activity from a hotel guest room or hospitality suite, an onsite restaurant or club, or any other public place of assembly.

Additionally, suitcasing may occur at venues other than on the exhibition floor and at other events held during ILTA conference dates.

Ultimately, we ask that no ILTA conference attendee accept promotional materials, meeting invitations, or offsite event invitations from individuals who are not sponsoring any ILTA conference, including ILTACON.

Should an individual or group be found suitcasing, ILTA may levy penalties for violations, up to and including, suspension from participation in future events.

Suitcasing takes away from our supportive Business Partners, drives traffic away from educational sessions and the Exhibit Hall floor, and it has a negative effect on our ILTA community.

Should you have concerns about any individual or organization who appears to be suitcasing or are not wearing a badge designating them as an event attendee, please use the following form to submit, or contact us at the following number: **336-687-4970**





# LEAD RETRIEVAL



Bizzabo  
+  klik





Sizzabo  
+ klik

- Join us at the in Potomac A/B at 4:30pm on Monday, August 11th for a quick training on this new technology during our orientation and appreciation reception for our Business Partners.

# SAVE THE DATE

<b>2026</b>	<b>23 – 27 August</b> – Gaylord Opryland, Nashville, Tennessee
<b>2027</b>	8 – 12 August – Gaylord Opryland, Nashville, Tennessee
<b>2028</b>	6 – 10 August – Orlando World Center, Orlando, Florida
<b>2029</b>	12 – 16 August – Gaylord National, National Harbor, Maryland
<b>2030</b>	11 – 15 August – Orlando World Center, Orlando, Florida
<b>2031</b>	10 – 14 August – Gaylord National, National Harbor, Maryland



# THANK YOU!

We're so grateful for your support, your engagement, and the opportunity to work together.



# Thank You!

SEE YOU IN NATIONAL HARBOR!