



ASTM INTERNATIONAL  
Helping our world work better

# WebEx Centers Training

[www.astm.org](http://www.astm.org)

# Why WebEx?

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- Interactive format, with options like editing, registration, video streaming, etc.
- ASTM determined that WebEx was the best fit for our members
- Excellent customer support from WebEx
- Application download for presenters and attendees



# How to Download WebEx

Get the Webex you need.


<https://www.webex.com/downloads.html>





## Webex Meetings


Looking for real time video conferencing?

- HD video for face-to-face meetings
- Flexible audio-only conference call options
- Easy screen sharing
- Meet across any device



Also available here:






## Webex Teams



Looking for messaging and team collaboration?

- One-on-one or group messaging
- Digital two-way whiteboarding
- Rich content and file sharing
- Video calling



Download Teams VDI

Also available here:



# WebEx Types

The 3 WebEx Centers offered:

1. **WebEx Meeting**
2. **WebEx Training**
3. **WebEx Event**

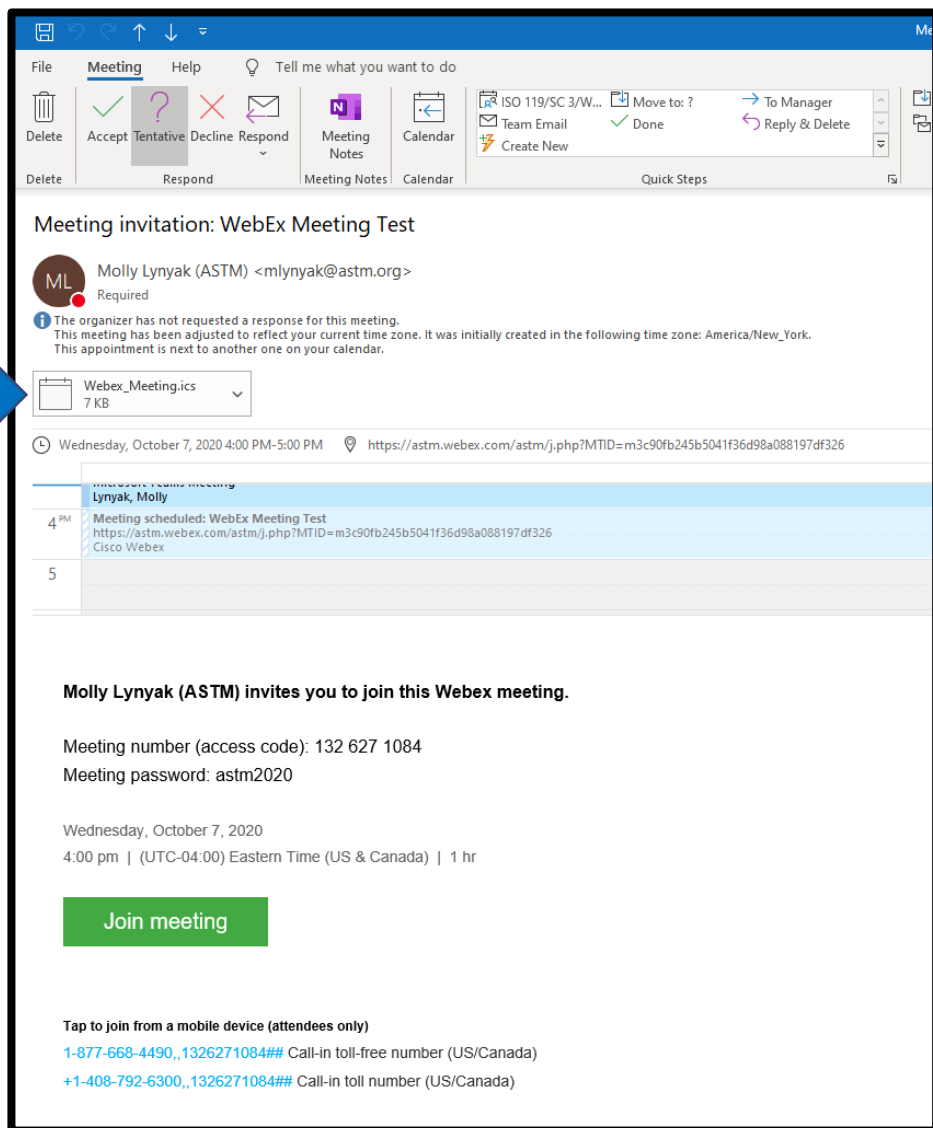


# WebEx Meeting

- Most used Center
- Easy collaboration between participants
- Features include:
  - Easily pass screen share ability amongst participants
  - Chat box
  - Hand raise feature
  - Polling
  - Notes feature
  - Breakout Sessions
  - Co-host option
  - Registration (optional)



# WebEx Meeting Calendar Invitations



Meeting invitation: WebEx Meeting Test

Molly Lynyak (ASTM) <mlynyak@astm.org>  
Required

The organizer has not requested a response for this meeting.  
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/New\_York.  
This appointment is next to another one on your calendar.

Webex\_Meeting.ics  
7 KB

Wednesday, October 7, 2020 4:00 PM-5:00 PM <https://astm.webex.com/astm/j.php?MTID=m3c90fb245b5041f36d98a088197df326>

Meeting scheduled: WebEx Meeting Test  
<https://astm.webex.com/astm/j.php?MTID=m3c90fb245b5041f36d98a088197df326>  
Cisco Webex

Molly Lynyak (ASTM) invites you to join this Webex meeting.

Meeting number (access code): 132 627 1084  
Meeting password: astm2020

Wednesday, October 7, 2020  
4:00 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

Tap to join from a mobile device (attendees only)  
[1-877-668-4490](tel:1-877-668-4490), [1326271084](tel:1326271084)## Call-in toll-free number (US/Canada)  
[+1-408-792-6300](tel:+1-408-792-6300), [1326271084](tel:1326271084)## Call-in toll number (US/Canada)

*\*This meeting will be sharing a presentation, please note if you call in by phone. Please log into the computer portion of the Webex, if you are able.\**

[Click Here to Join Webex meeting](#)

Meeting number (access code): 790 750 136 Meeting password: astm2020

## Join by phone

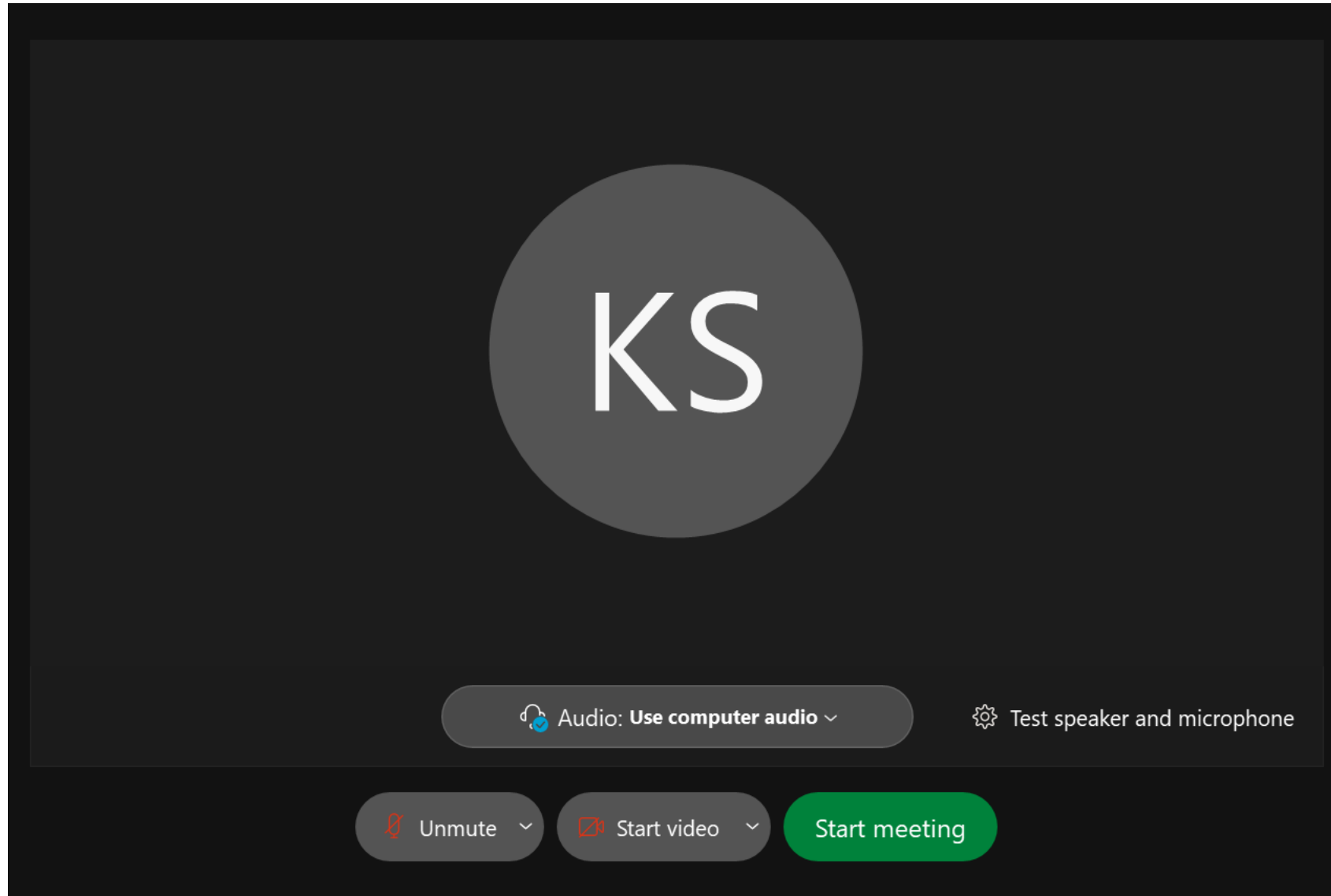
Tap to call in from a mobile device (attendees only)

**1-408-792-6300** Call-in toll number (US/Canada)

**1-877-668-4490** Call-in toll-free number (US/Canada)

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

# Joining a WebEx Meeting



# WebEx Meeting Center Controls



Cisco Webex Meetings | Meeting Info | Hide Menu Bar ^

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

Kristy Straiton  
Host, me

Participants (1)

Search

KS Kristy Straiton  
Host, me

Mute all

Unmute all

...

Chat

Unmute

Start video

Share

Record

...

×

Participants

Chat

...



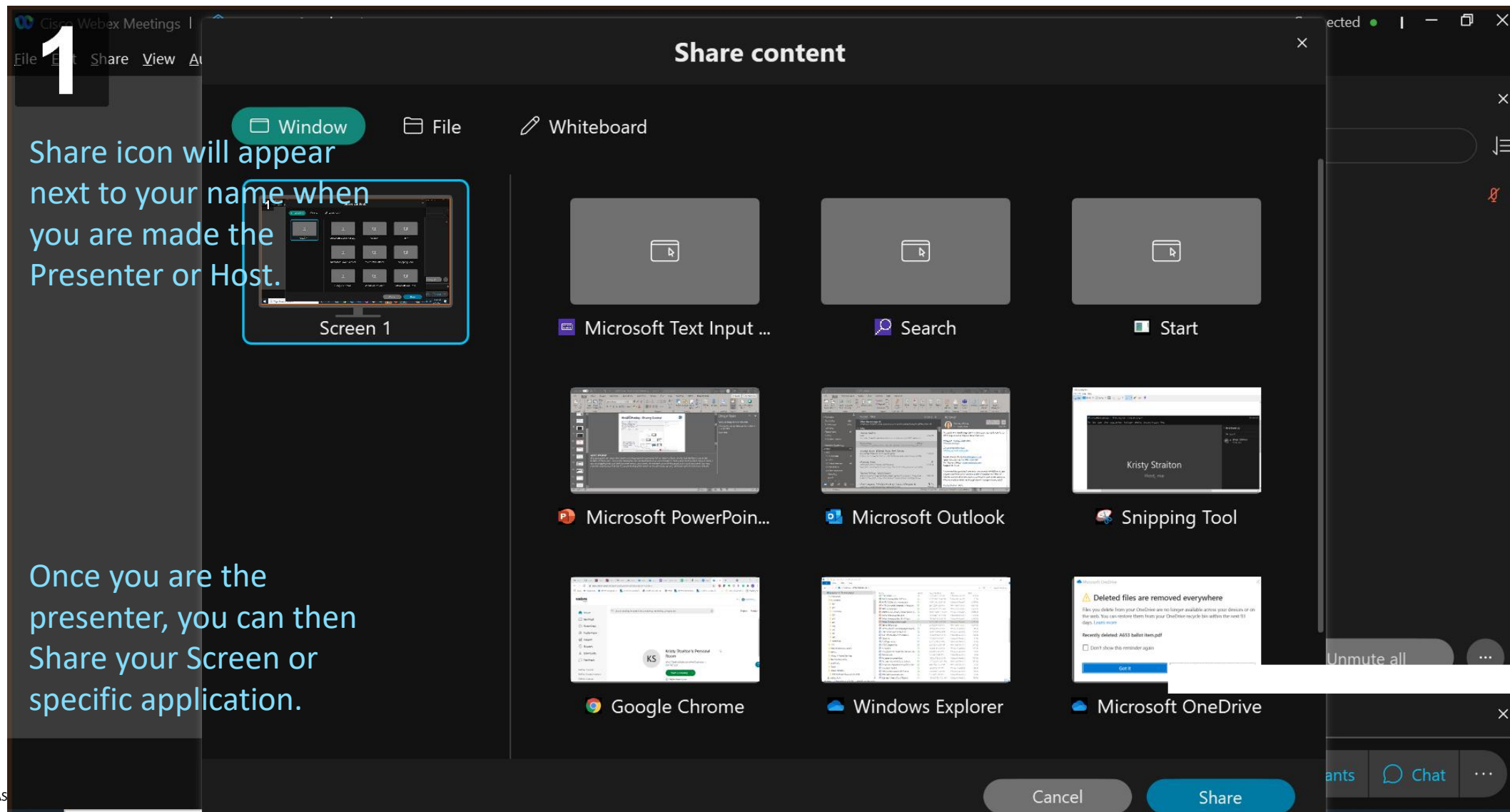
# WebEx Meeting - Sharing Content



1

Share icon will appear next to your name when you are made the Presenter or Host.

Once you are the presenter, you can then Share your Screen or specific application.



# WebEx Meeting - Sharing Content (cont'd)





A screenshot of a Microsoft Word document displayed within a WebEx meeting window. The document is titled "Document1 - Word" and is currently blank. The Word ribbon is visible at the top, with the "Insert" tab selected. A red circle highlights the "Stop Sharing" button in the top right corner of the Word window. The WebEx interface is visible around the Word window, showing a toolbar with various icons for sharing, chat, and other meeting functions. The status bar at the bottom of the Word window indicates "Page 1 of 1" and "0 words". The Windows taskbar is visible at the very bottom of the screen, showing various application icons and the system clock.

# WebEx Training

- More built in control
  - Host retains the ability to assign roles
- Features include:
  - Breakout sessions
  - Chat option
  - Feedback tools
  - Formal polling features
  - Registration (optional)
  - Hand raise option (numbers in order)

### Invitation to Virtual session: Test Training



messenger@webex.com  
To  Klineburger, Laura

You have been invited to participate in an ASTM Virtual Meeting:

Topic: Test Training  
Host: WebEx Admin  
Date: Monday, August 24, 2020  
Time: 11:15 am, Eastern Daylight Time (New York)  
Session number/Access code: 132 599 0608  
Session Password: Z8yYmNquf73

**To join the online meeting:**

1. Go to <https://astm.webex.com/astm/k2/j.php?MTID=t73bbe286013c2ebca07d0e437f8f4c2e>
2. Enter your name and email address on the right side of the page.
3. Click "Join Now".
4. Follow the on-screen instructions to join the teleconference and utilize the call back feature – OR - entering your Session number/Access code: 132 599 0608

**To join AUDIO ONLY:**

1. Dial: 1-877-668-4490
2. Enter Meeting Code: 132 599 0608

# WebEx Training Center Controls



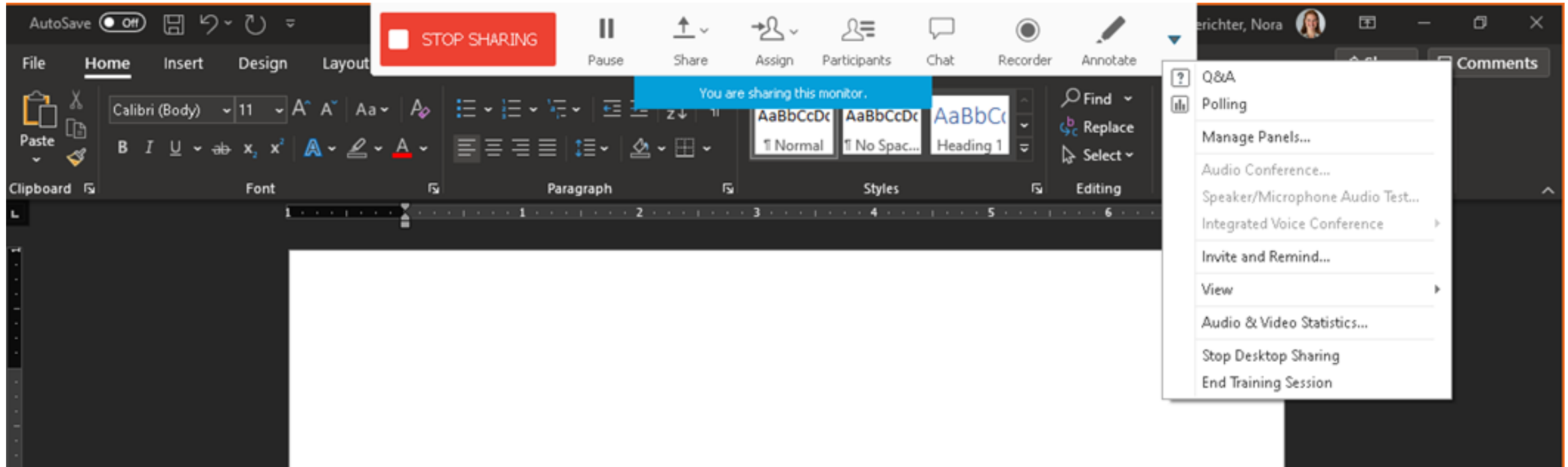
The screenshot shows the Cisco WebEx Training Center interface. At the top, the title bar reads "Cisco WebEx Training". Below it, a menu bar includes "File", "Edit", "View", "Audio", "Participant", "Session", "Breakout", and "Help". The main content area displays "Giacomo Edwards's training session" with the topic "Emergency Preparedness".

Key controls and their locations are highlighted with red arrows and text labels:

- Access Participant List/ Chat Box:** Points to the "Participants" and "Chat" icons in the top right corner.
- Audio Options:** Points to the "Audio Conference (Connected)" icon in the center.
- Screen Sharing Options:** Points to the "Show Application" button in the center.
- Mute:** Points to the mute icon in the participant list on the right.
- Start/Stop Video:** Points to the video icon in the participant list on the right.
- Bottom Control Bar:** A dark bar at the bottom contains icons for "Raise Hand", "Green check = agree", "Red x = disagree", "Emojis", and other items. A red arrow points from this bar to the "Audio" section in the bottom right corner.

At the bottom of the interface, a status bar shows "Session No. 203-136-988" and "You are participating using your computer.".

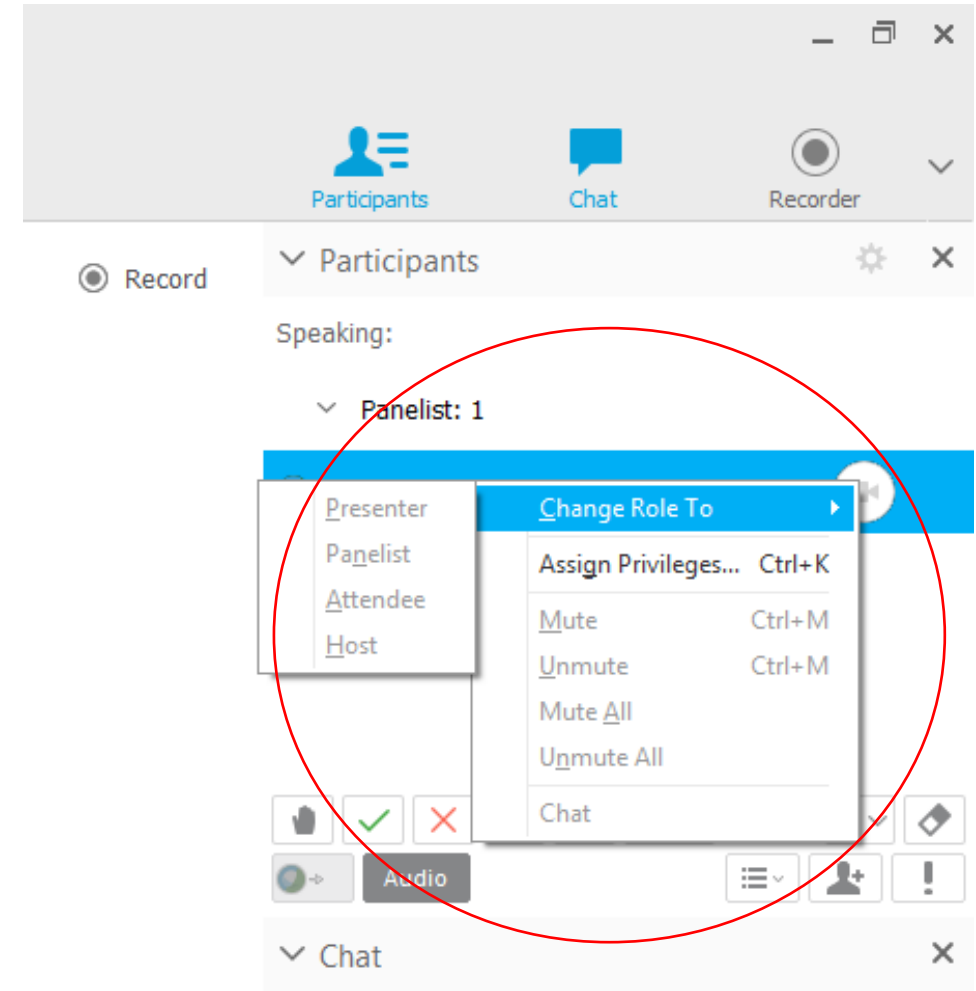
# WebEx Training - Sharing Content



# WebEx Training: Hosting & Presenting



- Who can pass the ball?
- How is the Host/Presenter able to assign participants a new role?
- **REMEMBER:** Don't leave a training without reassigning a host!



# WebEx Event

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- Used for large-scale events such as workshops, conferences, or seminars
- Typically events with multiple panelists and gatherings where collaboration between attendees/presenters is not required
- Consult with your staff manager to determine if this type of WebEx Center is appropriate for your needs

# WebEx Training - Polling



## Creating a Poll

▼ Polling

Poll1 Poll2

Poll Questions:

1.How many ASTM Committees are you a member of?

☐ a.Less than 5

☐ b.Between 5-10

☐ c.More than 10

Question

Type: ☒ Multiple choice ☐ Short answer

Single Answer

New Change Type

Answer

Add Mark as Correct

☐ Record individual responses

Clear All Options... Open Poll

Connected Cisco

## Opened Poll

▼ Polling

Poll1 Poll2

Poll in progress:

Questions	Results	Bar Graph
1.How many AST...		
a. Less than 5	0/0 ( 0%)	
b. Between 5-10	0/0 ( 0%)	
c. More than 10	0/0 ( 0%)	
No Answer	0/0 ( 0%)	

Polling status

Not started

...

0/0(0%)

In progress

...

0/0(0%)

Finished

...

0/0(0%)

Remaining time: 4:54 Time limit: 5:00

Clear All Edit Questions Close Poll



# Scheduling Conference Calls or Virtual Meeting



# How to Request a Call or WebEx

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- Two ways to request a virtual meeting:
  - Contact your [staff manager](#)
  - Request through the ASTM [MyCommittees](#) Page



Webex Meetings

Bringing you face-to-face.



# MyCommittees Page Meeting Request

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[MyASTM](#) / [Membership](#) / [MyCommittees](#)

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Subscriptions

Tracker

Account#: 1802687

Krista Robbins

krobbins@astm.org

ASTM International

## MyCommittees

Committee C01 on Cement					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C07 on Lime and Limestone					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C12 on Mortars and Grouts for Unit Masonry					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee C15 on Manufactured Masonry Units					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee D05 on Coal and Coke					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking
Committee D07 on Wood					
Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking

## MyTools

Roster Maintenance 364

Negative & Comments 111

MyOutstanding Ballots 3

MyNext Meetings 1

MyWork Items

MyCollaboration Areas

Ballots & Workitems

Meetings, Minutes & Agendas

Additional Resources

Member Training

Interlaboratory Study (ILS)

Plan Online Mtg/Conf

# MyCommittees Page Meeting Request (cont'd)



MyASTM / Virtual Meetings

## Schedule A Virtual Meeting or Conference Call

To schedule your Virtual Meeting or Conference Call, you will need the email addresses and company name of non-members you wish to invite. You will have the option to attach materials to circulate with the invitation (or you may send them later). Upon completion, you will receive confirmation of the session (including a list of emails for those you invite, for your use). Your scheduled sessions will be saved for 1 year, so you may review and/or retrieve their information. If you need your conference call or online meeting scheduled within the next 48 hours, please contact your staff manager directly.

## Type of Collaborative Meeting and Sponsoring Committee

Would you like to retrieve information from a previous call or online meeting?

(This will pre-populate the form with previously submitted information)

Yes ☐ No ☐

Select Topic

What type of session would you like to schedule?

Virtual Meeting ☐ Conference Call ☐

# MyCommittees Page Meeting Request (cont'd)

MyASTM / Virtual Meetings

## Schedule A Virtual Meeting or Conference Call

Meeting date:

Month

Day

Year

Meeting time:

Hours

00

am ☐

pm ☐

Eastern Time Zone, USA

Estimated Duration:

Hour(s)

00

[Click Here](#) to view information on time zones

[Click Here](#) to view options for recurring sessions

CONTINUE



# MyCommittees Page Meeting Request (cont'd)

MyASTM / Virtual Meetings

## Virtual Meetings

### Meeting Organizer

As the organizer, you will be the "host" of the session and must be present. [Click Here](#) to find out more about hosting.

- ☐ Request ASTM Staff help with hosting the session. (Virtual Meetings Only)
- ☐ I would like training on hosting (Staff will contact you)

### Select Session Invitees

Select your invitees from a roster, and/or by adding contact information for those who are not members of ASTM in the non-member contact fields below. You may use one or the other, or both, to establish your invitee list.

#### Select members from the roster

Adams, David	>>	Adcock, Hugh
Adams, Thomas		Agadoni, Alan
Adams, Andrew J	<<	Akbarmir, Dalia
Al-Thawabeia, Ruba		
Al-Yami, Khaled Hassan		
Alamdar, Ahmed		
Alarie, Yves		
Albergo, Nicholas		
Albuquerque, Mahesh		
Alcalay, Orion		

#### Select non-members

# MyCommittees Page Meeting Request (cont'd)

## Select non-members

adamski, mark : bp  
garg, sanjay : Shell  
Huntley, David : San Diego State University  
Johnson, Paul C.: Arizona State University  
Lundegard, Paul : Unocal  
Lundy, Don : ES&T/GES  
Lundy, Don : ESTGES  
Lyverse, Mark : Chevron Texaco  
Sale, Tom : Colorado State University  
Smith, Tim : Chevron

>>  
<<

## Add A New Non Member Contact

First Name

Last Name

Organization

Email

ADD NONMEMBER

[Click Here](#) to attach materials to the invitation your attendees will receive.

## Submit Meeting Scheduling Request

SCHEDULE MEETING

# Tips for Your Virtual Meeting

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## Before your meeting

- Select appropriate type of WebEx Center for your meeting (Meeting, Training, or Event)
- Schedule test session
- Ensure you have the WebEx link to join the specific virtual meeting
- Log onto your WebEx meeting 5 minutes early
- If you are the host, print your meeting attendance sheet and update rosters
- Confirm who will take attendance and minutes
- Review the agenda



# Tips for Your Virtual Meeting

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## During your meeting

- If you are the host or presenter, have documents ready to share
- Mute your line when not speaking to avoid unwanted noise
- Turn on/off video as desired
- Use chat feature to encourage questions or comments
- Contact [WebEx@astm.org](mailto:WebEx@astm.org) with any technical difficulties
- <https://help.webex.com/landing/onlineclasses/upcomingClass/Working-Remotely#START-HERE-Webex-Overview>

# Additional Resources

- ASTM WebEx User Manuals
  - <https://www.astm.org/updates/committees.html>
- ASTM Regulations
  - [https://www.astm.org/media/pdf/regs\\_Regulations.pdf](https://www.astm.org/media/pdf/regs_Regulations.pdf)
- ASTM Form and Style Manual
  - [https://www.astm.org/media/pdf/bluebook\\_FormStyle.pdf](https://www.astm.org/media/pdf/bluebook_FormStyle.pdf)
- ASTM Officer's Handbook
  - [https://www.astm.org/media/pdf/Handbook\\_5-11-20.pdf](https://www.astm.org/media/pdf/Handbook_5-11-20.pdf)





# ASTM Virtual Classroom



All

Search topic, title, author, A53



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[Shipping and Handling](#)

[Reading Room](#)

## Classroom for Members

ASTM International recognizes that understanding the consensus process is crucial for members who wish to participate in the development of technical standards. Below you will find a variety of materials that were developed to assist members. In addition, ASTM also offers trainings via the WebEx tool and encourages members to take advantage of whatever trainings/materials they need to effectively participate in their committee work. For specific questions related to your committee please contact your staff manager. For questions about the online trainings please contact [Kristy Stralton](#).

### Member Training Materials

- [ASTM 101](#)
- [ASTM 101 self-led training course](#)
- [New Member](#)
- [Committee Operations](#)
- [Meetings](#)

### Virtual Members Trainings

- [New Member Orientation & Training](#)
- [Balloting & Handling Negative Votes](#)
- [WebEx Training](#)
- [Roster Maintenance](#)
- [Process of Developing & Revising a Standard](#)
- [Task Group Chair & Technical Contact Responsibilities](#)
- [Subcommittee Chairman's Duties and Responsibilities](#)
- [Interlaboratory Studies Program](#)
- [Planning Symposia & Workshops](#)
- [Collaboration Area Training](#)



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# Thank you!

[www.astm.org](http://www.astm.org)

# Questions ?