

WebEx Centers Training



Why WebEx?

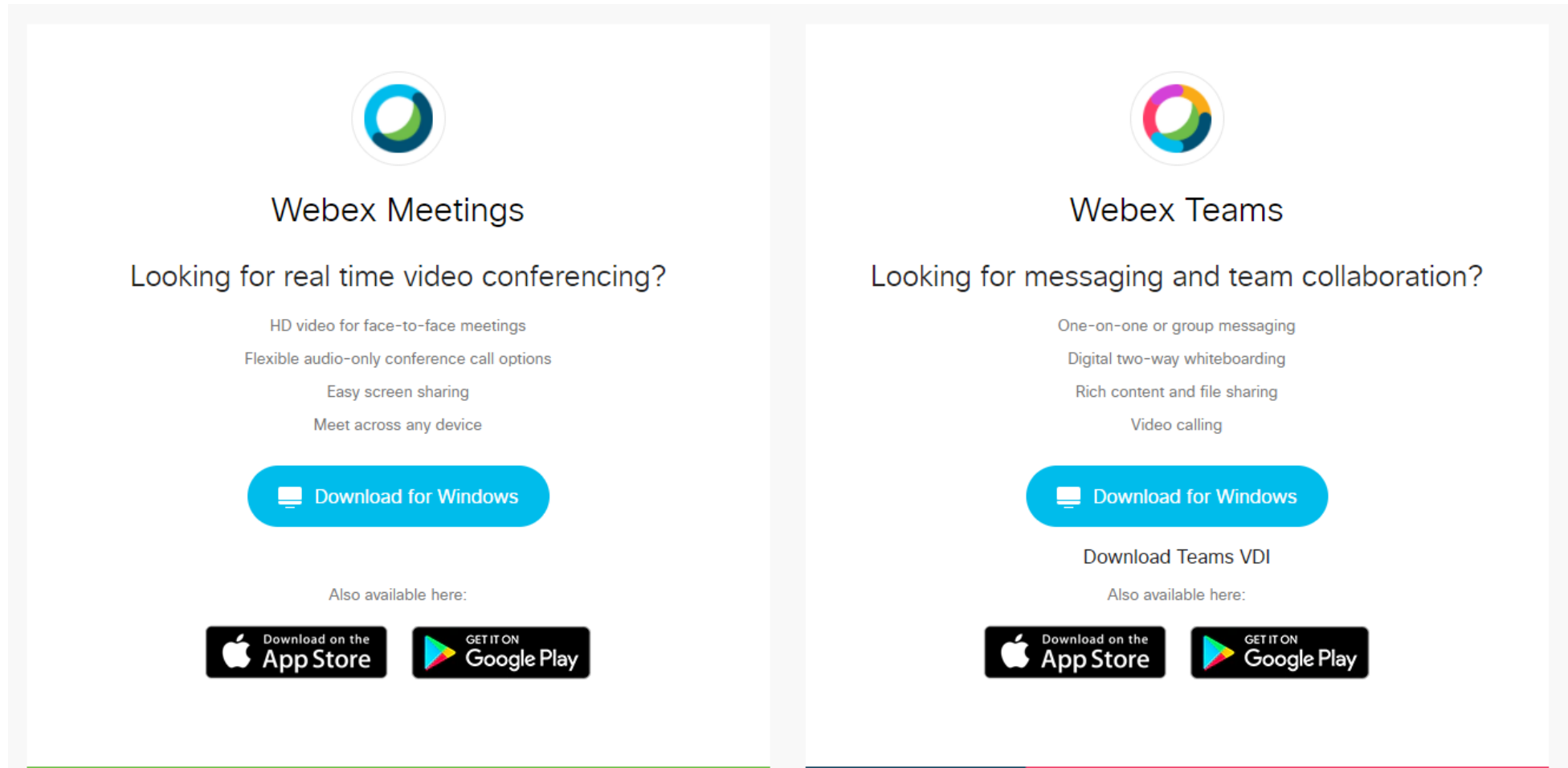
- Interactive format, with options like editing, registration, video streaming, etc.
- ASTM determined that WebEx was the best fit for our members
- Excellent customer support from WebEx
- Application download for presenters and attendees



How to Download WebEx

Get the Webex you need.

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



The screenshot displays two columns of content. The left column is for 'Webex Meetings' and the right column is for 'Webex Teams'. Each column features a circular logo at the top, followed by the product name, a question, a list of features, a 'Download for Windows' button, and 'Also available here:' text with 'Download on the App Store' and 'GET IT ON Google Play' buttons.

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

[Download for Windows](#)

Also available here:

- [Download on the App Store](#)
- [GET IT ON Google Play](#)

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 for Windows](#)

[Download Teams VDI](#)

Also available here:

- [Download on the App Store](#)
- [GET IT ON Google Play](#)

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)

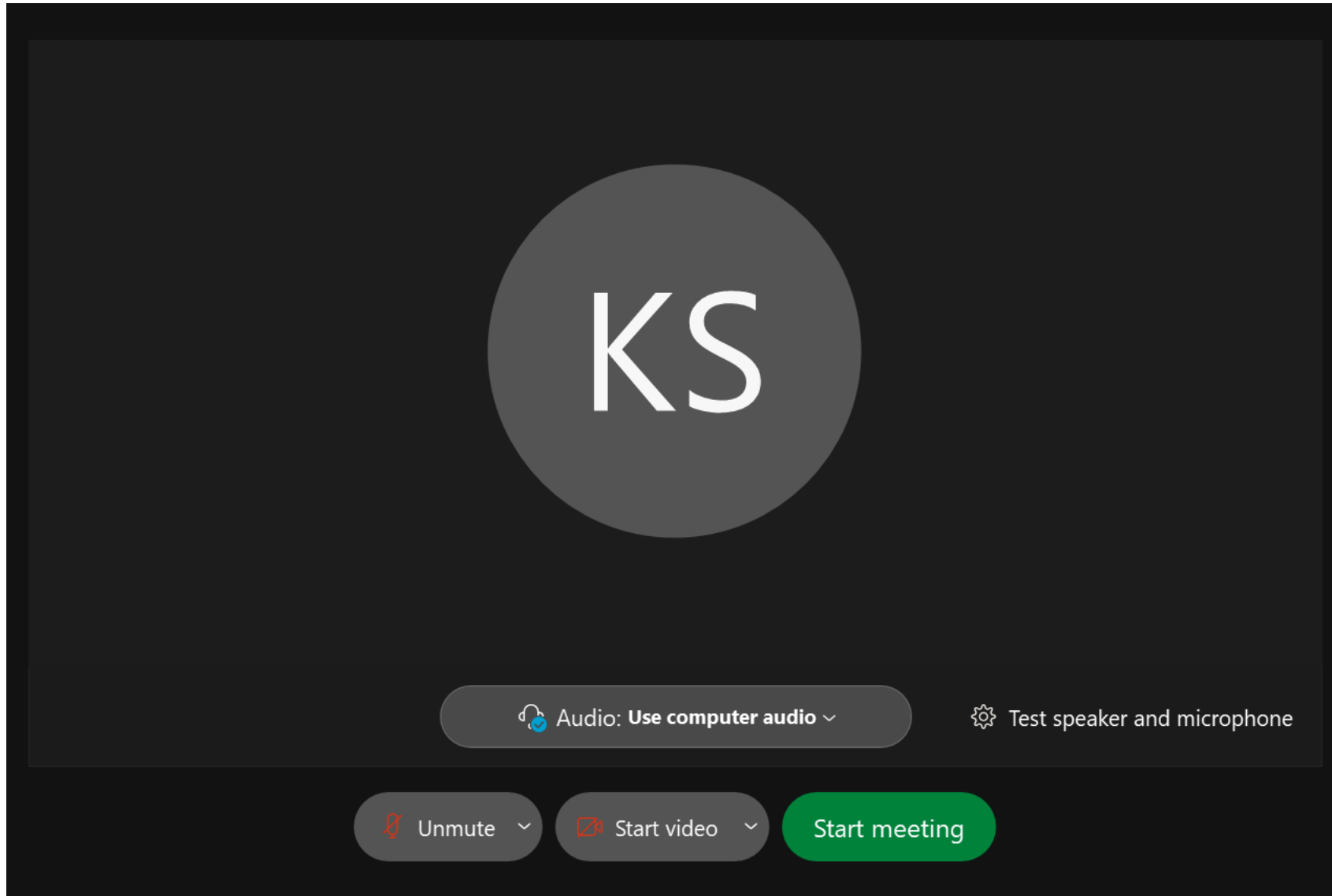
This meeting will be sharing a presentation, please note if you call in by phone. Please log into the computer portion of the Webex, if you are able.

[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

Connected | - □ ×

Participants (1) ×

Search

KC Kristy Straiton
Host, me

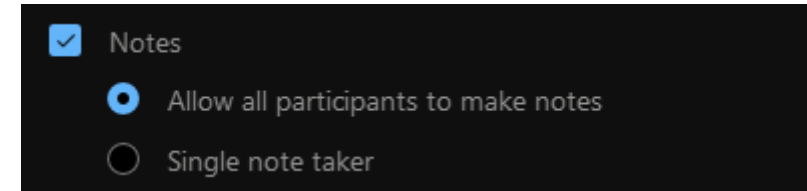
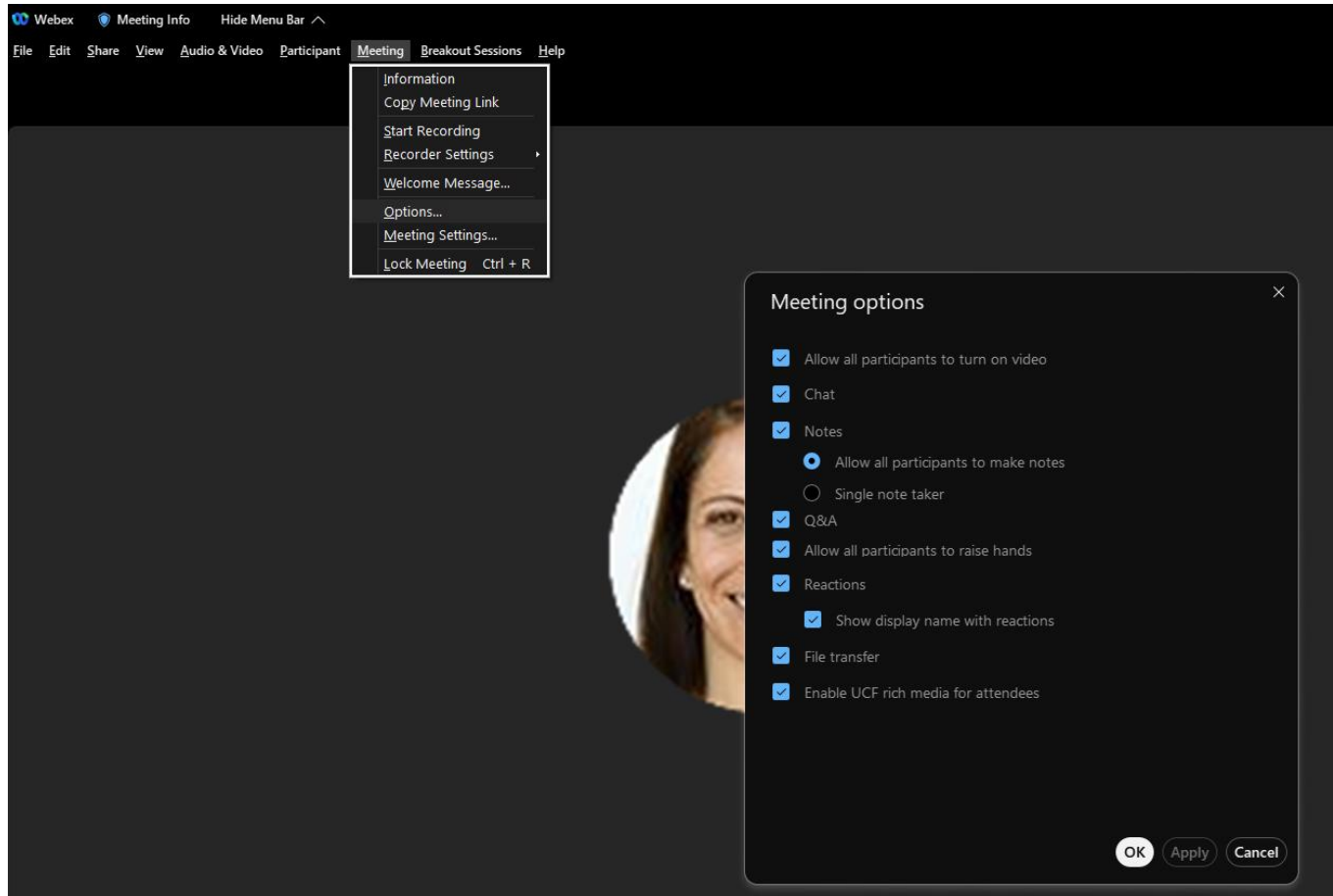
Mute all Unmute all ...

Chat ×

Unmute Start video Share Record ... × Participants Chat ...

Kristy Straiton
Host, me

Notes



Notes



Notes

WK12345 was discussed and the negative was found persuasive. The item will be revised and reballoted.

Publish Save

Participants (2)

Search

Krista Robbins

- Make Presenter
- Make Host
- Make Note Taker
- Make Closed Captionist

Change Role

- Pass Keyboard and Mouse Control
- Allow to Annotate
- Assign Privileges...
- Mute
- Unmute
- Mute All
- Unmute All
- Lower Hand
- Lower All Hands
- Stop Video
- Chat
- Move to Stage

Chat

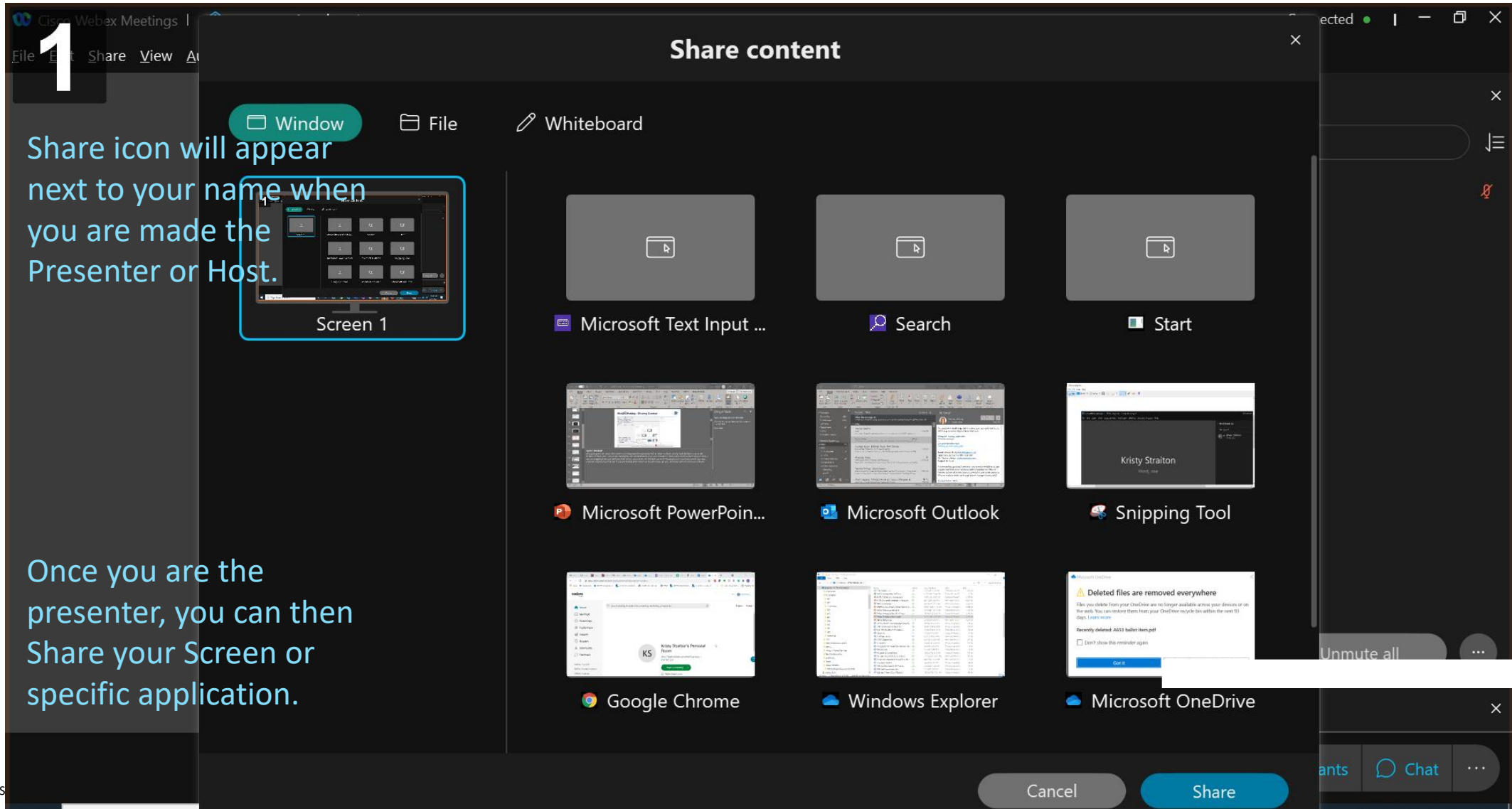
Notes

Enter your notes here

- Q & A
- Captions
- Notes ✓

Apps 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 the Microsoft Word application interface during a WebEx meeting. The top ribbon is visible, showing tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, and Developer. The 'Share' tab is active, and a red oval highlights the 'Stop Sharing' button. A notification banner reads 'You're sharing this screen'. The main document area is blank. The status bar at the bottom shows 'Page 1 of 1', '0 words', and a zoom level of 120%. The Windows taskbar is visible at the very bottom with various application icons.

AutoSave Off

File Home Insert Design Layout References Mailings Review Developer

Share Stop Sharing Mute Mute video Recorder Participants Chat Annotate More

You're sharing this screen

Share Comments



Page 1 of 1 0 words 120%

© ASTM Int 4:08 PM 10/7/2020

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, the "Quick Start" and "Session Info" tabs are visible. The main content area displays "Giacomo Edwards's training session" with the topic "Emergency Preparedness".

Key controls and annotations include:

- Audio Options:** An arrow points to the "Audio Conference (Connected)" icon.
- Screen Sharing Options:** An arrow points to the "Share Application" button.
- Participant List/Chat Box:** An arrow points to the "Participants" and "Chat" icons in the top right.
- Mute:** An arrow points to the "Mute" icon in the participant list.
- Start/Stop Video:** An arrow points to the "Start/Stop Video" icon in the participant list.
- Bottom Control Bar:** A dark blue box highlights the bottom control bar with icons for Raise Hand, Green check, Red x, Mute, Video, and Emojis. Below it, text reads: "Raise Hand, Green check = agree, Red x = disagree, Emojis and other items as needed".

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

WebEx Training - Sharing Content



A screenshot of the WebEx interface. The top toolbar includes a red 'STOP SHARING' button, a 'Pause' button, a 'Share' button, an 'Assign' button, a 'Participants' button, a 'Chat' button, a 'Recorder' button, and an 'Annotate' button. A blue notification bar reads 'You are sharing this monitor.' The main window displays a Microsoft Word document with the 'Home' tab selected. The ribbon shows 'Clipboard', 'Font', 'Paragraph', 'Styles', and 'Editing' sections. A dropdown menu is open, listing options: 'Q&A', 'Polling', 'Manage Panels...', 'Audio Conference...', 'Speaker/Microphone Audio Test...', 'Integrated Voice Conference', 'Invite and Remind...', 'View', 'Audio & Video Statistics...', 'Stop Desktop Sharing', and 'End Training Session'. The window title bar shows 'Berichter, Nora' and a user profile picture.

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%)

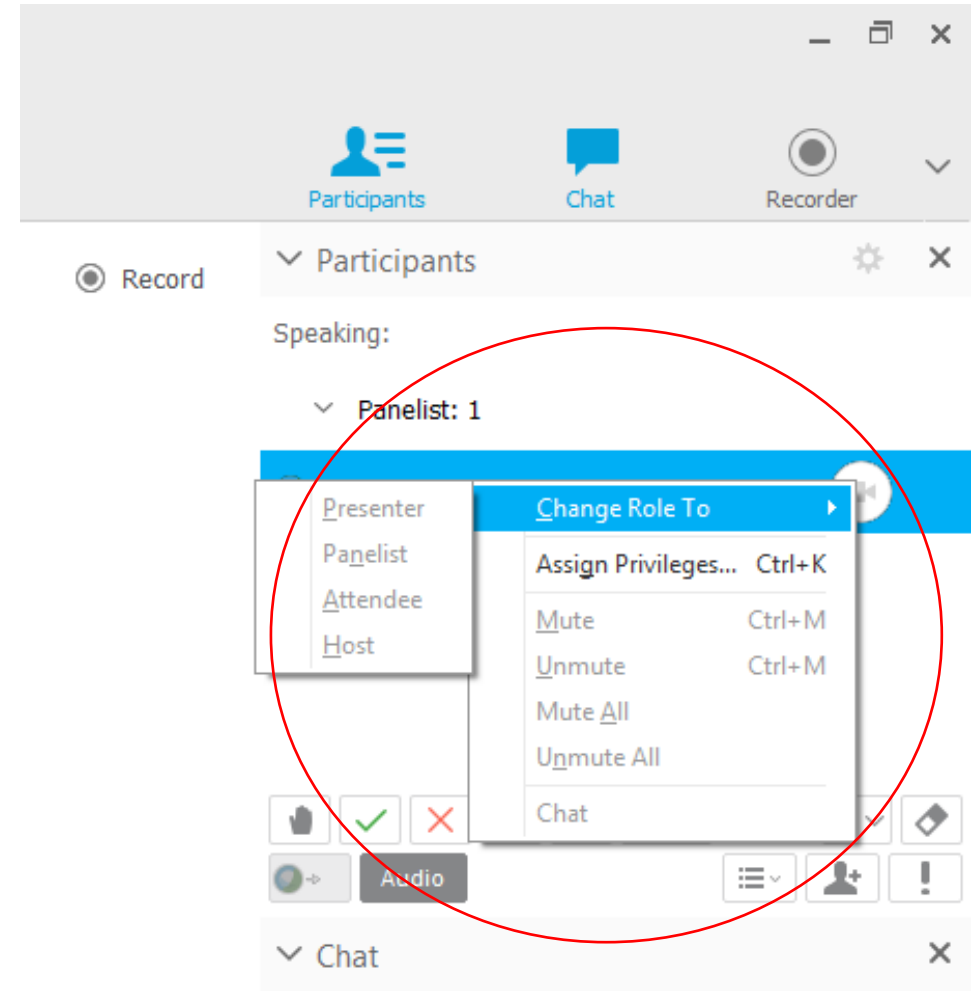
Finished 0/0(0%)

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

Clear All Edit Questions Close Poll

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

- 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

Scheduling Conference Calls or Virtual Meeting



How to Request a Call or WebEx

- 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

- MyAccount
- Membership
 - MyCommittees**
 - Manage Committees
 - Change Of Employment
 - Committee Profile
 - Invite a Colleague
 - Membership Info
 - Recent Activity
- Orders
- Compass
- Tracker

Account#: 1802687
Crista Robbins
crobbins@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 **104**
- Negative & Comments **111**
- MyOutstanding Ballots **3**
- MyNext Meetings **8**
- MyWork Items
- MyCollaboration Areas
- Ballots & Work Items
- Meetings, Minutes & Agendas
- Interlaboratory Study (ILS)
- Terminology Dictionary
- Plan Online Mtg/Conf**
- Member Training

MyCommittees Page Meeting Request (cont'd)



Request a Virtual Meeting or Conference Call

Meeting Information > Date & Time > Presenter & Invitees

Requests to ASTM for a conference call or virtual meeting requires at least 48 hours notice. If you wish to schedule a meeting sooner, you must contact your staff manager directly. You will have an opportunity to invite members and non-members to a meeting. For non-member invites, please have the email addresses and company names ready. You may also attach materials to circulate with the invitation (or you may send them later).

Collaborative Meeting Information

Retrieve information from previous meeting This meeting is associated with a Work Item

Choose Meeting

Choose Work Item

* Enter the Topic of the session

Enter the subject line of the invitation

* What type of meeting would you like to schedule?

Virtual Meeting (screen sharing) Conference Call only

* Main Committee sponsoring the session

Please select a committee

* Subcommittee sponsoring the session

Please select a Subcommittee

Select "Main Committee Meeting Only" if there is no Sponsoring Subcommittee

Clear Form

Continue

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

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

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 with any technical difficulties

Additional Resources

- ASTM WebEx User Manuals
 - <https://www.astm.org/updates/committees.html>
- ASTM Regulations
 - https://www.astm.org/media/pdf/regs_Regulations.pdf
- ASTM Form and Style Manual
 - https://www.astm.org/media/pdf/bluebook_FormStyle.pdf
- ASTM Officer's Handbook
 - https://www.astm.org/media/pdf/Handbook_5-11-20.pdf





ASTM Virtual Classroom



All ▾

Search topic, title, author, A53 🔍

Home / Products & Services / Training Courses

Standards & Publications

Book of Standards

Digital Library

Training Courses

Classroom for Members

Enterprise Solutions

Catalogs

Tracker Services

Certification

Proficiency Testing

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 Negatives 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](#)



ASTM INTERNATIONAL
Helping our world work better

Thank you!

www.astm.org

Questions ?

