



ASTM INTERNATIONAL
Helping our world work better

WebEx Centers Training

www.astm.org

Why WebEx?

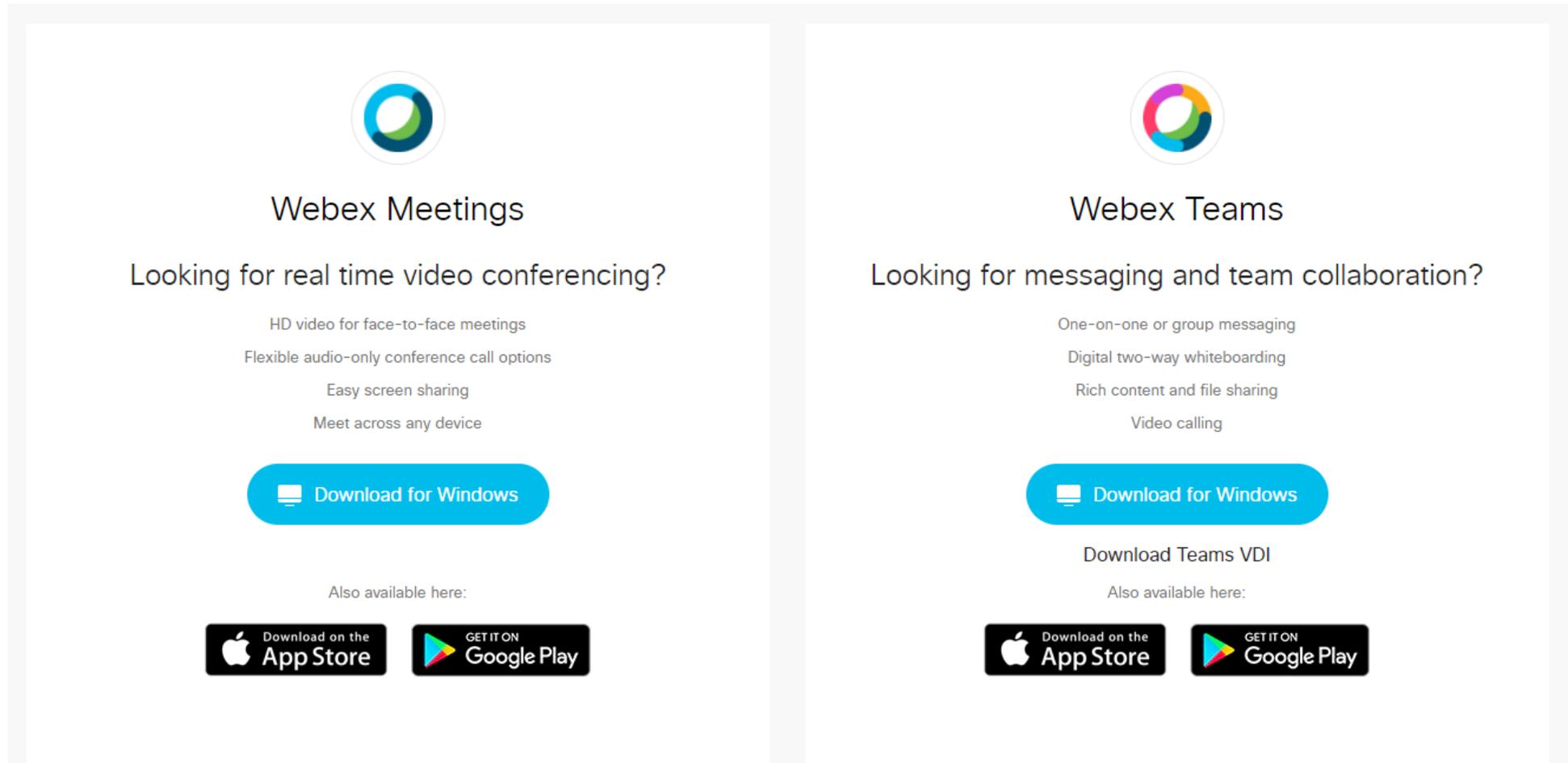
- Interactive format, with options like editing, registration, video streaming, etc.
- ASTM determined that WebEx was the best fit for our members
- Excellent customer support from WebEx
- Application download for presenters and attendees



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, a title, 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



The screenshot shows a Microsoft Outlook interface with a meeting invitation from Molly Lynyak (ASTM). The invitation includes a subject line, sender information, a note about time zone adjustments, a calendar icon, a meeting link, and a 'Join meeting' button. A blue arrow points to the calendar icon.

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

Thursday, January 11, 2024 2:00 PM-3:00 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.

Session Number: 2634 089 4001
Session Password: ASTM2024
Date: Thursday, January 11, 2024
Time: 2:00 pm, Eastern Standard Time (New York)

[Join meeting](#)

Tap to join from a mobile device (attendees only)
1-877-668-4490,,1326271084## Call-in toll-free number (US/Canada)
+1-408-792-6300,,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: ASTM2024

Join by phone

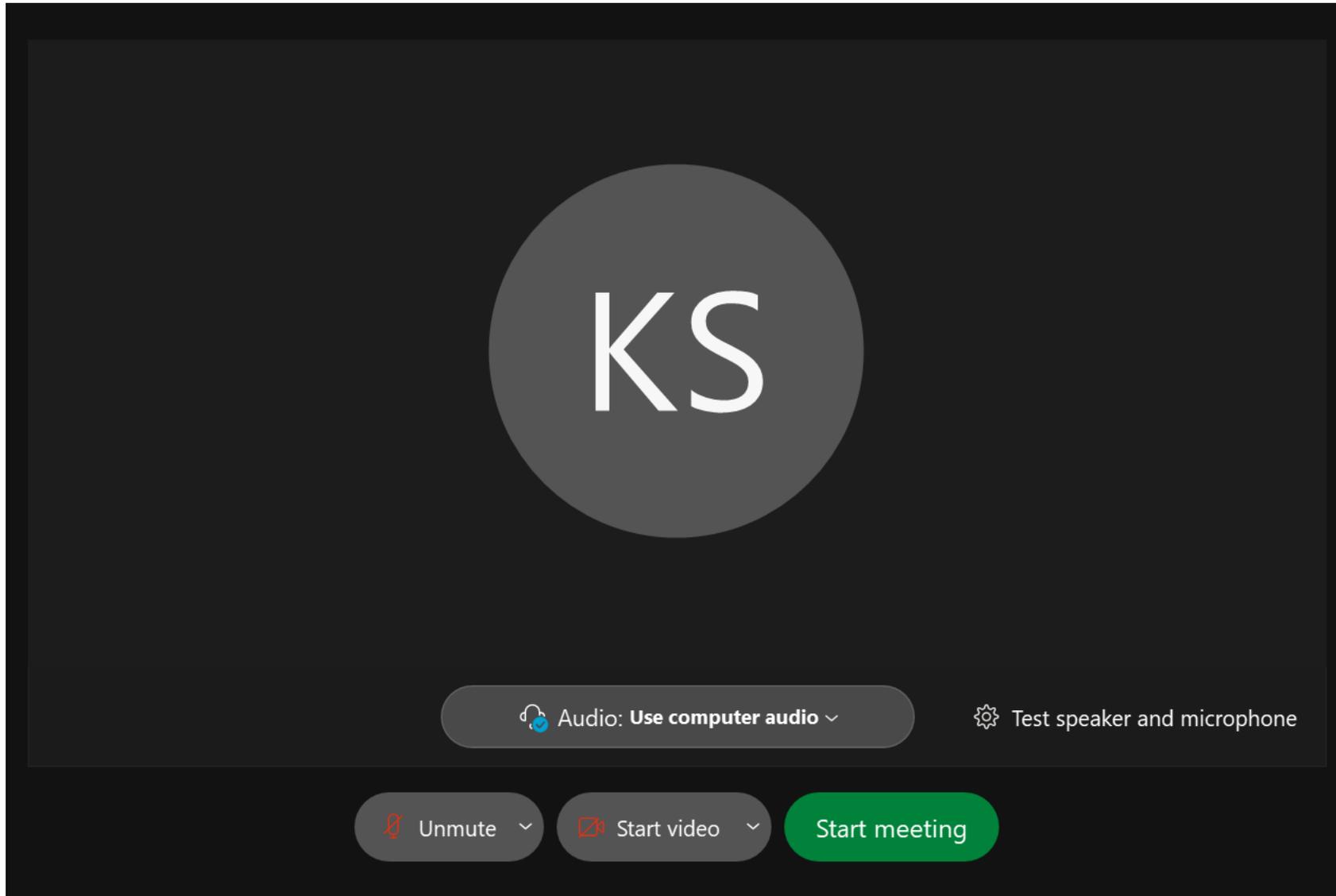
Tap to call in from a mobile device (attendees only)

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 | - | X

Participants (1) X

Search

KS Kristy Straiton
Host, me

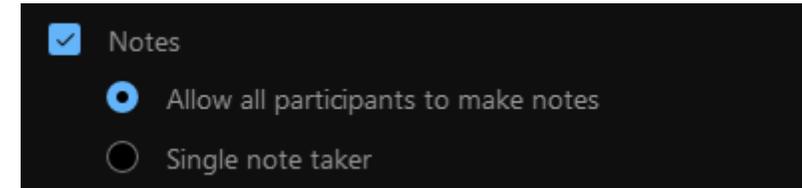
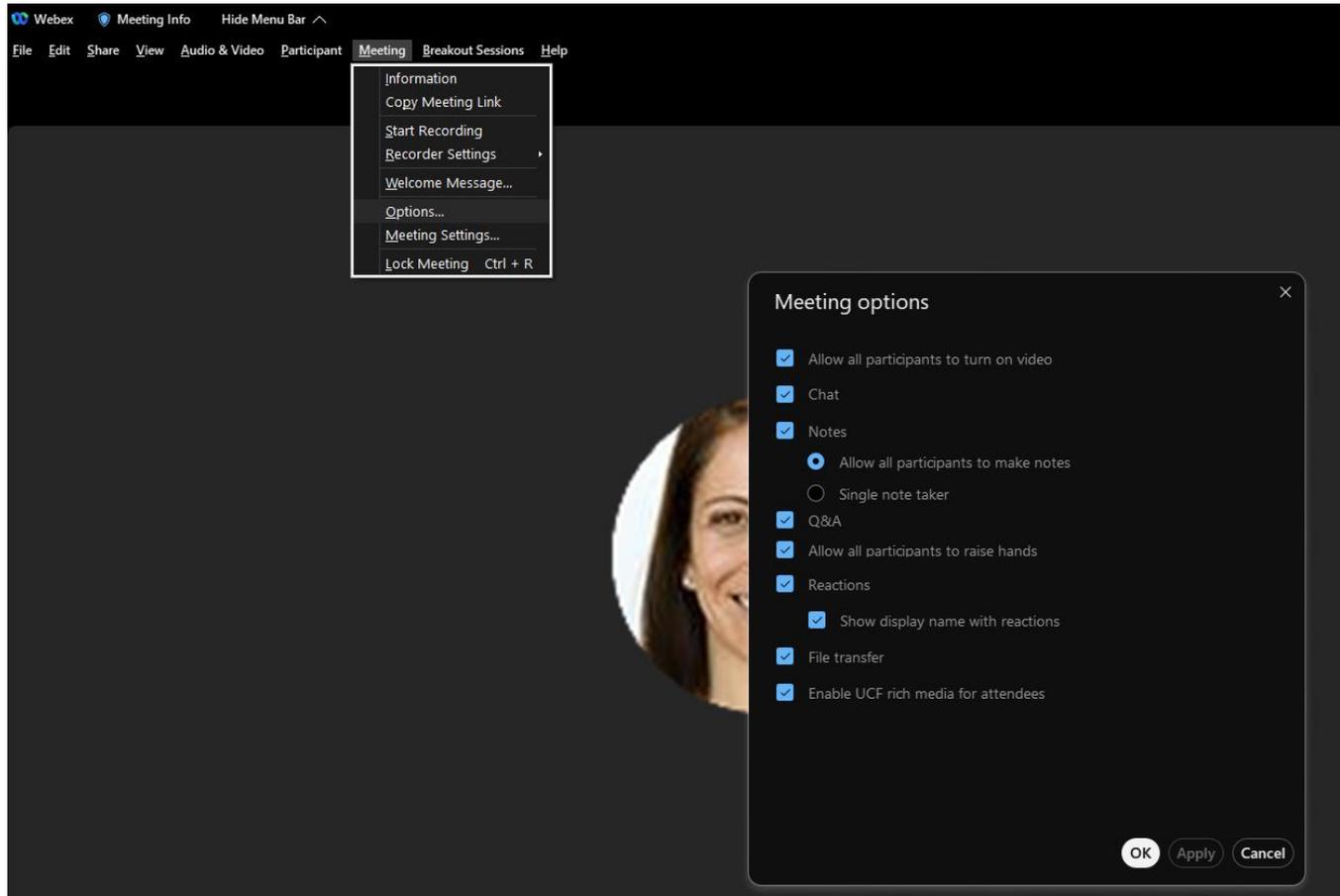
Mute all Unmute all ...

Chat X

Unmute Start video Share Record ... X 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 bottom status bar shows 'Page 1 of 1', '0 words', and a zoom level of 120%. The Windows taskbar is visible at the bottom with various application icons. The system tray shows the time as 4:08 PM on 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)

ASTM International Virtual Meeting: WebEx Training

 ASTM International <messenger@webex.com>
To Robbins, Krista

 This sender messenger@webex.com is from outside your organization.

Hello Krista Robbins,

Your registration for the following ASTM Virtual Meeting is accepted:

Topic: WebEx Training
Host: Krista Robbins
Date: Thursday, January 11, 2024
Time: 2:00 pm, Eastern Standard Time (New York)
Registration ID: 916449
Session number: 2633 094 4204

To add this session to your calendar program (for example Microsoft Outlook), click this link:
<https://astm.webex.com/astm/k2/j.php?MTID=ta70cc8505d2d2ff4f49b34d88f0f4d35>

To join the training session

1. Go to <https://astm.webex.com/astm/k2/j.php?MTID=te8f9ec7d4eeb18d4a36fc5ef35d72515>
2. Enter your name and email address on the right side of the page (or registration ID).
3. Click "Join Now". You may be prompted to accept an Active-X download.
4. Once in the meeting, follow the on-screen instructions to join the teleconference portion. You may enter your phone number to have dial an extension to reach your phone).

Note: You can view more information about the session at <https://astm.webex.com/astm/k2/j.php?MTID=te8f9ec7d4eeb18d4a36fc5ef3>

To join the session by phone only

To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code
Call-in toll-free number (US/Canada):1-877-668-4490
Call-in toll number (US/Canada):1-408-792-6300
Global call-in numbers: <https://astm.webex.com/astm/globalcallin.php?MTID=td3cda3a17eb28b8c8f4789c855d0da45>
Show toll-free dialing restrictions: <https://cisco.com/go/toll-free-dialing-restrictions>
Access code: 2633 094 4204

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 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.
- Screen Sharing Options:** Points to the "Share Application" button.
- Mute:** Points to the mute icon on the participant card for "Marko Romo (me)".
- Start/Stop Video:** Points to the video icon on the participant card for "Marko Romo (me)".
- Bottom Control Bar:** A dark blue bar at the bottom contains icons for "Raise Hand", "Green check = agree", "Red x = disagree", "Emojis", and "Mute". A red arrow points from this bar to the "Mute" icon on the participant card.

At the bottom of the interface, there is a "Leave Training Session" button and a status bar indicating "Session No. 203-136-988 | You are participating using your computer."

Raise Hand, Green check = agree, Red x = disagree, Emojis and other items as needed

WebEx Training - Sharing Content



A screenshot of a WebEx training session interface. The main window shows a Microsoft Word document with the ribbon menu visible, including tabs for File, Home, Insert, Design, and Layout. A red 'STOP SHARING' button is prominently displayed in the top center. Below it, a blue notification bar reads 'You are sharing this monitor.' To the right, a dropdown menu is open, listing various session management 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 background shows a dark WebEx interface with icons for Pause, Share, Assign, Participants, Chat, Recorder, and Annotate.

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%)

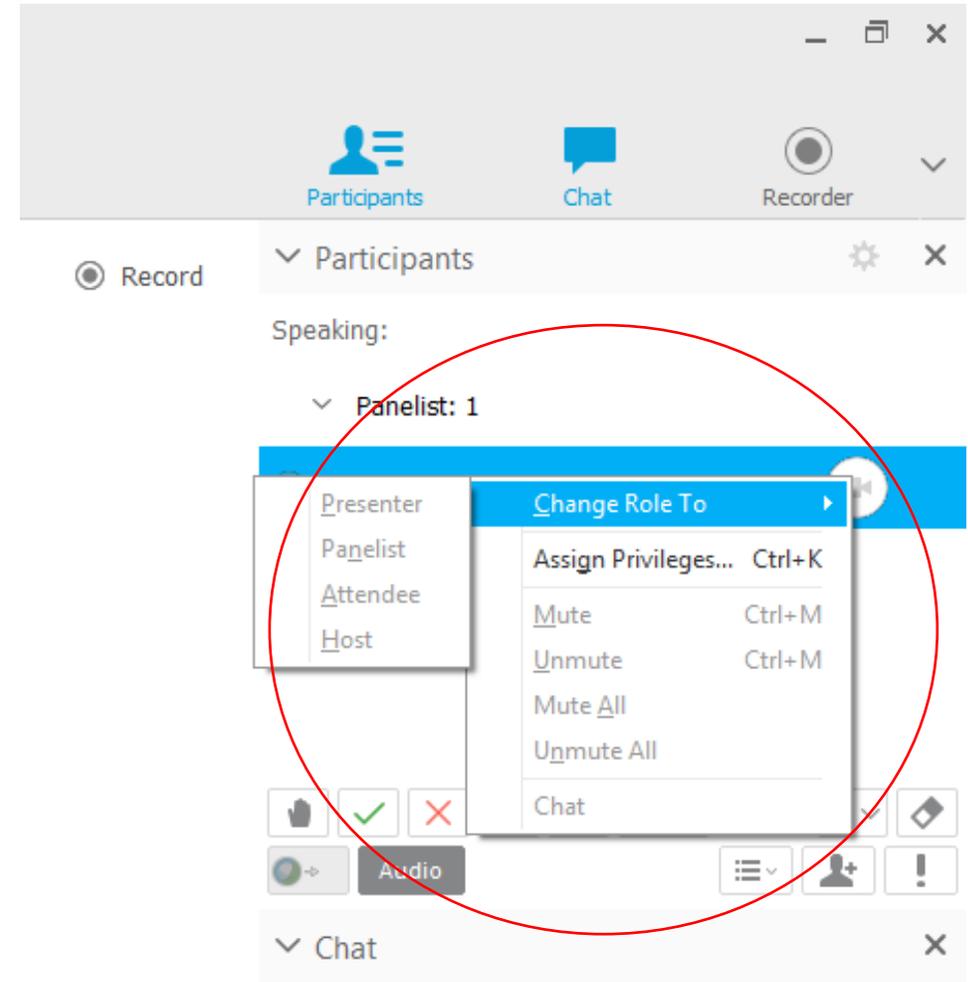
Finished ... 0/0(0%)

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

MyASTM / Membership / MyCommittees

MyAccount

Membership

MyCommittees

Manage Committees

Change Of Employment

Committee Profile

Invite a Colleague

Membership Info

Recent Activity

Orders

Compass

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 **422**

Negative & Comments **123**

MyOutstanding Ballots **17**

MyNext Meetings **5**

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

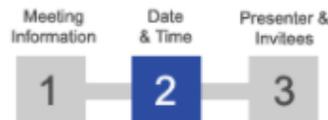
Estimated Duration:

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

<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none">Adams, DavidAdams, ThomasAdams, Andrew JAl-Thawabeia, Ruba<li style="background-color: #007bff; color: white;">Al-Yami, Khaled Hassan<li style="background-color: #007bff; color: white;">Alamdar, AhmedAlarie, YvesAlbergo, NicholasAlbuquerque, MaheshAlcalay, Orion</div>	<div style="background-color: #666; color: white; padding: 5px; width: 30px; margin: 5px auto;">>></div> <div style="background-color: #666; color: white; padding: 5px; width: 30px; margin: 5px auto;"><<</div>	<div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none">Adcock, HughAgadoni, AlanAkbarmir, Dalia</div>
---	---	---

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/media/wysiwyg/Webex Meeting Center Guide.pdf](https://www.astm.org/media/wysiwyg/Webex_Meeting_Center_Guide.pdf)
- 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

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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 [Krista Robbins](#).

Member Training Materials

- [2023 Officers Training Workshop](#)

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 Chair's Duties and Responsibilities](#)
- [Interlaboratory Studies Program](#)
- [Planning Symposia & Workshops](#)
- [Collaboration Area Training](#)

Additional Information

- [Introduction to ASTM Standards](#) [More](#)



ASTM INTERNATIONAL
Helping our world work better

Thank you!

www.astm.org

Questions ?

