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ASTM International Virtual Meetings and Conference Calling Systems

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Use of WebEx



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

Scheduling Conference Calls or Virtual Meeting



Request / Schedule a Call/VM



- Contact your staff manager, provide emails for participants
 - Request in MyASTM portion of web
 - Request in Collaboration Area
- ASTM Staff will then disperse information to attendees
- WebEx has toll free numbers for US and other countries
- Reoccurring calls or meetings can also be arranged

Sample WebEx Meeting Invitation



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

Topic: ASTM D4265 – Task Group Meeting
Host: Ashley Wiand
Date: Friday, April 17, 2015
Time: 10:00 am, Eastern Daylight Time (New York, GMT-04:00)
Session number: 795 742 458
Session password: This session does not require a password.

To join the session

1. Go to <https://astm.webex.com/astm/k2/j.php?MTID=t8d38714c5512aaf82cb8c97205a77b2c>
2. Enter your name and email address (or registration ID).
3. Enter the session password: This session does not require a password.
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link
<https://astm.webex.com/astm/k2/j.php?MTID=ta6f56103652c85cb66c16ac96267f840>

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?serviceType=TC&ED=211907457&tollFree=1>

Show toll-free dialing restrictions: http://www.webex.com/pdf/tollfree_restrictions.pdf

Access code: 795 742 458

For assistance

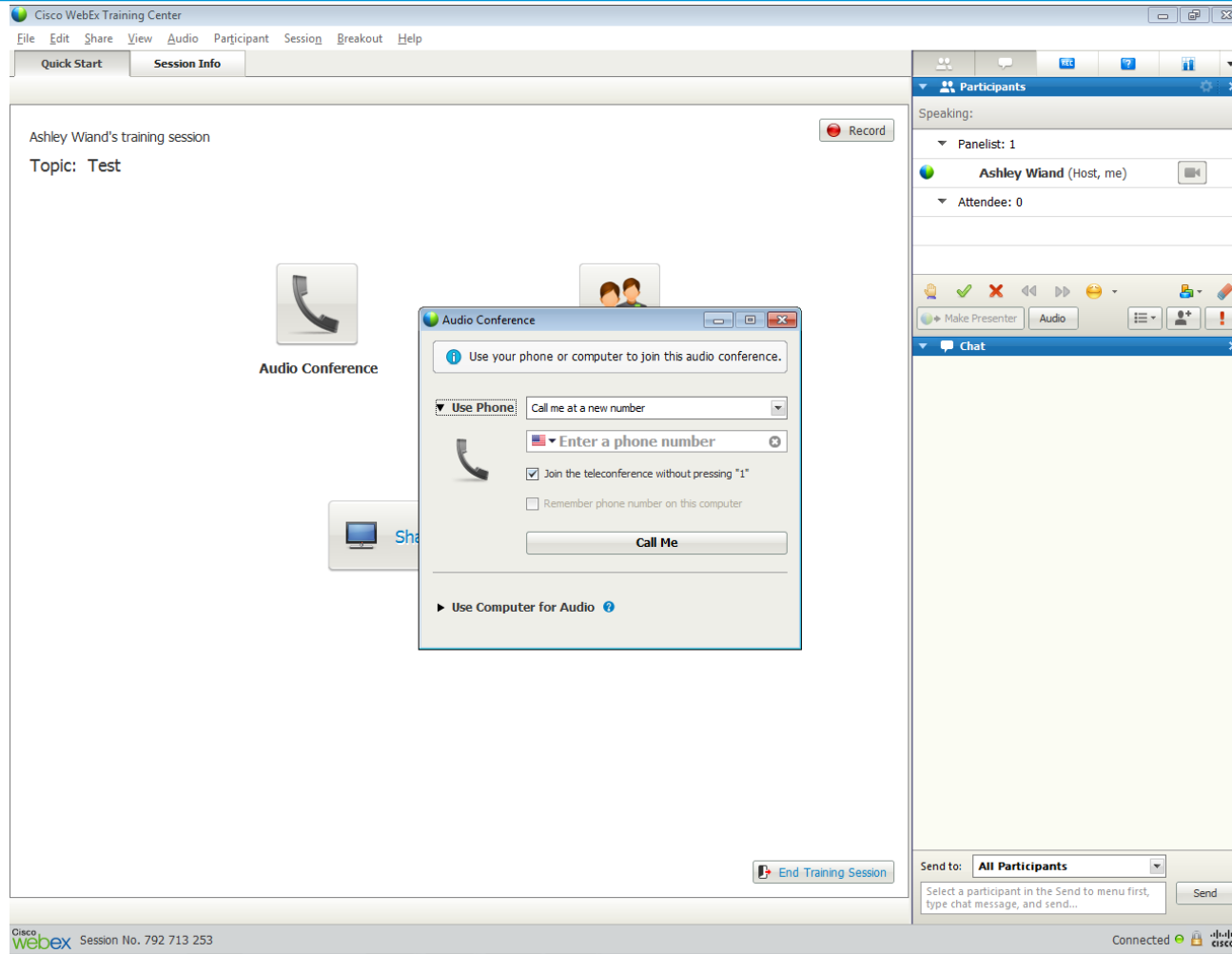
You can contact Ashley Wiand at:

awiand@astm.org

To update this session to your calendar program (for example Microsoft Outlook), click this link:

<https://astm.webex.com/astm/k2/j.php?MTID=t0a95a7f0027e1a7329c24bbb187fff69>

Entering the Virtual Meeting: The Call-Back Option, VOIP



Not good for extensions, New VOIP Option, Works in all countries

Phone Options



The screenshot displays the Cisco WebEx Training Center interface. The main window shows a session titled "Ashley Wiand's training session" with the topic "Test". A "Record" button is visible in the top right. An "Audio Conference" dialog box is open, providing instructions for joining via phone. The dialog includes a dropdown menu for "Use Phone" set to "I will call in". The instructions are as follows:

- 1. Call in to the session:
 - 1-877-668-4490** (Call-in toll-free number (US/Canada))
 - 1-408-792-6300** (Call-in toll number (US/Canada))
 - [All global call-in numbers](#)
- 2. Enter the access code:
 - 793 515 101 #**
- 3. Enter your Attendee ID:
 - 3 #**

At the bottom of the dialog, there is a link to "Use Computer for Audio". The right-hand side of the interface shows the "Participants" panel with "Ashley Wiand (Host, me)" listed as the speaker and "Attendee: 0". Below this is the "Chat" panel, which is currently empty. At the bottom right, there is a "Send to:" dropdown menu set to "All Participants" and a "Send" button. The status bar at the bottom indicates "Connected" and "Cisco WebEx".

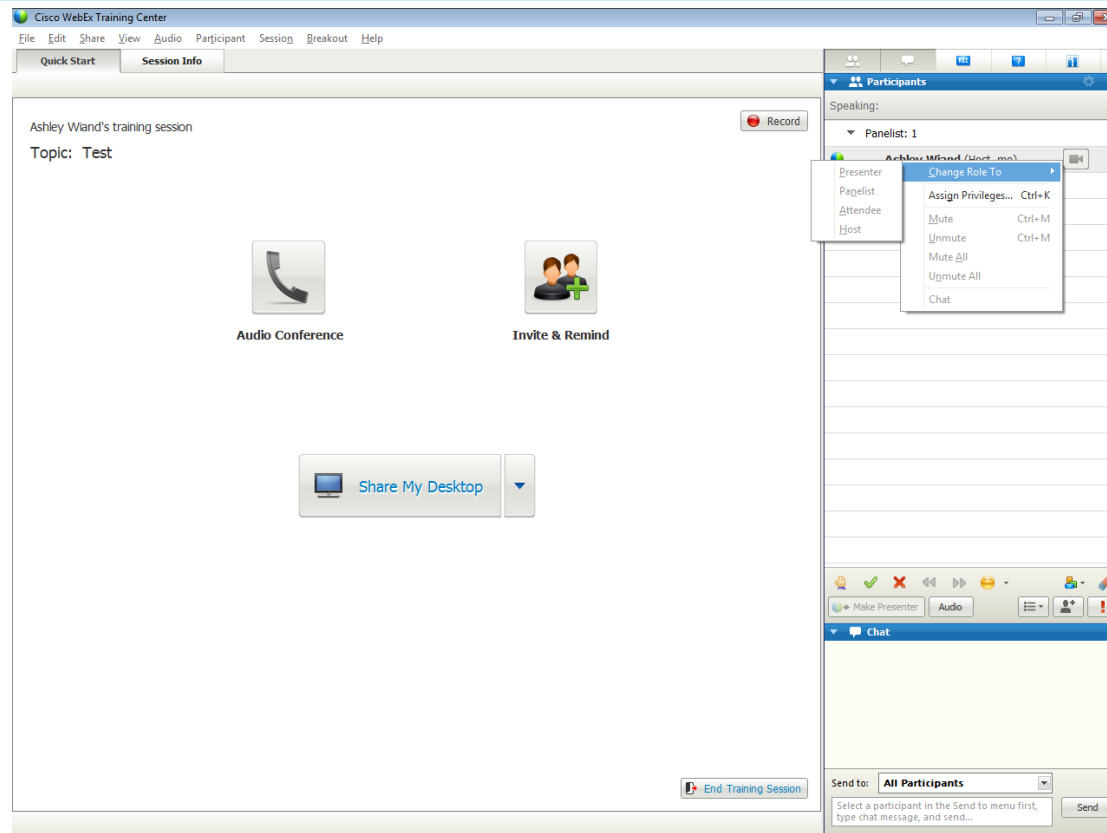
VM Participation: Hosting & Presenting



Key Points to Remember:

- Call in or call back
- The Host: assigns all privileges in the meeting
 - Don't leave without reassigning a host
- The Presenter: shares information, leads the discussion
 - Is assigned by the host

VM Participation: Hosting & Presenting



Notice:

– The ball

– Right click options on the attendee

Don't leave without reassigning a host!

VM Host: Session/Participant Setup Options



Session:

- Chatting
- Specifics of who-chats-with-who
- Muting Options

VM Participation: Sharing and Viewing



Key Points to remember for Sharing

- Sharing your desktop allows everyone to see all files on your computer
- The WebEx toolbar at the top of the page
- The Sharing menu at the top left
 - Desktop, application, whiteboard

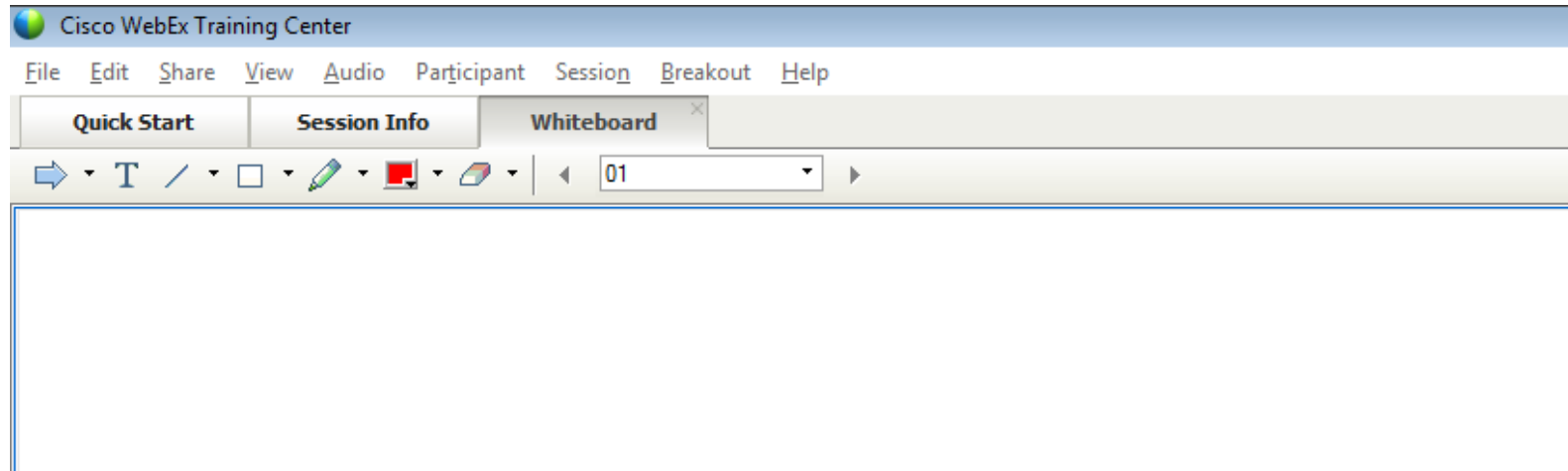
Sharing Menu At Top Left – Presenters



Options

- File
- Desktop
- Application
- Whiteboard

White Board Tools



VM Participants: Sharing



ASTM International - Stand... x +

STOP SHARING

Pause Share Assign Audio Participants Chat Recorder Annotate

Shared

You are sharing your desktop



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ABOUT ASTM INTERNATIONAL

Overview and Key Facts

Over 12,000 ASTM standards operate globally. Defined and set by us, they improve the lives of millions every day. Combined with our innovative business services, they enhance performance and

Collaborative

For 115 years, ASTM has been the forum where



Summary



Contact ASTM Staff to set up the meeting

- MyASTM request now available

Provide a list of participants with email addresses

On the day of the meeting:

- Open web link prior to calling in
- From the email, click on the link to access the meeting, WebEx may take a minute to load required information
- System will call you or you can call in
- Share the document to review
- Have a good meeting!

Questions?



- Test Sessions available
- Contact staff manager to run a test session from start to finish with you.



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Thank you!

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