Task Group Chair & Technical Contact Responsibilities
Objectives

At the end of this module, you will be able to serve effectively as a Task Group Chair and Technical Contact by:

✓ Handling administrative responsibilities
✓ Conducting an effective and inclusive task group meeting
✓ Preparing items for Sub and Main Committee ballots
✓ Resolving negative votes on the website
✓ Utilizing available resources at ASTM Headquarters
Being an Effective Task Group Chair / Technical Contact
What is a Task Group?

Task Groups are formed for:

➢ Technical Discussions
   ❖ Creating new standards
   ❖ Reviewing and revising existing standards

➢ Administrative Work
   ❖ Promote membership/publicize activities
   ❖ Plan a symposium
Responsibilities of Task Group Chair

✓ Establish missions and goals of task group
✓ Assign a small working group with experience and expertise
  ➢ Ensure key players of industry are involved
✓ Assign tasks with deadlines
✓ Organize meetings
  ➢ Use face to face or virtual meetings
✓ Coordinate task group reports at subcommittee meetings
Inclusive Task Group Leadership

An inclusive leader ensures that team members:

▪ Feel like they belong
▪ Are valued and respected
▪ Are given an opportunity to participate in the team’s efforts
▪ Can bring their authentic self to the task at hand
Scheduling a Virtual Meeting

➢ Easy scheduling through your staff manager or MyASTM

➢ Virtual meetings and conference calls in between face-to-face meetings help accelerate the standards development process
Effectively Running a Meeting

Before the Meeting:

- Prepare agenda/presentation/TG report
  - Include ballot results, if any
- Review ballot results, correspondence with negative voters, any action items from previous meeting
- For subcommittee meetings, contact subcommittee chair with meeting requirements
Effectively Running a Meeting

During the Meeting:

✓ Start on time
✓ Review the agenda and revise as necessary
✓ If using virtual meeting tools, ensure all attendees know how to log in and use meeting tools
✓ Recognize attendees who wish to speak
✓ Maintain Order
Examples of **HOW** to be in Inclusive

**Effort**

- **Make a conscious and genuine effort to get to know each team member**
  - Explore what each team member can contribute to the team, task, and organization.
  - Be committed to being inclusive and the effort required.
  - Enhance your cultural competency and be aware of your own biases.
  - Be brave and have humility in the face of mistakes.

**Awareness**

- **Consider team members contributions and attributes:**
  - Be curious about Life and Career Experiences.
  - Reflect on how these experiences bring different types of value to the table.
  - Apply what you learn and encourage members to consider and apply their own value attributes.
  - Remember that marginalized individuals may be risk averse or more conservative in their contributions.

**Empathy**

- **Demonstrate empathy and compassion for others and self.**
- Strive to create a sense of safety and openness within the team:
  - Enable voices
  - Open the discussions and encourage team member contributions
  - Support team members through connecting and empowering their work
  - Consider innovative ways to create an inclusive environment, like using closed captioning or other technology available.
Ways to help Group Meetings be Inclusive

- Welcome people by name – connect with each person
- Seek out new members or guests joining
- Seek broad input; consider asking reserved members for their perspective
- Provide ways for perspectives to be gathered beyond standing up in the discussion.
- Set the tone/expectations – Come ready to share, listen and learn
- Consider strategies when strong personalities do most of the talking
- Ask open ended questions
- Value each person independently
- Empower the whole team in being part of the process
Task Group Reports

Written report to be included in subcommittee meeting minutes

☑ Report(s) should include:

✓ The status of the project, including projected timeline for milestones
✓ A recommendation on items for ballot
✓ A recommendation for disposition of negative votes
✓ Requests for data, review or assistance from ILS
Responsibilities of the Technical Contact

➢ Main author of new draft standard or revision
➢ Should be very familiar with standard
➢ Practice good communication skills
➢ May be asked to address technical questions about the standard, but cannot provide official interpretations
➢ Consider revisions needed based on customer inquiries
Responding to Inquiries on Standards

- ASTM membership and staff are prohibited from offering official interpretation of standards
- Official responses must follow Section 16 of the ASTM Regulations
- Inquiries may be handled informally by Subchairs and technical contacts
- Be clear that the response is a personal opinion
- Do not use ASTM stationery for the response
Leading the Balloting Process

✓ Gain approval of subcommittee chair for work item registration
✓ Register work item via MyASTM
✓ ASTM requires the following items for registration:
  ➢ Rationale for the activity
  ➢ Scope, keywords, target ballot date
✓ Write the draft standard or revision
✓ Submit draft to ballot online with rationale/cover letter
### Registering a Work Item

#### MyCommittees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Meeting Details</th>
<th>Committee Documents</th>
<th>Standards Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee C01 on Cement</td>
<td>Ballots, Rosters, Meetings &amp; Symposia, Minutes &amp; Agendas</td>
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<td>Standards Tracking</td>
</tr>
<tr>
<td>Committee C07 on Lime and Limestone</td>
<td>Ballots, Rosters, Meetings &amp; Symposia, Minutes &amp; Agendas</td>
<td>Committee Documents</td>
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<td>Committee C12 on Mortars and Grouts for Unit Masonry</td>
<td>Ballots, Rosters, Meetings &amp; Symposia, Minutes &amp; Agendas</td>
<td>Committee Documents</td>
<td>Standards Tracking</td>
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<tr>
<td>Committee C15 on Manufactured Masonry Units</td>
<td>Ballots, Rosters, Meetings &amp; Symposia, Minutes &amp; Agendas</td>
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<tr>
<td>Committee D05 on Coal and Coke</td>
<td>Ballots, Rosters, Meetings &amp; Symposia, Minutes &amp; Agendas</td>
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<tr>
<td>Committee D07 on Wood</td>
<td>Ballots, Rosters, Meetings &amp; Symposia, Minutes &amp; Agendas</td>
<td>Committee Documents</td>
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#### MyTools

- Roster Maintenance
- Negative & Comments
- MyOutstanding Ballots
- MyNext Meetings
- MyCollaboration Areas
- Ballots & Work Items
- Submit/Edit
- Inactivity Reports
- Launch Admin Collaboration Area
- Meetings, Minutes & Agendas
- Additional Resources
Registering a Work Item

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

- I need to register a Work Item for a Revision or New Standard.
  Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal.

- I need to Submit an Item to Ballot.
  For Revisions and New Standards, please have a Work Item number. Go To Option 1 - Work Item Registration if WK registration is needed.

- I need to Edit an existing Work Item or Update the Target Date.

Continue
Registering a Work Item

Work Item registration is required for New Standards and Revisions to Existing Standards.

* What type of Work Item are you submitting?
  - [ ] Proposed New ASTM Standard
  - [ ] Revision(s) to an Existing ASTM Standard

Note: To submit a ballot item for re-approvals, withdrawals, or reinstatements go to *Submission of Ballot Items*. Work Item Registration not required.

* Select the Main Committee and Subcommittee sponsoring the Work Item:

  Please select a Committee

  Please select a Sub Committee

Continue
Registering a Work Item

MyASTM / Membership / MyCommittees / Ballots & Work Items

Type  >  Copyright  >  Target  >  Data  >  Summary  >  Confirm

Work Item Registration

Note that the following choices refer to new additional material in your proposed revision and the choices do not apply to currently published ASTM standards.

Please select one of the following choices regarding this Work Item.

- I am submitting original material (i.e. it is not copyrighted, patented, pending patent, or published elsewhere)
- I am not submitting original material (i.e. it is copyrighted, patented, pending patent, or published elsewhere), but I am authorized to and agree to release copyright.
- The material I am submitting is not original and I am not authorized to release copyright.

I have read and will comply with ASTM International’s Intellectual Property Policy. I hereby grant and assign to ASTM International all and full intellectual property rights, including copyright, in the proposed draft standard/text and any contributions I make to ASTM International in connection with this proposal. I understand that I will have no rights in any publication of ASTM International in which the proposed draft standard in this or a similar form is used. To the best of my knowledge the proposed draft standard/text is not subject to copyright of any other person or entity. I agree not to reproduce or circulate or quote, in whole or in part, this document outside of ASTM Committee/Society activities or submit it to any other organization or standards bodies (whether national, international, or other) except with the approval of the Chair of the Committee having jurisdiction and the written authorization of the President of the Society.

Back  Agree
Registering a Work Item

- What is the target date for Subcommittee or Concurrent Ballot?
  - Select month
  - Select year

- Was this Work Item authorized at a Subcommittee meeting, or by the Subcommittee Chair?
  - Yes
  - No

- Select authorization date:
  - 11
  - 2021

- Does this Work Item respond to an emergency situation, regulatory requirement or other special circumstance?
  - Yes
  - No

- Does this Work Item include a patented or pending patent material, product, system or service?
  - Yes
  - No

- What is the expected target date for approval of the Work Item?
  - 3 - 6 months

- Who will be the Technical Contact for this Work Item?
  - I will
  - A Member of Committee C12 will.
Registering a Work Item

The contents of these fields will serve as the posted Work Item on the web. The Technical Contact for this Work Item will receive a Word version of the existing standard from ASTM International for preparation of the ballot.

Note: Fields marked with an asterisk are required.

- Which C12.03 Standard are you revising?

- Rationale for Revision

Note: All revisions for this standard being considered by this Task Group should be included under this Work Item. Use good judgement when registering separate Work items for revisions to different sections of the standard. If appropriate you can split this Work Item into separate ballot items when you Submit Item to Ballot.

List other ASTM Committees or key outside organizations that you feel should be informed of this activity:
Registering a Work Item

By submitting this item, I acknowledge that all copyrights to this document, as a draft and an approved ASTM standard, are the sole and exclusive property of ASTM, in accordance with the Intellectual Property policies of the Society.

Please review the Data Summary and print or save this screen for your personal records. Click Submit to register the new Work Item for C23.03. The Work Item will be posted on the ASTM website within two business days.
Collaboration Area
ASTM Collaboration Area

Collaboration area features include:

- A central location for draft documents
  - Add comments, start a new discussion
- File repository
  - Add related files, images, tables, etc.
- Task group member list
  - Easily send email to individuals or entire task group
- History
  - See actions taken over the life of the collaboration area

Collaboration area can be established as part of the work item registration process or at a later date.
My Collaboration Area

Membership

Welcome Krista Robbins

Please Select:
- MyCommittees
- MyCollaboration Areas
- Compass
- MyStandards Tracker
- MyJournals Tracker
My Collaboration Areas

ASTM International Collaboration Area

62872 - WK62872 - Revision of F1959/F1959M-14e1 Standard Test Method for Determining the Arc Rating of Materials for Clothing

62872 - WK62872 - Revision of F1959/F1959M-14e1 Standard Test Method for Determining the Arc Rating of Materials for Clothing

Group Creation Date: 03/28/2018
WebBoard Creation Date: 03/27/2018
Ballot Target Date: 06/2019
Work Item Status: Proposed
Status: DRAFT

Work Item Description

Here are the major points of this proposed revision: Section 1 Scope, minor editorial changes; Section 3 Terminology, minor editorial, units and added Appendix A as new annex in Arc Rating to be used when limited to 100 cal/sq cm and -Section 6 Apparatus. - This section was all mixed going back and forth between constructive, placement and specification and revised. I tried to skeletonize this and separate into clear text for each. - Much minor detail for panel and repair instructions. - Added Table with specific distance and angles for calculating. - Specification for the structural case added. - Specification for electrical supply expanded. - Specification for data acquisition system improved. - All drawings: revert updating, old drawings remained for new Section 7 - precaution. - More straightforward listing of the hazards rather than state what safety barriers of process should be done. Each laboratory and country will have its own requirements for dealing with hazards. Section 8 - sampling. Minor changes, clarified test preconditioning requirements, previous were too restrictive and intended to be for specific ANN determination. Section 9 calibration. - Collimator check procedure cleaned up and made easier to follow. - Apparatus verification procedure cleaned up and made easier to follow. Prior reference of base shots was based on calculated level and % highlight of laboratory. New requirements are based on actual incident energy level obtained from years of testing and based on result of J2 laboratory. Section 10: apparatus case and maintain. - Mostly editorial to have more detailed instruction and process for maintenance and care. Section 11: Procedure. Previously this was difficult to follow having two procedure and calculations intertwined. Attempted to separate procedure from process from calculations into a log order to follow. - Table 1 general procedure - 1.3 Sequence for ATTV-11.4 Sequence for Dtt - 11.5 Arc rating limit Section 12 Interpretation of results - Completely reorganize to contain all calculation and process for determining arc rating. - The determination time zero -12.2 heat energy calculation for all calibrations. -12.3 incident energy. -12.4 Flame spread energy. -12.5 Salt spray comparison -12.6 determinations of ATPV. -12.7 determinations of Dtt -12.8 Correcting Arc Rating Section 12 reporting. - Cleared up the report requirements. - Strangely what is required as minimum, based on what has been requested for past years of testing and useful to end user.
# Submitting a Ballot Item

## MyCommittees

<table>
<thead>
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- Meetings, Minutes & Agendas
- Additional Resources
Submitting a Ballot Item

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

1. I need to register a Work Item for a Revision or New Standard.
   Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 - Ballot Item Submittal

2. I need to Submit an Item to Ballot.
   For Revisions and New Standards, please have a Work Item number. Go To Option 1 - Work Item Registration if WK registration is needed.

3. I need to Edit an existing Work Item or Update the Target Date.

Continue
Submitting a Ballot Item

To ballot a new standard, revision or reapproval with editorial change you will be required to upload a document, including a ballot rationale statement, at the end of the submittal process. Please have your item ready before you proceed.

Select the Main Committee and Subcommittee sponsoring the Ballot Item:

Please Select a Committee

Please Select a Subcommittee...

Select an action:
- New Standard
- Revision
- Reapproval
- Withdrawal
- Reinstatement

What Ballot Level are you submitting?
- Subcommittee Ballot
- Concurrent Subcommittee/Main Committee/Society Review

Has the Ballot Item been authorized at a Subcommittee meeting or by the Subcommittee Chairman?
- Yes  No

CONTINUE
Submitting a Ballot Item

Submission of Ballot Item - Revision - Concurrent Subcommittee/Main Committee/Society Review

Use the features below to post a file attachment for this Ballot item.

The contents of your ballot item must include:

- Rationale for Ballot Item
- Contents of ballot item (using MS WordTrack Changes feature when possible to identify changes from published version)
- Any Related Figures

The formatting requirements for ballot item submission are:

- MS Word Documents (DOC)
- Only a single file can be uploaded
- If you have multiple files for this item, ZIP file with all materials included OR append all information into a single MS Word (DOC) file and attach or e-mail online submittal and email documents directly to staff.

Upload Attachment:

Click browse to select an attachment from your computer for WK13973 (full path and file name required e.g. C:\Database\test.doc).

Please do not click the Upload Attachment button more than once. Uploading may take some time depending on the size of the file and connection speed. When the upload is complete, a page will appear where you can review and approve the submission to be sent to ASTM HQ.
While the Item is on Ballot

➢ Email notification will be sent when a negative vote or comment has been received
➢ Ability to monitor ballot input when received
➢ Can view, print and download negatives and comments
➢ Communicate with negative voters
After the Ballot Closes

➢ Review ballot results, comments and negatives
➢ Contact negative voter(s) prior to subcommittee meeting
➢ Communicate with subcommittee chair to determine if a virtual meeting, time during the subcommittee meeting, or both are needed to address ballot results
➢ Inform negative voters of the outcome of vote consideration
Reviewing Ballot Results and Resolving Negative Votes
Reviewing Negatives & Comments
Reviewing Negatives & Comments

MyASTM / Ballot Negatives and Comments

Support Desk | Return to MyCommittees

TRAVIS MURDOCK

The ballots listed below contain items for which you are the technical contact, subcommittee chair or section chair.

The ballots displayed are either

- Currently open for voting
- Closed for voting but individual items on the ballot remain open due to either unresolved negative votes, an open Society Review, or a dependency on another ballot item. Note: For convenient reference, resolved items will continue to appear for a period of 12 months.

A04 (20-01) Closing April 13, 2020
A04 (20-02) Closing June 29, 2020
A04 (20-03) Closing October 2, 2020
A04 (20-04) Closing January 22, 2021
A04.12 (20-01) Closing April 13, 2020
A04.12 (20-02) Closing January 18, 2021
C05 (20-01) Closing January 31, 2020
C05 (20-06) Closing June 30, 2020
C05 (20-11) Closing November 30, 2020
C05 (21-02) Closing February 28, 2021
D35 (18-01) Closing November 23, 2018
D35 (20-01) Closing February 3, 2020
D35 (20-02) Closing April 3, 2020
Reviewing Negatives & Comments

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUB</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>021</td>
<td>01</td>
<td>Revision Of D1079-2020 Terminology Relating to Roofing and Waterproofing</td>
</tr>
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</table>

TECHNICAL CONTACT:
Jason A Aspin

WORK ITEM: WK70263

<table>
<thead>
<tr>
<th></th>
<th>Main</th>
<th>Sub</th>
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<tbody>
<tr>
<td>Affirmative</td>
<td>133</td>
<td>35</td>
</tr>
<tr>
<td>Negative</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Abstain</td>
<td>105</td>
<td>16</td>
</tr>
<tr>
<td>%Affirmative</td>
<td>96.51</td>
<td>97.29</td>
</tr>
</tbody>
</table>

NEGATIVE VOTERS: (all ASTM member negatives must be considered)

= Felicia A Reid
  Lewis S Rippa
  Sidney L Dinwiddie
= Stephen J Condren
  Thomas L Smith

NON-OFFICIAL VOTING MEMBER: ≠ INDICATES SUB; * INDICATES MAIN

COMMENTS:
James Carlson
Jeffrey Levine
Reviewing Negatives & Comments

Negative

Ballot Number: C27 (20-03)  Close Date: DECEMBER 2, 2020
Item Number: 004  Revision Of C1227-2020 Specification for Precast Concrete Septic Tanks
WK74020
(SEE VOLUME 04.05)(CONCURRENT WITH .3000)
TECHNICAL CONTACT: Kayla Hanson
khanson@precast.org
(800) 366-7731

Member’s Name: Sam J Lines
Address: Concrete Sealants, Inc.
9325 SR 201
TIPP CITY OH 45371

Phone Nr: 9378458776  Fax Nr:
Email Address: slines@conseal.com

By stating 8” in any direction, it could cause an undue burden for a manufacturer. This is a ridiculous example, but it is to make my point: a slot of 1” x 8 1/8” would require a secondary safety apparatus as defined in 7.6.9.
Resolving Negative Votes Online

<table>
<thead>
<tr>
<th>ITEM</th>
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**TECHNICAL CONTACT:**
Jason A Aspin

**WORK ITEM:** WK70263

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<tr>
<td>36</td>
<td>1</td>
<td>103</td>
<td>99.29</td>
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**NEGATIVE VOTERS:** (all ASTM member negatives must be considered)

- Felicia A Reid
- Lewis S Rippa
- Sidney J Dinwiddie
- Stephen J Condren
- Thomas L Smith

**COMMENTS:**
- James Carlson
- Jeffrey Levine

<Navigate to page 41>
Resolving Negative Votes Online

MyASTM / Ballot Negatives and Comments / Ruling

Support Desk | Return to List of Ballots | Return to Ballot Negative and Comments | Return to MyCommittees

MAIN COMMITTEE BALLOT C01 (11-03)
ITEM 001 - REVISION OF C0150/C0150M-2011

Submit disposition of Paul D Tennis negative vote. Click here to view negative.

- PERSUASIVE - (Any part of the negative vote was found persuasive; Item removed from ballot)
- WITHDRAWN (Entire negative vote was withdrawn without editorial changes)
- WITHDRAWN WITH EDITORIAL CHANGES (Entire negative vote was withdrawn with editorial changes)
  Clearly distinguish editorial changes from the ballot item using "track changes" or provide in a separate list format (attach below). Please do not provide a clean copy of the document. Submission may be made in separate document.
- NOT PERSUASIVE (Entire negative vote was found not persuasive or there is a combination of not persuasive and withdrawn dispositions)
- NOT RELATED (Entire negative vote was found not related or there is a combination of not related and withdrawn dispositions)

[Buttons: Clear Resolution, Submit, Cancel]
Resolving Negative Votes Online

MyASTM / Ballot Negatives and Comments / Resolutions

MAIN COMMITTEE BALLOT E04 (20-02)
ITEM 002 - REAPPROVAL OF E0975-2013

Submit Disposition of Margaret P Willis negative vote.
Click here to view Negative Vote.

Subcommittee Meeting Date: _____ Or Via _____
Main Committee Meeting Date: _____ Or Via _____

Ballot - enter data as in MCS, e.g. F159109 Item - enter using three places, e.g. 001

If there are multiple resolutions by ballot indicate the ballot item number in the ruling rationale.

<table>
<thead>
<tr>
<th>Ballot</th>
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<tr>
<td>Ruling</td>
<td>Ruling Rationale</td>
<td>For</td>
<td>Against</td>
</tr>
<tr>
<td></td>
<td>* Enter Rationale *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Next Resolution

Save and Return Later  Submit Resolution  Cancel

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ASTM International, 100 Barr Harbor Drive, PO Box C700, West Conshohocken, PA, 19428-2959 USA
Available Tools

ASTM assistance provided for the following:

- Standard Templates
- Form & Style
- ASTM Process/Regulations
- Interlaboratory Studies Program (ILS)
- Editorial Assistance
- Symposium & workshop
- Administrative Assistance
- Setting up Webex meetings
- Collaboration Areas
Technical Committees

Technical Committees develop and maintain ASTM standards. They are grouped by designation according to related activities within a particular scope of work (e.g., A01 on Steel, Stainless Steel and Related Alloys). ASTM Committees are made up of over 32,000 volunteers from industry and include manufacturers and consumers, as well as other interest groups such as government or academia. Any interested individual can participate on a Technical Committee through ASTM membership.

Standards Development
- Initiate a New Standards Activity
- How Standards Get Developed
- Society (Public) Review
- ANSI Public Review
- SCC Public Review

Other Programs and Services
- Interlaboratory Study Program (ILS)
- Product Certification Process & Checklist

Policies & Procedures
- Key Documents and Forms
- Intellectual Property Policy
Remember: Practice Inclusivity!

- **Being Inclusive and creating a sense of belonging within teams requires personal effort:**
  - Grow your own social and cultural awareness
  - Practice self awareness and explore your own personal biases
  - Identify barriers to inclusion and work to remove them
  - Set the tone and model behaviors you expect from others
  - Support people in getting to know one another
  - Encourage knowledge sharing and being open to change
  - Explore different leadership styles to assist different situations or personalities
  - Practice, practice, practice!
Questions?
THANK YOU FOR YOUR ATTENTION!

www.astm.org