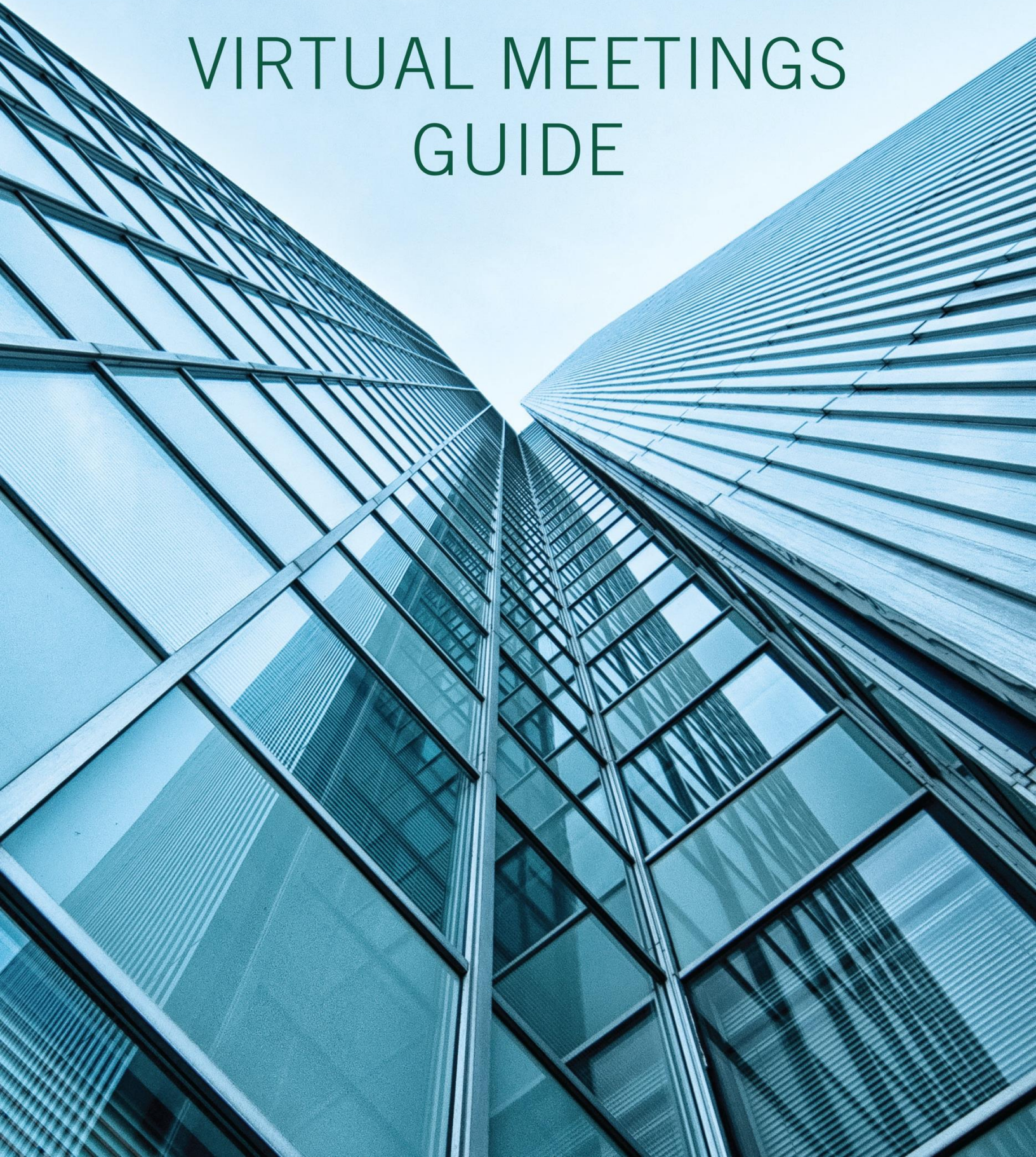




ICC
INTERNATIONAL
CODE
COUNCIL®

VIRTUAL MEETINGS GUIDE



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Introduction: A major component to the International Code Council’s digital transformation involves the ability for all Code Council stakeholders to successfully engage in virtual meetings. As we advance our digital efforts, the organization, management and understanding of the virtual meeting platforms are critical. The following guide addresses the best practices and a comprehensive look at the platforms used by the Code Council.

Which Virtual Meeting Platform Should You Choose?

Use Microsoft Teams: (any or all can apply)

- ✓ Designed for real-time collaboration and conversation between a group of peers
- ✓ Best used for smaller, internal-only groups rather than a structured one-to-many presentation
- ✓ All participants have ability to share webcam video, applications, and request desktop control
- ✓ Additional features include audio calls, chat, whiteboard, and customized background
- ✓ **Live Event** designed for presentation style meetings, where most attendees are “view only”; can only participate via text-based Q&A. Allows multiple, virtual presenters who can share audio, webcams and their screens to present content.

Use Webex Meeting: (any or all can apply)

- ✓ Present information, share applications, and collaborate on projects in a centralized space
- ✓ Collaborative sessions, internal and external meetings, product and project coordination as well as demos
- ✓ Participants may speak in the meeting at any time, as well as share video, present & annotate documents, or share an application or their desktop
- ✓ Host retains some control, such as the ability to mute individual participants, eject participants, and assign participant privileges, such as the ability to save or print shared documents locally

Use Webex Event: (any or all can apply)

- ✓ Meant for a one-to-many lecture type meeting
- ✓ Webinars
- ✓ Registration approvals and custom forms
- ✓ Large meetings or public addresses
- ✓ Host retains all controls, such as the ability to mute and unmute individual participants, eject participants, and assign participant privileges, such as the ability to save or print shared documents
- ✓ All participants can join the audio broadcast of your meeting
- ✓ Non-verbal communication tools in the form of a written Q&A Panel and Chat, are provided to your participants

Use Webex Training: (any or all can apply)

- ✓ Deliver highly interactive and effective online training and e-learning
- ✓ Distance training sessions
- ✓ Ability to quiz participants and provide instant grading
- ✓ Ability to break out into smaller groups for discussion and brainstorming
- ✓ Ability to schedule recurring sessions
- ✓ Host up to 1,000 Participants (including host and panelists)

Best Practices for Virtual Meetings

Microsoft Teams

- Include two or more Code Council staff members.
- Do not include non-ICC staff members.
- Dial-in feature is currently not purchased for the Code Council.

Webex Meeting

- Include two or more Code Council employees.
- Include non-ICC staff members.
- Executive Board Meetings.
- When meeting is created, choose to mute all attendees on entry.
- The host should start the meeting at least ten minutes prior to the scheduled start time.
- Throughout the meeting, the host will monitor attendees' hand raises and the Q&A window (if enabled) and call on the attendee(s) to speak or answer specific questions.

Webex Event

- Include two or more Code Council staff members and participation from general members of the public.
- When the event is being created, choose to mute all attendees on entry.
- Code Council All Hands Meeting.
- Code Council Board Meetings.
- If a separate panelist is designated as the presenter, pass them the presenter role at the start of the meeting.
- The host should start the event at least ten minutes prior to the scheduled start time.
- Throughout the meeting, the host will monitor attendees' hand raises and the Q&A window (if enabled) and call on the attendee(s) to speak or answer specific questions.

Webex Training

- When the event is being created, choose to mute all attendees on entry.
- If a separate panelist is designated as the presenter, give them the presenter role at the start of the event.
- The host should start the meeting at least ten minutes prior to the scheduled start time.
- Throughout the meeting, the host will monitor attendees' hand raises and the Q&A window (if enabled) and call on the attendee(s) to speak or answer specific questions.

Microsoft Teams

Hosting Meetings using Microsoft Teams

The calendar in Teams and your Outlook calendar are connected, so when you schedule a meeting in Outlook it appears in Teams and vice versa. There are several ways to schedule meetings.

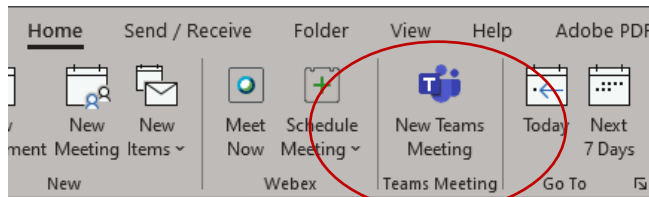
Schedule Teams meeting from Outlook

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also allows others to view, accept, or join meetings in either app.

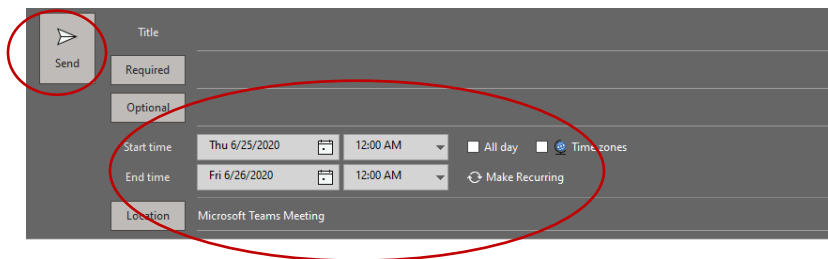
Note: Scheduling a Teams meetings from Outlook does not give you the option to select a channel to have them in.

To schedule a meeting:

- Open Outlook and switch to the calendar view. Click New Teams Meeting at the top of the view.



- Add your invitees to the Required or Optional field—you can even invite entire contact groups/distribution lists.
- Add your meeting title, location, start time, and end time. Then click Send.




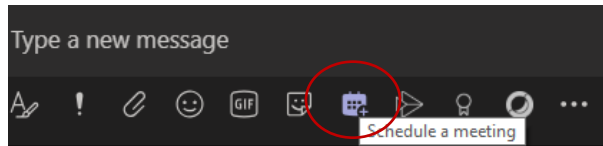
[Join Microsoft Teams Meeting](#)


[Learn more about Teams | Meeting options](#)

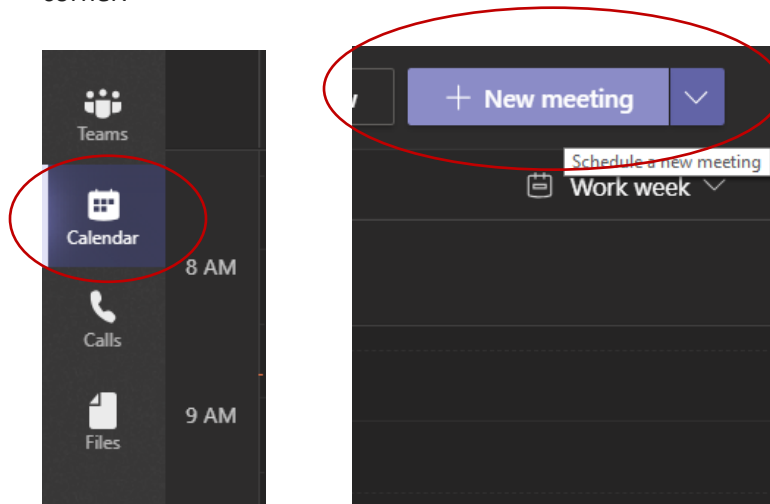
Schedule a Meeting in Teams

There are three primary ways to schedule a meeting within Teams, each followed by a scheduling form.

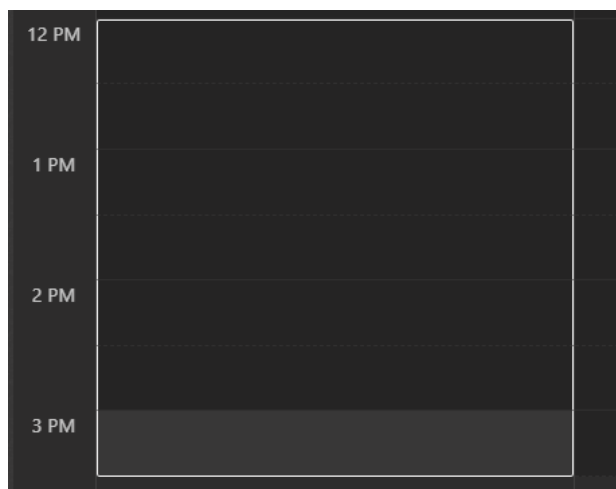
- Select Schedule a meeting icon  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.



- Go to Calendar  on the left side of the app and select New meeting in the top right corner.

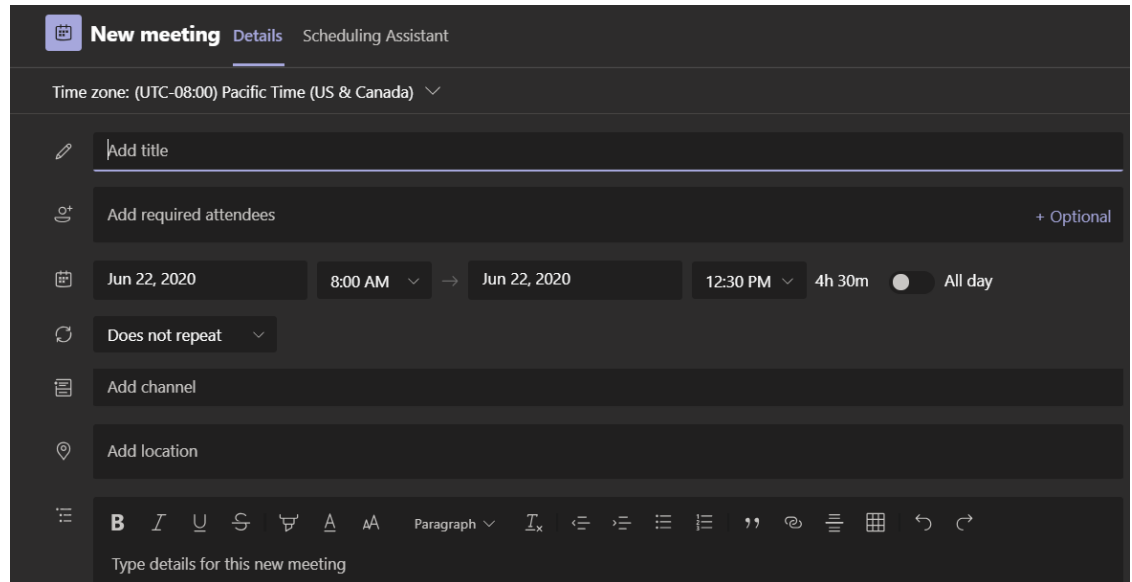


- Select a range of time in the calendar.



The Scheduling Form

Scheduling meetings within Teams, a scheduling form appears. Enter meeting title, invite people, and add meeting details, select Save. This will close the scheduling form and send an invite to everyone's Outlook inbox.



New meeting Details Scheduling Assistant

Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾

Add title

Add required attendees + Optional

Jun 22, 2020 8:00 AM → Jun 22, 2020 12:30 PM 4h 30m All day

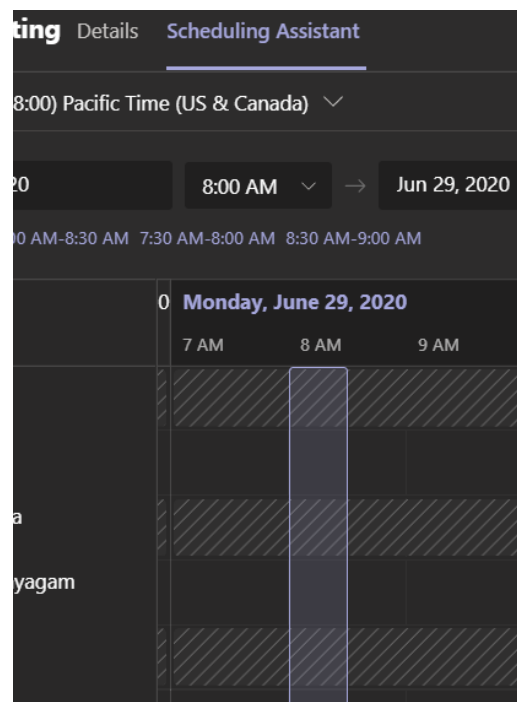
Does not repeat ▾

Add channel

Add location

Type details for this new meeting

**Best Practice: Use the Scheduling Assistant to find a time that works for everyone.*



Meeting Details Scheduling Assistant

(UTC-08:00) Pacific Time (US & Canada) ▾

Jun 22, 2020 8:00 AM → Jun 29, 2020

8:00 AM-8:30 AM 7:30 AM-8:00 AM 8:30 AM-9:00 AM

Monday, June 29, 2020

7 AM 8 AM 9 AM

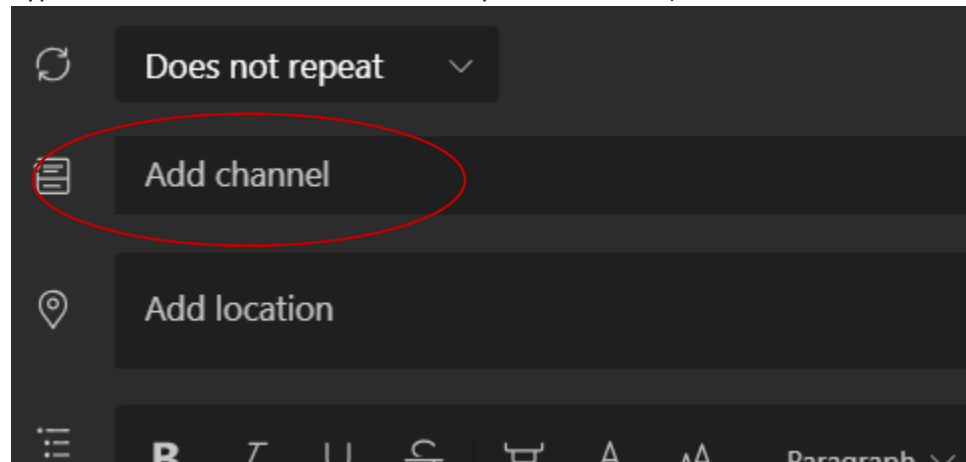
a

yagam

Add meeting to a channel

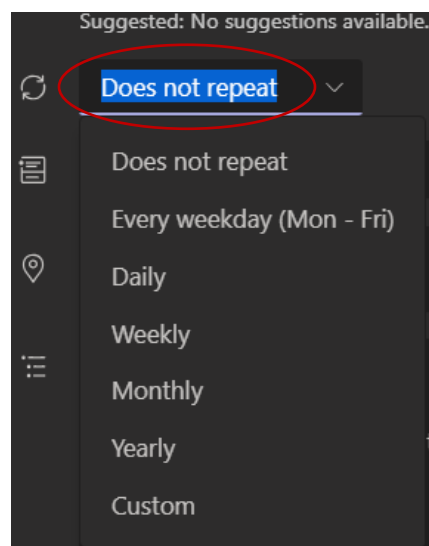
Adding a meeting to a channel, everyone in the team will be able to see join meeting. Channels cannot be edited or added once the invite is sent. If changes are needed, a new invite with the updated channel will need to be sent

- Select New meeting.
- Type the name of a channel where it says Add channel (under the time and date fields).



- Once you've added the people you want, select Scheduling Assistant to find the best time.

Note: If a recurring meeting, open the dropdown menu next to Does not repeat (just below the date). Choose how often you want it to occur from the default options or select Custom to create your own cadence.

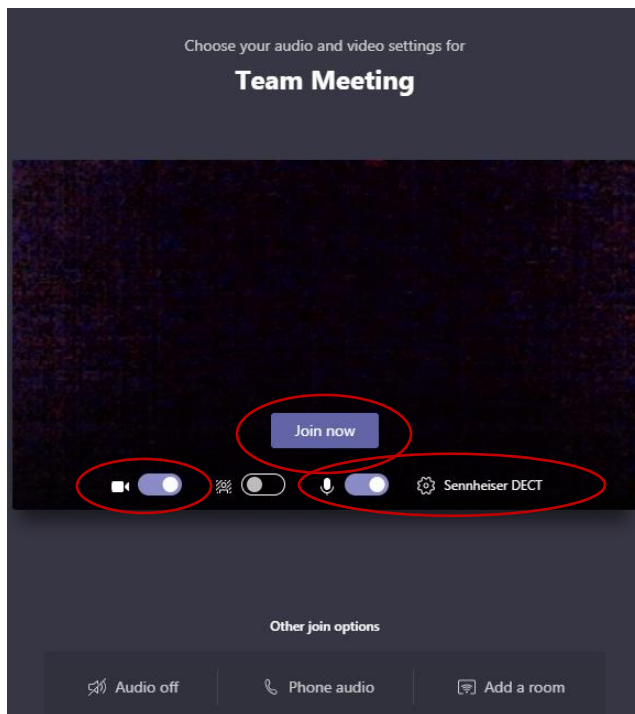


Attending a Microsoft Teams Meeting

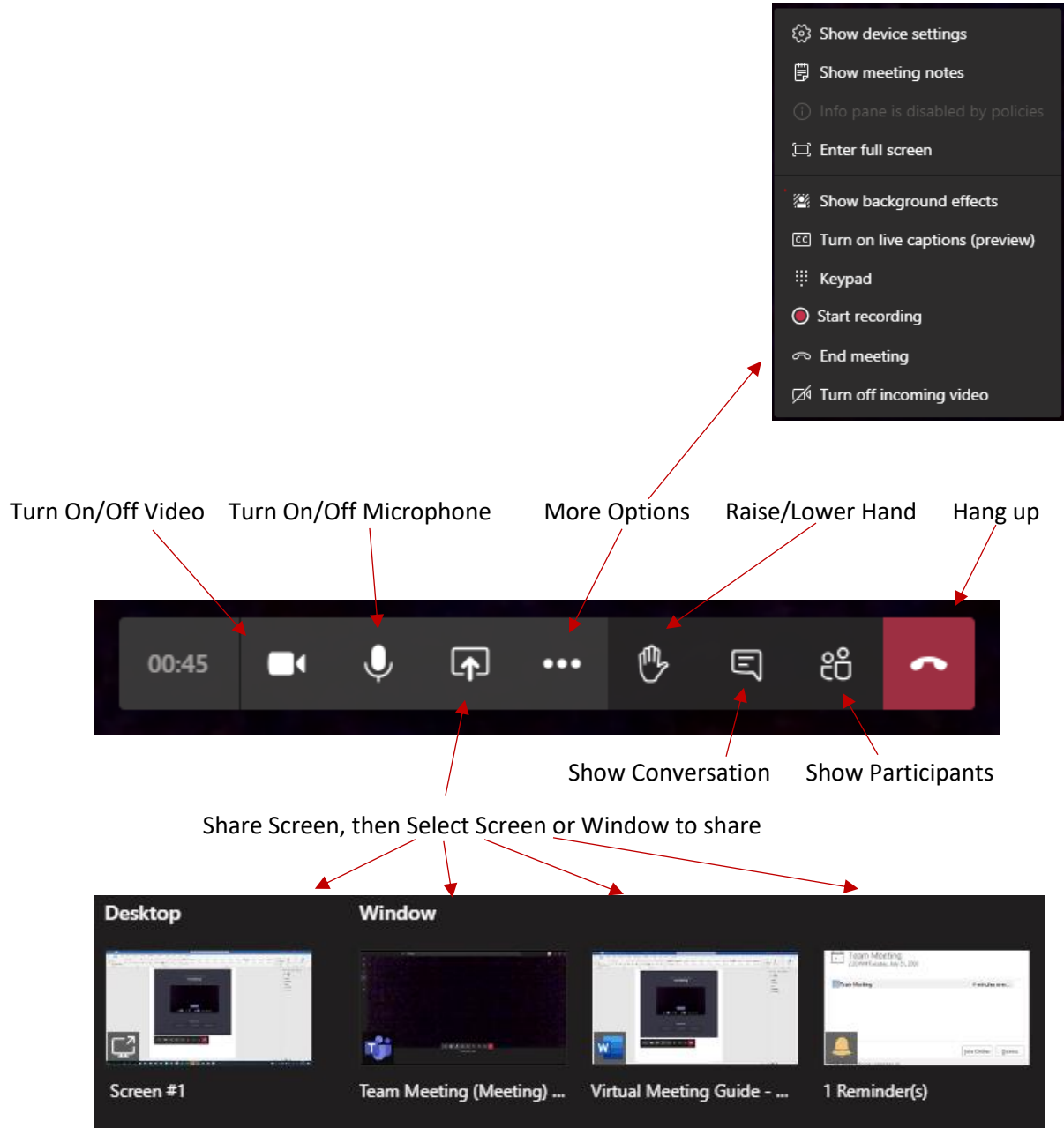
- Click Join Meeting



- Turn on/off Video, turn on/off Audio, select Audio Device, then click Join Now.



- Microsoft Teams Tool Bar Options – Select options while attending meeting.

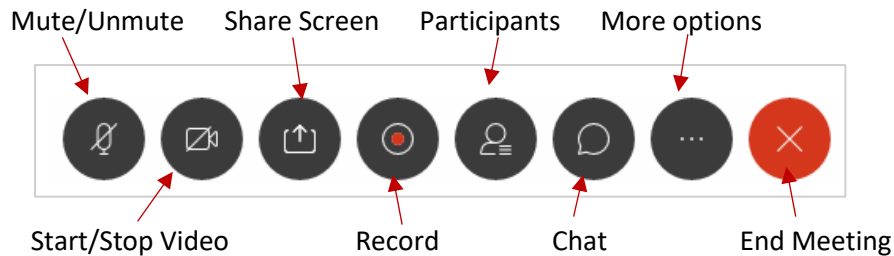


Webex Meeting

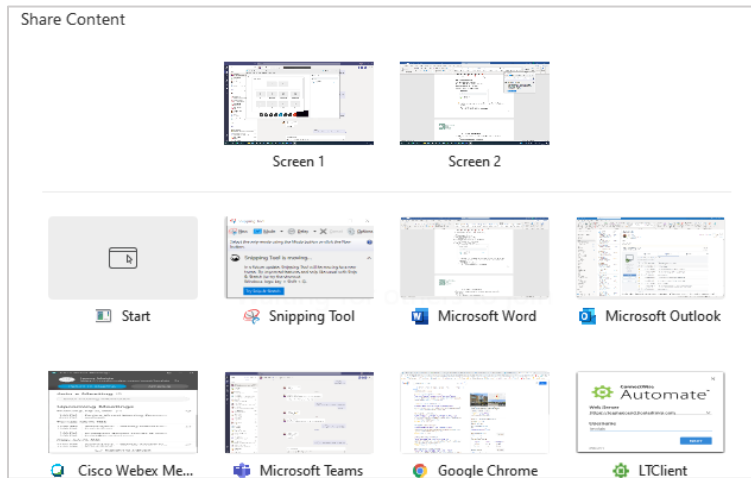
Hosting Meetings using Webex Meetings

- Compile list of emails of attendees.
- Log into your Webex account: <https://iccsafe.webex.com/>
 - Schedule for: Select Myself or Alternate Host
 - Enter Meeting topic
 - Enter Meeting password
 - Select Date and Time
 - Enter list of attendees
 - Select Start
 - If instant meeting
 - Select Mute and Video options
 - Start Meeting
 - Wait for others to Join
 - If scheduled meeting for a later time
 - Meeting will be added to your calendar
 - When meeting time approaches, select start from your calendar invite or log into your Webex account, Select Start next to the upcoming meeting

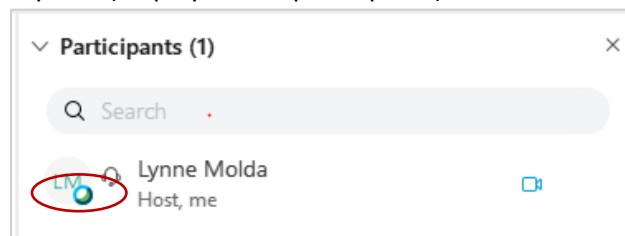
Once meeting has started, Webex Tool bar options will appear



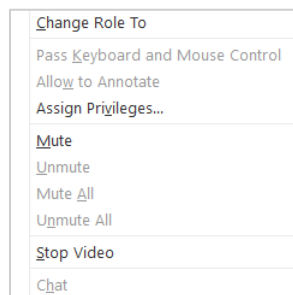
- Mute (Muting and unmuting)
- Video (Starting and stopping video)
- Share Content (Can share a screen or application) by selection screen



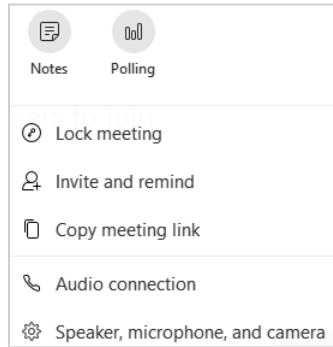
- Recorder (record to cloud or computer)
- Participants (Displays list of participants)



- Drag Webex icon on presenter name and move to another attendee to make presenter
- Right click on attendee's name




- You can reassign their role to presenter
- Mute and Unmute attendee
- Chat (Opens up chat window for allowing communication between attendees)
- More Options



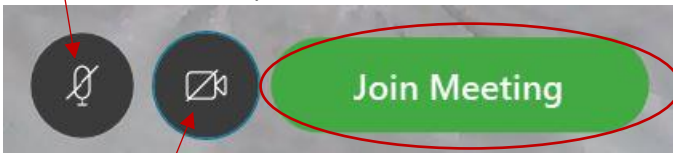
- Lock meeting (no one can enter meeting)
- Invite and remind (send an invite to someone you want to add to meeting)
- Copy meeting link (used to send and link to others outside of Webex)
- Audio Connections (test and change audio connections)
 - Test speaker and microphone connections
 - Have Webex call you at a specific number
 - View call in information
- Speaker Microphone and Camera (test and change settings)

Attending a Webex Meeting

Join Webex Meeting for Outlook Calendar or from email link 

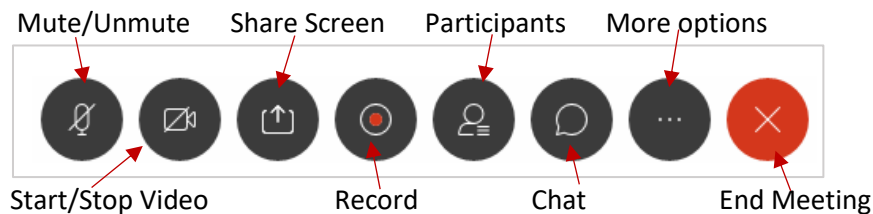
- Mute or unmute Microphone, Start or Stop Video, then Click the Join Meeting

Mute/Unmute Microphone

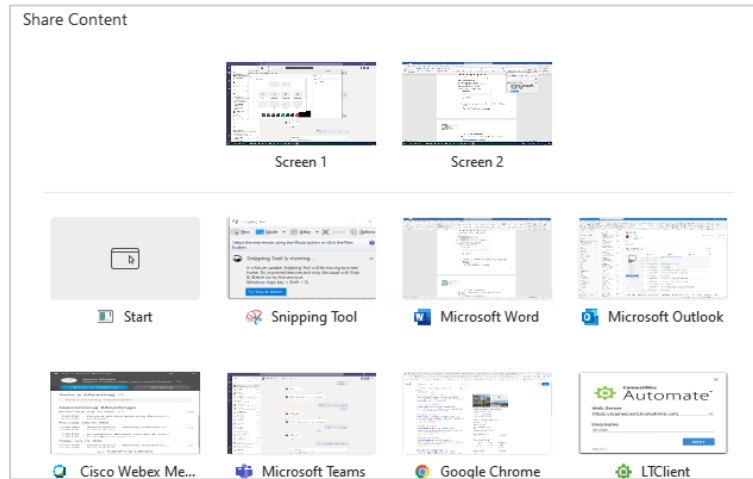


Start/Stop Video

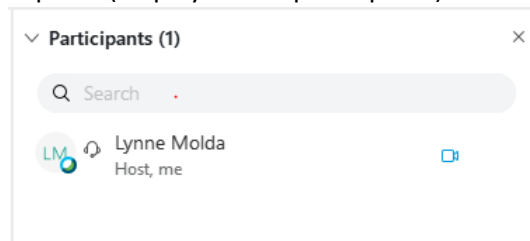
- Once in meeting the Webex Tool bar options will appear



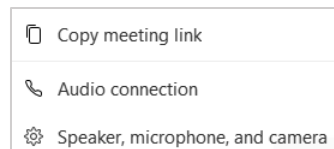
- Mute (Muting and unmuting)
- Video (Starting and stopping video)
- Share Content if presenting (Can share a screen or application) by selection screen



- Recorder (record to cloud or computer)
- Participants (Displays list of participants)



- Chat (Opens up chat window for allowing communication between attendees)
- More options



- Copy meeting link (used to send and link to others outside of Webex)
- Audio Connections (test and change audio connections)
 - Test speaker and microphone connections
 - Have Webex call you at a specific number
 - View call in information
- Speaker Microphone and Camera (test and change settings)

Webex Event

Hosting Meetings using Webex Events

Scheduling a Webex Event Template:

*** Event type:** Online Event

*** Event name:** Sample Event [?](#)

Listed on public calendar [?](#)
 Delete from My Meetings when completed

Registration: Required [?](#)

*** Event password:** MwStrB6MN36 [?](#) [?](#) The password must be at least 4 characters.

Program: Select a program [Add a new program](#)

Date & Time:

*** Start date:** June 25 2020 [?](#)

*** Start time:** 8 15 am pm [Plan event time zones...](#)

Estimated duration: 1 hour 00 minutes

*** Time zones:** Chicago (Central Daylight Time, GMT-05:00)

None
 None
 None

Attendees can join 10 minutes before the scheduled start time
 Attendees can also connect to audio conference

Email reminder: Send me a reminder email None minutes before event starts

Audio Conference Settings:

Select conference type: Webex Audio

Display global call-in numbers
 Allow attendees to receive a call back (call-in will still be available)
 Provide audio to attendees using Audio Broadcast [?](#)
 Mute upon entry for all participants

Entry & exit tone: No Tone

Event Description & Options:

Description: This is a sample Event [?](#)

[Upload](#) a picture about the event description

Host image: [Upload](#) a picture of yourself or the presenter

Event material: [Upload](#) event material for attendees to download before event starts

Other UCF options: Do not allow attendees to share rich media files in this event
 Request attendees to verify rich media players

Who can view the attendee list: All participants
 Only the host, presenter, and panelists

Video: Turn on video

Post-event survey: [Create post-event survey](#)
 Do not display survey to attendees
 Display survey in pop-up window
 Display survey in main browser window (instead of destination URL)

Destination URL after event: http://

Attendees & Registration:

Attendees: [Create invitation list](#)
[View invitation list](#)

Invite friends: Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your registration form

Destination URL after registration:

Approval required: Yes No [Set up approval rules](#)

Registration password: Yes, specify password:
 No

Registration ID required: Yes No

Presenters & Panelists:

Panelists: [Create invitation list](#)
[View invitation list](#)

Panelists info: [?](#)

Allow panelists to upload documents associated with the event.

Panelist password: (recommended)

Confirm password:

Email Messages:

Email format: Plain Text HTML Include iCalendar Attachments

Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails: Pending Approved Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails: [1st Reminder](#) [2nd Reminder](#)

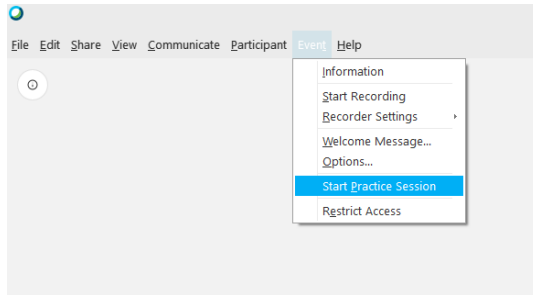
Follow-up emails: [Thank You for Attending](#) [Absentee Follow-Up Email](#)

<input type="checkbox"/>	June	25	2020	<input type="text" value="8"/>	<input type="text" value="15"/>	<input checked="" type="radio"/> am	<input type="radio"/> pm
<input type="checkbox"/>	June	25	2020	<input type="text" value="8"/>	<input type="text" value="15"/>	<input checked="" type="radio"/> am	<input type="radio"/> pm
<input type="checkbox"/>	June	25	2020	<input type="text" value="9"/>	<input type="text" value="15"/>	<input checked="" type="radio"/> am	<input type="radio"/> pm
<input type="checkbox"/>	June	25	2020	<input type="text" value="9"/>	<input type="text" value="15"/>	<input checked="" type="radio"/> am	<input type="radio"/> pm

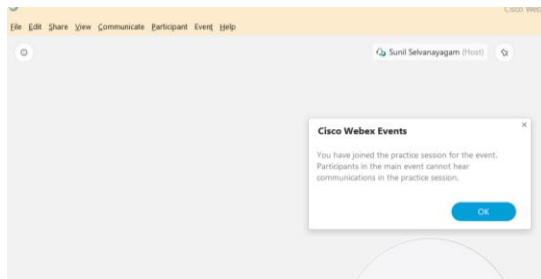
Save as template...

Managing a Webex Event

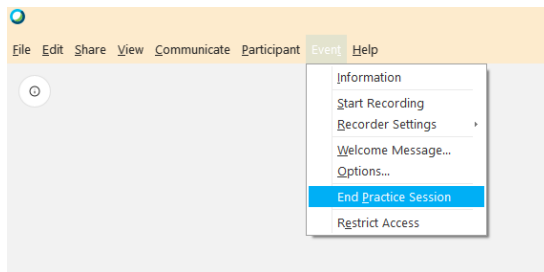
- Before the event starts, the panelists can hold a practice session to perform microphone checks and the attendees will not hear this audio.



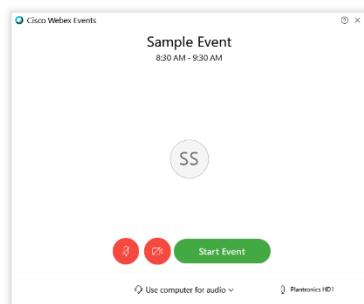
- The Event window will have a yellow tint on the top border indicating a practice session.



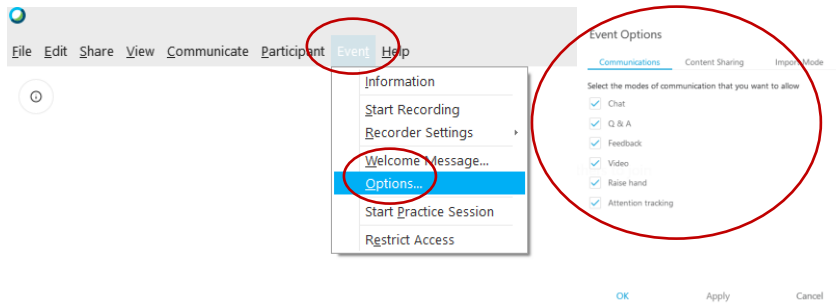
- To exit the practice session, select event then End Practice Session.



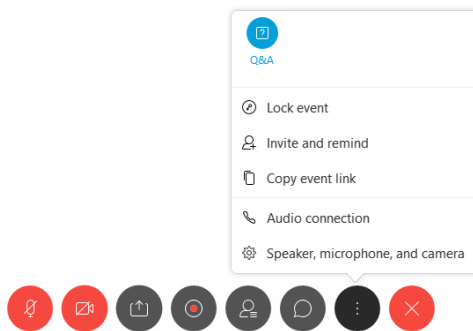
- Choose your preferred Audio Method before the event starts.



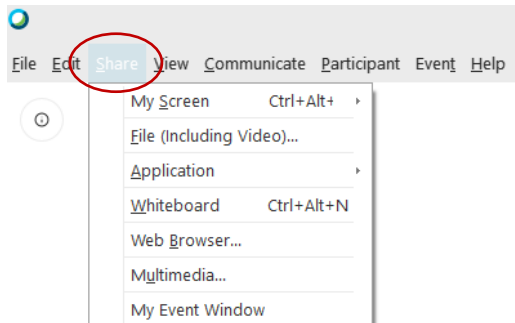
- Select Event then Options for event to enable/disable desired meeting features.



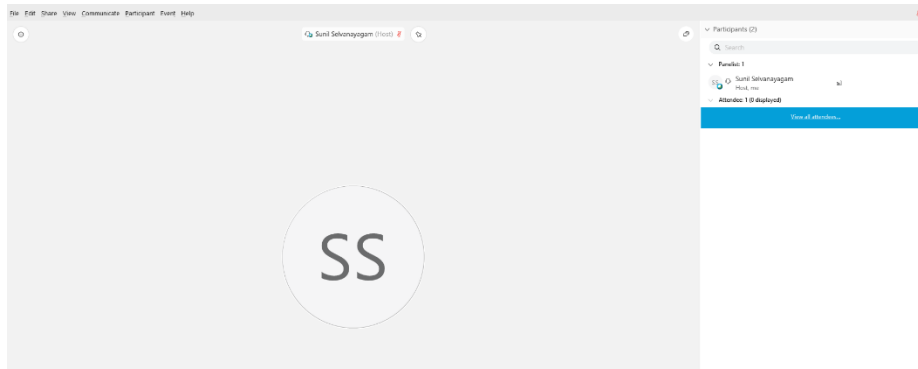
- Event toolbar allows turning on/off enabled features.



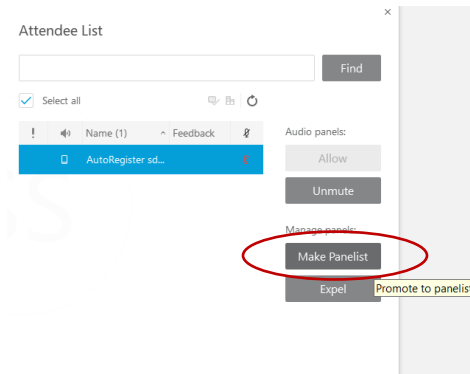
- To share content, select Share then choose sharing option.



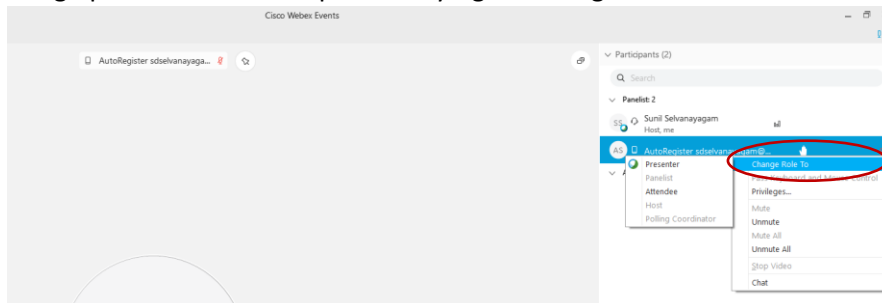
- If participant view is turned on, you will be able to see them on the right portion of the Event window.



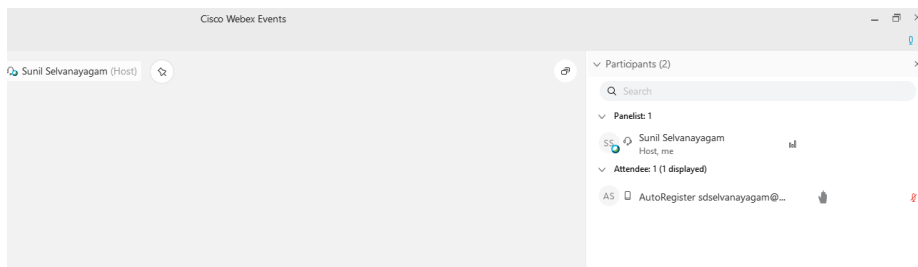
- An attendee can be promoted to panelist from this window.



- Assign presenter role to a panelist by right clicking on their name and selecting Change Roles To.



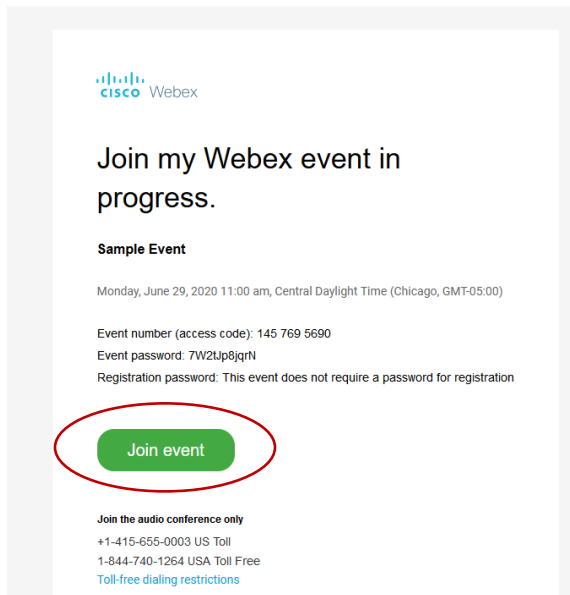
- Attendees raise their hand, view in participant panel.




Attending a Webex Event

Join a Webex event

- Click Join Event





Join my Webex event in progress.

Sample Event

Monday, June 29, 2020 11:00 am, Central Daylight Time (Chicago, GMT-05:00)

Event number (access code): 145 769 5690
Event password: 7W2Up8jqrN
Registration password: This event does not require a password for registration

[Join event](#)

Join the audio conference only
+1-415-655-0003 US Toll
1-844-740-1264 USA Toll Free
[Toll-free dialing restrictions](#)

- Enter first name, last name, and email address. If event password is not pre-populated, please refer to the invitation for password. Click Join Now.



Event Information: Sample Event

Event status: ● Started
Date and time: Monday, June 29, 2020 11:00 am
Central Daylight Time (Chicago, GMT-05:00)
[Change time zone](#)
Duration: 1 hour
Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

First name:

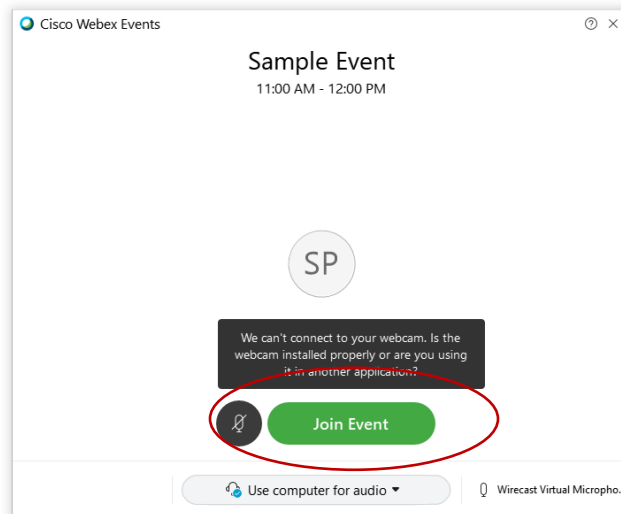
Last name:

Email address:

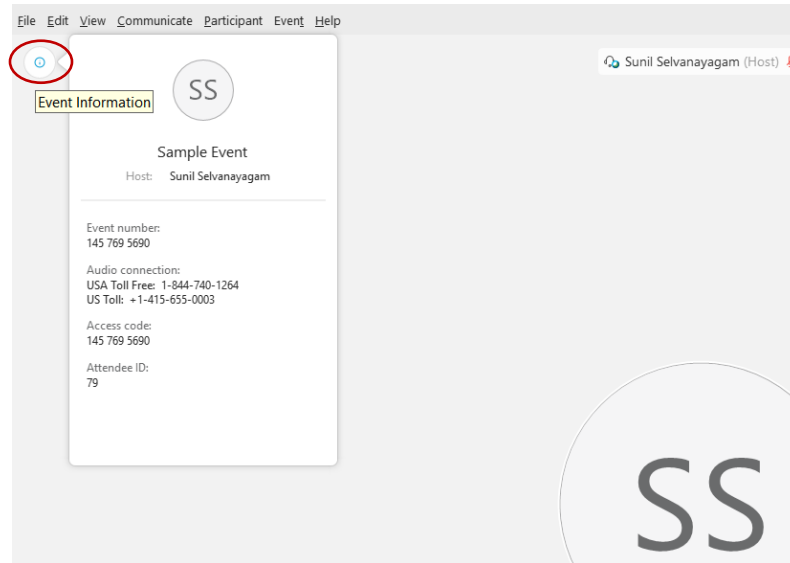
Event password:

[Join Now](#)

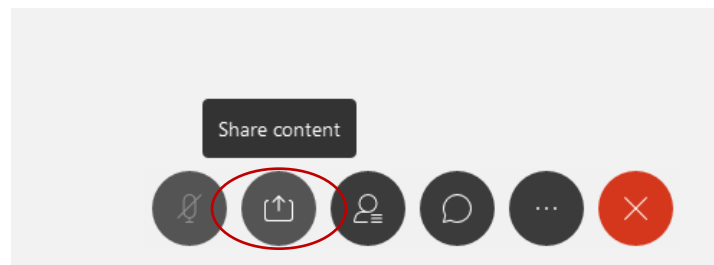
- Select your audio connection preferences. Click Join Event.



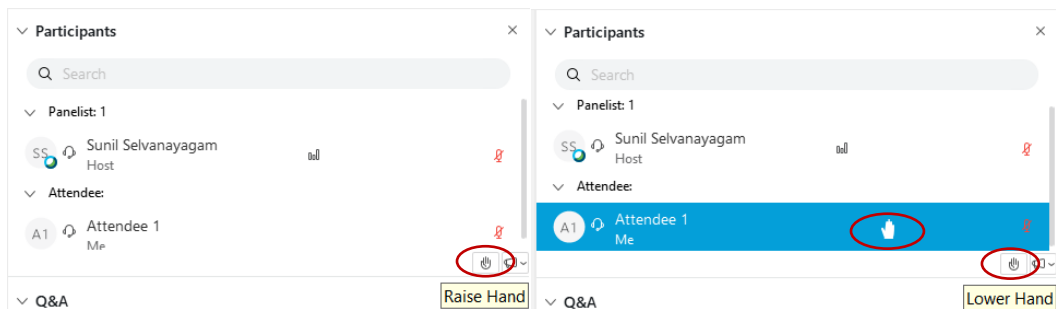
- To view call in information, select the information icon found on the top left corner.



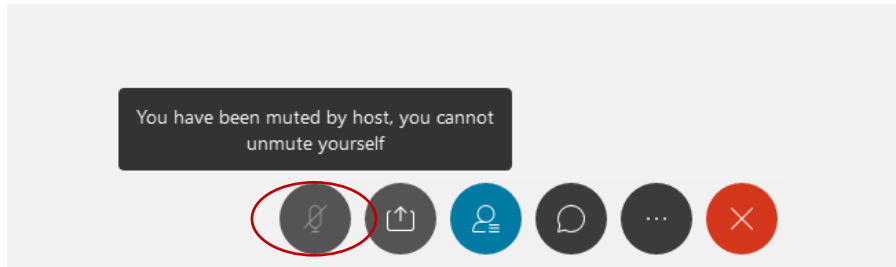
- If you are given presenter permissions, you can share content using the “share content” icon. If you don’t have the presenter role, the “share content” option will be grayed out as shown below.



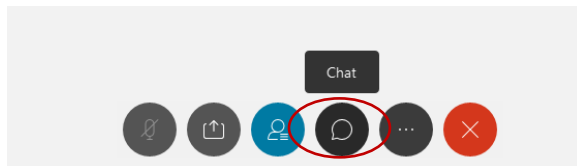
- Select the Raise Hand option to raise your hand and get the panelist’s attention. Panelist will unmute you to ask question. Please lower hand once question has been answered



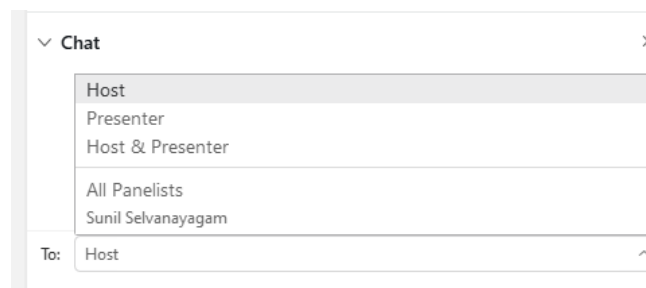
- The host will have control over your microphone. If you are muted, the host will unmute you.



- If the host has enabled the chat feature, you will be allowed to enable/disable the chat window using the chat icon.



- You can select who you want your chat directed to using the "to" dropdown menu in the chat window.

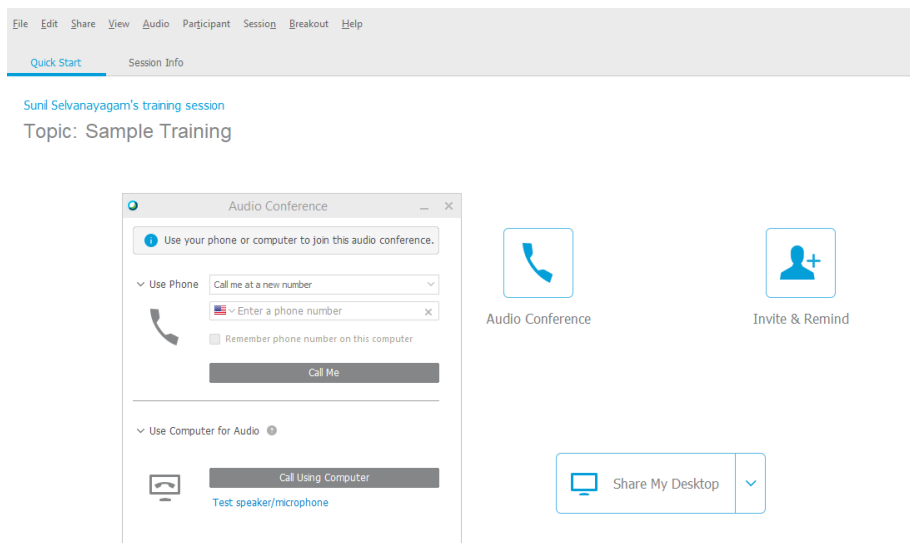


Webex Training

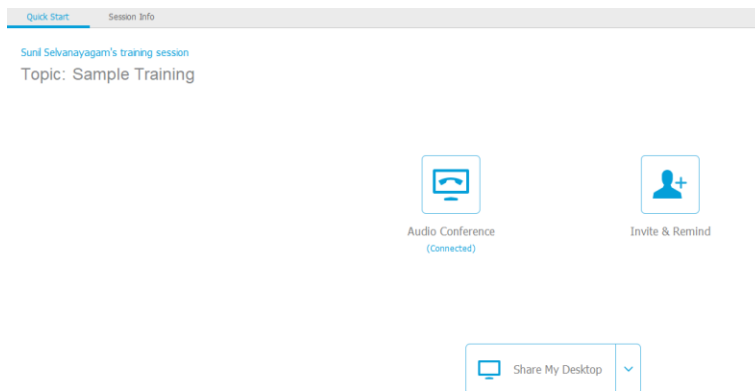
Hosting a Webex Training

Manage a Training Session

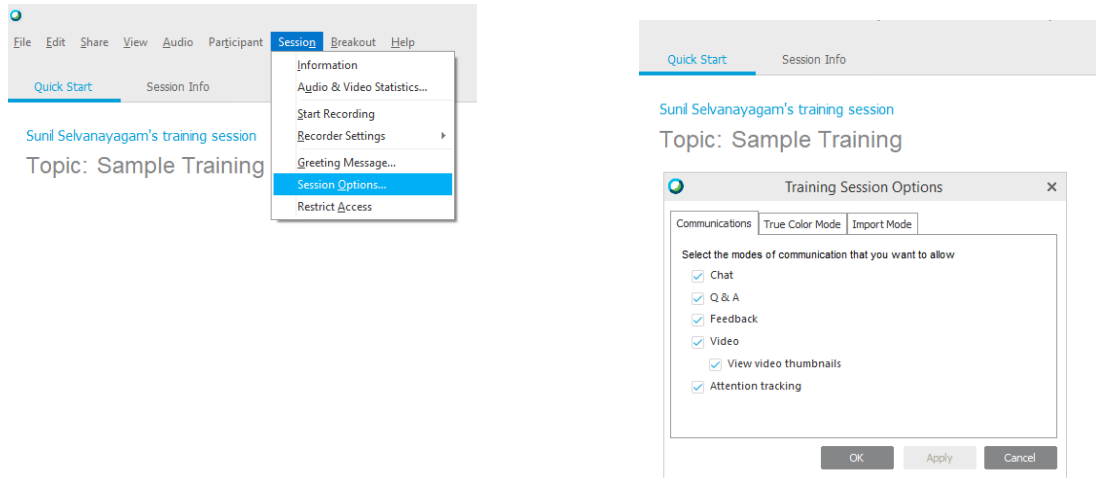
- At the start of the event, select audio connection.



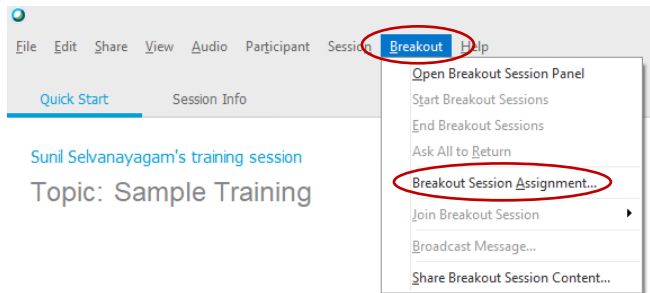
- The session window will allow the host to share content, configure audio options, and invite participants.



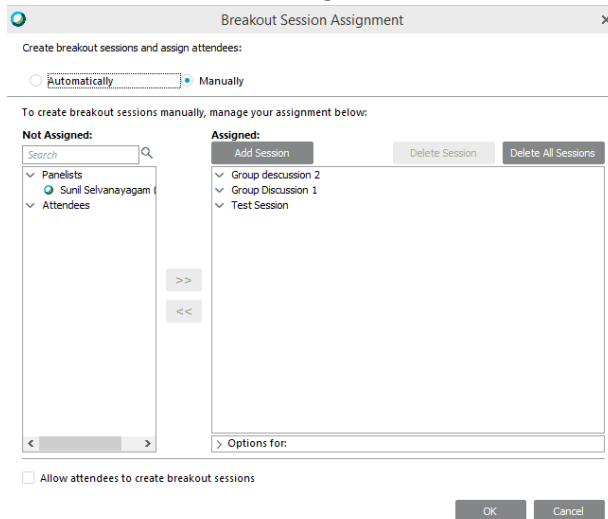
- Select session then session options to enable/disable features.



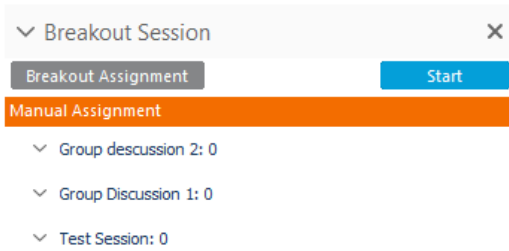
- Select breakout then breakout session assignment to configure a breakout session or reconfigure a previously scheduled breakout session.



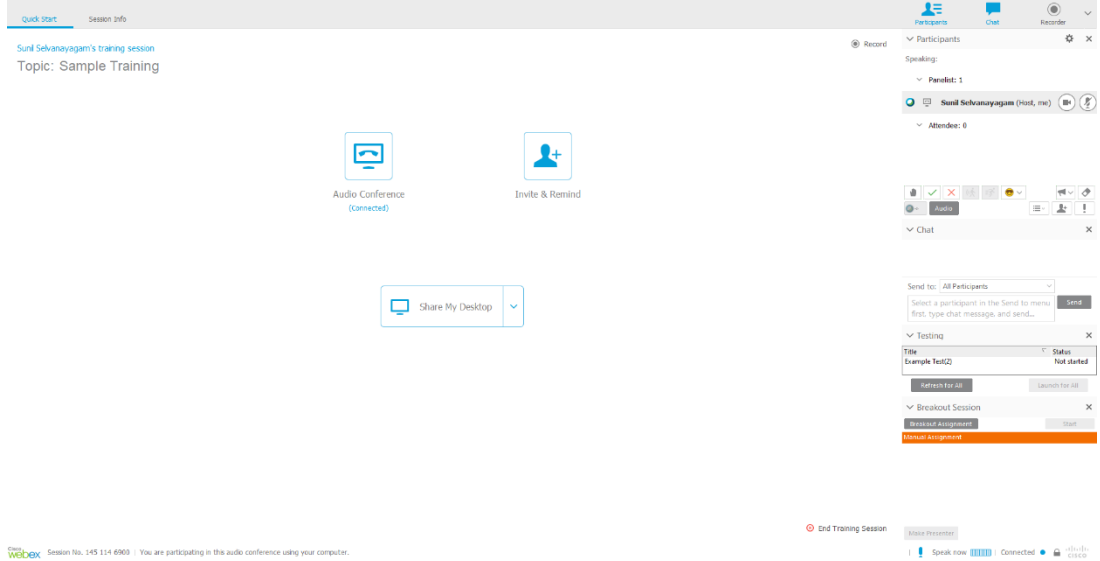
- Select add session to configure breakout session.



- Once sessions are added and configured, breakout session can be configured and started.



- The right side of the session window allows the host to control the session.



- If a test was created and selected during scheduling, the host can select a test and launch it.



Attending a Webex Training

Joining from an Email Invite

- Click on the link to join training session.

messenger@webex.com
to me ▾

Hello sdselvanayagam@gmail.com,

Please join my Webex training session that is currently in progress.

Topic: Sample Training
Host: Sunil Selvanayagam
Session number: 145 466 9554
Session password: 3mrMHYqHz65

To join the training session

1. Go to <https://iccsafe.webex.com/iccsafe/k2/j.php?MTID=ta5b7a288bf74d5b4b362b5c4e4886673>
2. Enter your name and email address (or registration ID).
3. Enter the session password: 3mrMHYqHz65
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

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.
USA Toll Free: 1-844-740-1264
US Toll: +1-415-655-0003

Having trouble dialing in? Try these backup numbers:

USA Toll Free: 1-844-740-1264
US Toll: +1-415-655-0003

Global call-in numbers: <https://iccsafe.webex.com/iccsafe/globalcallin.php?MTID=t1ae6c61e54da232876495f7b2a3f95a3>

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

Access code: 145 466 9554

- Select audio connection.

Topic: Sample Training

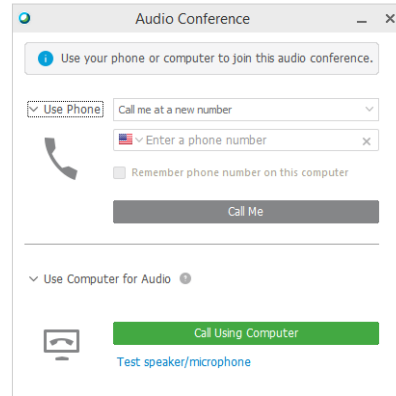
Host: Sunil Selvanayagam

Audio Conference: USA Toll Free 1-844-740-1264
US Toll +1-415-655-0003
[Show all global call-in numbers](#)

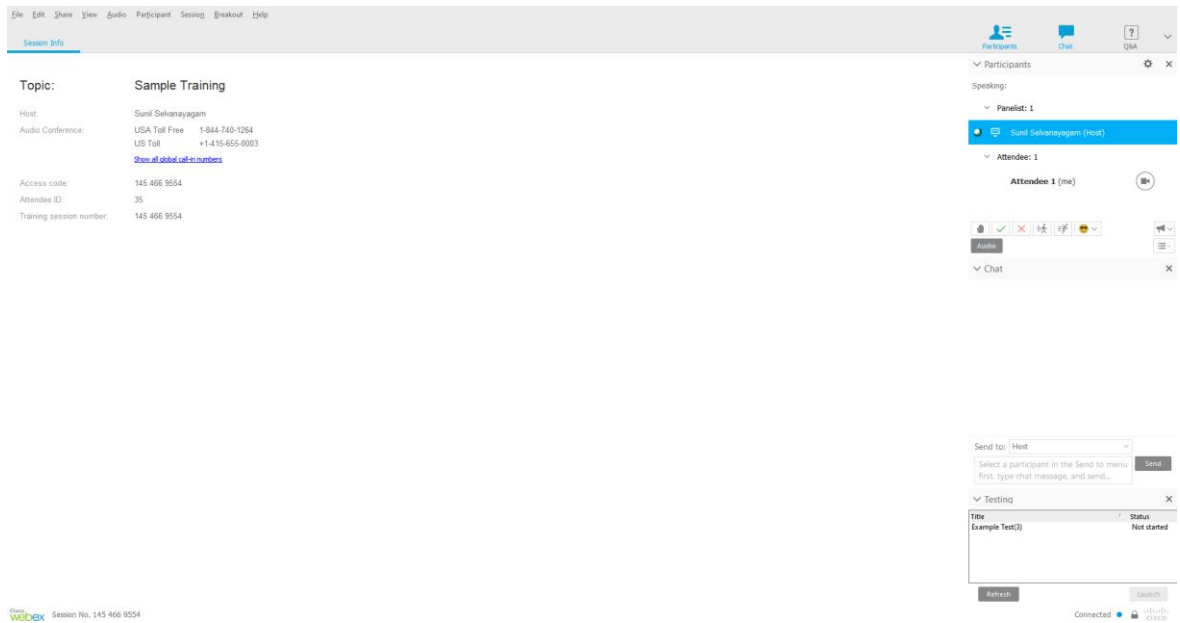
Access code: 145 466 9554

Attendee ID: 35

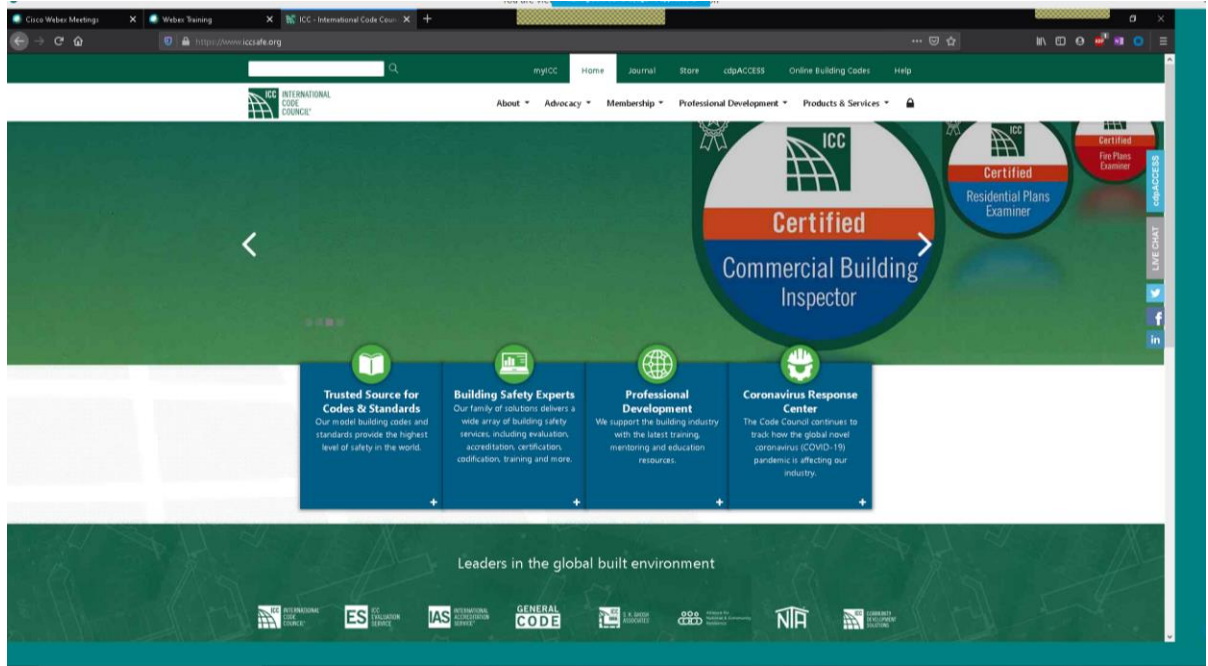
Training session number: 145 466 9554



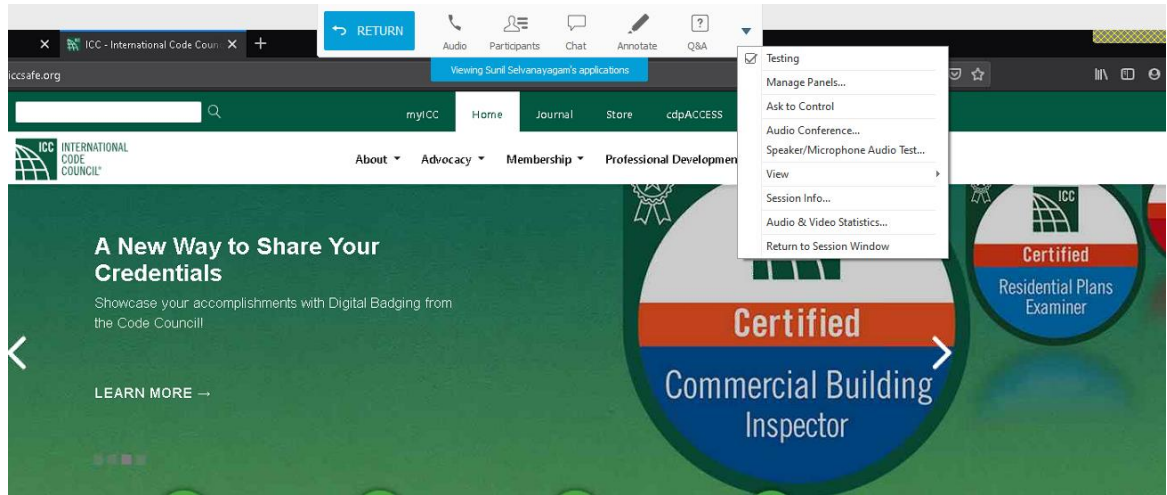
- If the instructor is not sharing content, the Webex window will only display your attendee information.



- If the Instructor is sharing content, the window will reflect those contents.



- While instructor is presenting, participate in the event by hovering on the toolbar and select option.



- During the breakout session, if presenting, click yes on prompt.

Topic: Sample Training

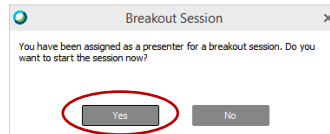
Host: Sunil Selvanayagam

Audio Conference: USA Toll Free 1-844-740-1264
US Toll +1-415-655-0003
[Show all global call-in numbers](#)

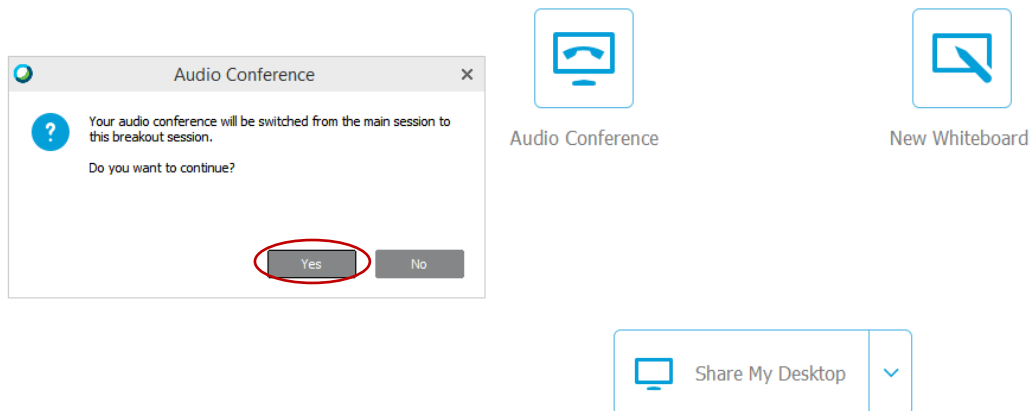
Access code: 145 466 9554

Attendee ID: 35

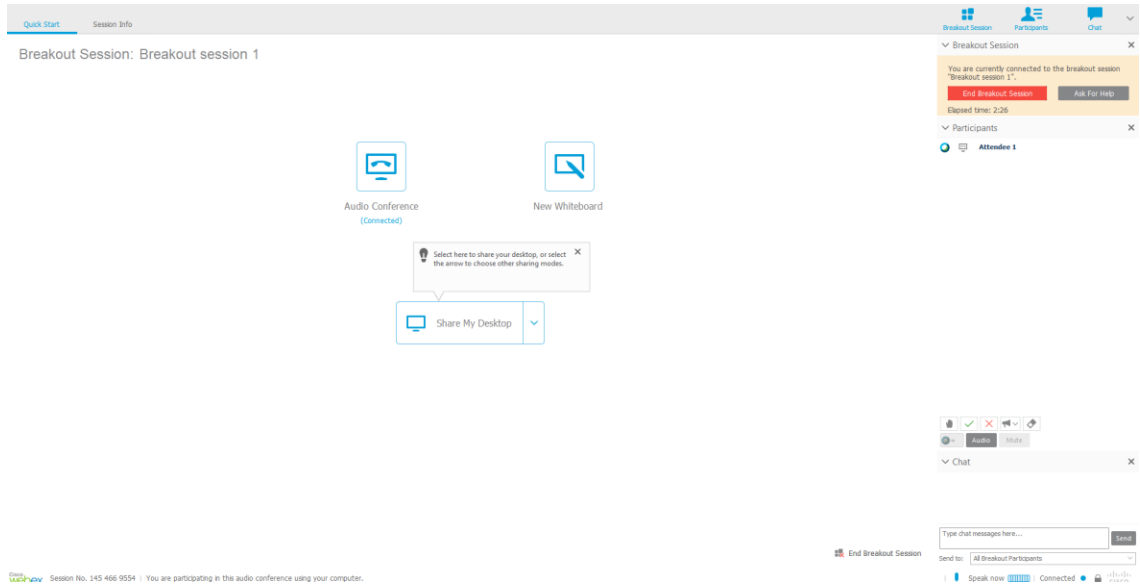
Training session number: 145 466 9554



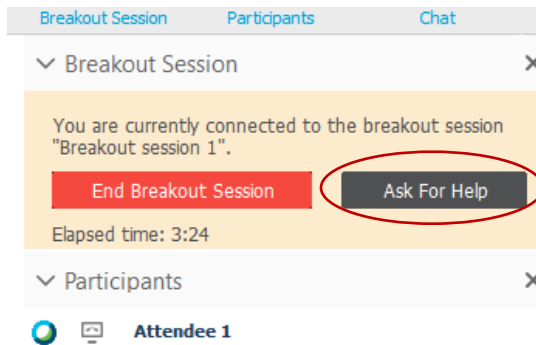
- When a breakout session starts, there will be a notification of audio conference session switching.



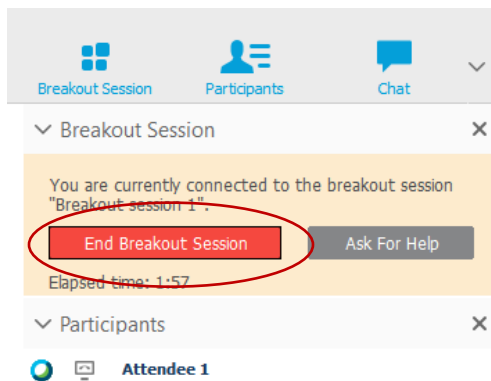
- Within the breakout session, sharing content, chat, and assign roles is available.



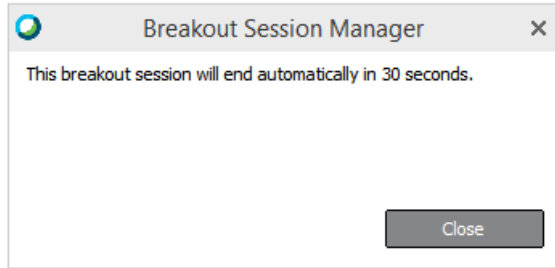
- if help is needed, select Ask For Help.



- Select End breakout session to end meeting.



- When instructor ends breakout session, session will end automatically in 30 seconds.



- If the Instructor starts a test, the test will open in your default browser, select refresh to begin test.

Take Test: Example Test(3)

Student name: Attendee 1
Student email address: sdselvanayagam@gmail.co

Test title: Example Test(3)
Test Description:
Author: Sunil Selvanayagam
Time limit: (none)
Number of allowed attempts: 1
Number of questions: 2
Maximum score: 100

Please wait for your instructor to start the test.

Refresh

- Answer questions, the click submit test.

Take Test: Example Test(3)

Student name: Attendee 1
Student email address: sdselvanayagam@gmail.com

Test title: Example Test(3)
Test Description:
Author: Sunil Selvanayagam
Time limit: (none)
Number of allowed attempts: 1
Number of questions: 2
Maximum score: 100 points

Submit Test

Question 1

Is sunil the best?
 True
 Yes
 (50 points)

Not Yet Answered

Question 2

Why is sunil the best?
 Yes
 I'm Positive
 (50 points)

Not Yet Answered

Submit Test

- Once the test has been submitted, you can view the results instantly.

Test Submitted: Example Test(3)

Your test has been submitted to the instructor.

Your test is scored and graded automatically. You can [view the results now](#).

Please reach out to International Code Council IT Support Staff for further assistance.

Email ICC IT Support Staff at MeetingSupport@iccsafe.org