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
Schedule A Virtual Meeting or Conference Call

To schedule your Virtual Meeting or Conference Call, you will need the email addresses and company name of non-members you wish to invite. You will have the option to attach materials to circulate with the invitation (or you may send them later). Upon completion, you will receive confirmation of the session (including a list of emails for those you invite, for your use). Your scheduled sessions will be saved for 1 year, so you may review and/or retrieve their information. If you need your conference call or online meeting scheduled within the next 48 hours, please contact your staff manager directly.

Type of Collaborative Meeting and Sponsoring Committee

Would you like to retrieve information from a previous call or online meeting?

(This will pre-populate the form with previously submitted information)

Yes  ○  No  ○

What type of session would you like to schedule?

Virtual Meeting  ○  Conference Call  ○
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
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

Select non-members
MyCommittees Page Meeting Request (cont’d)

Select non-members

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/Regulations.html

– ASTM Form and Style Manual
  • https://www.astm.org/FormStyle_for_ASTM_STDS.html

– ASTM Officer’s Handbook
  • https://www.astm.org/TechCommitteeOfficer_Handbook.html
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

Virtual Members Trainings

- New Member Orientation & Training
- Balloting & Handling Negatives Votes
- WebEx Training
- Member Website Tools
- Roster Maintenance
- Process of Publication & Drafting a Standard