ADVANCING STANDARDS
TRANSFORMING MARKETS

How to Use WebEx for ASTM Meetings

Helping Our World Work Better®

Why WebEx?

Interactive Platform

➢ 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 the WebEx App

Join your Webex meeting

Download the Webex app

Join from this browser

https://www.webex.com/downloads.html

WebEx Meetings

Easy collaboration between participants

➢Features Include
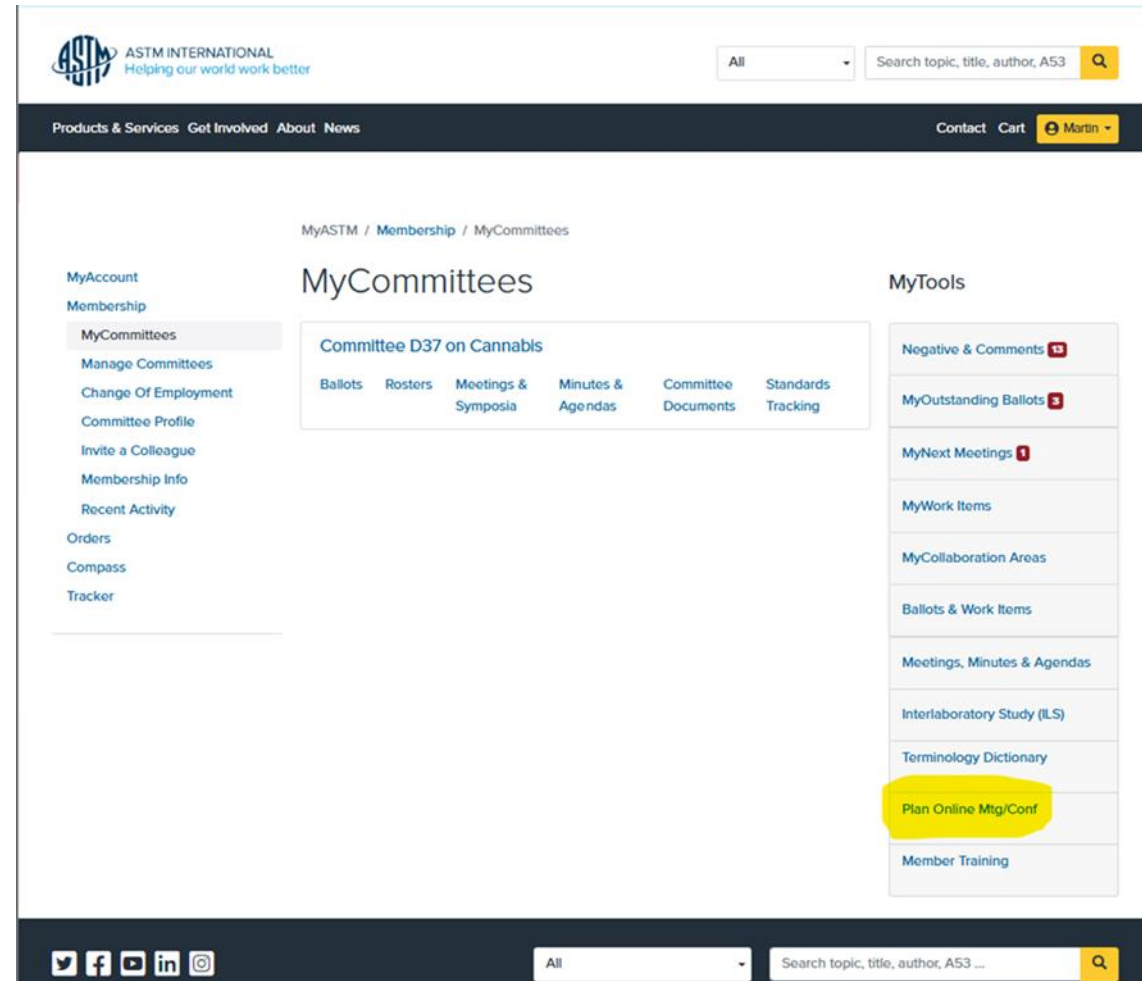
  ✓Easily pass screen share ability amongst participants
  ✓Chat box
  ✓Hand raise feature
  ✓Polling
  ✓Notes feature
  ✓Breakout Sessions
  ✓Co-host option
  ✓Registration (optional)

How to Request a WebEx Meeting

➢ Log into www.astm.org

➢ On your MyCommittees page, locate MyTools on the right

➢ Select *Plan Online Mtg/Conf*

How to Request a WebEx Meeting (continued)

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]

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]

Meeting Information | Date & Time | Presenter & Invitees
1 — 2 — 3

How to Request a WebEx Meeting (continued)
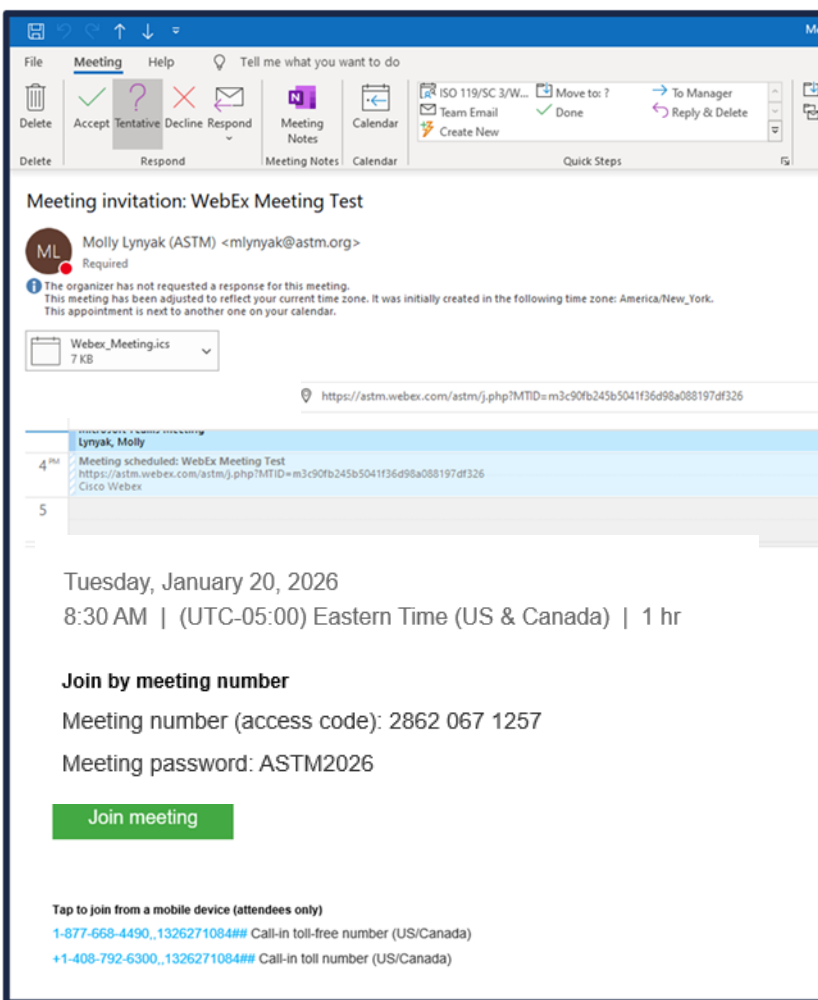
Additional Features

➢Contact your committee manager for additional help setting up a WebEx with additional features such as:

➢Registration requirements (Option to require name, email and other information upon registration)

  ✓Mute all attendees upon entry
  ✓Password for entrance and unique links
  ✓Breakouts
  ✓Attendee privileges

Meeting Invitation

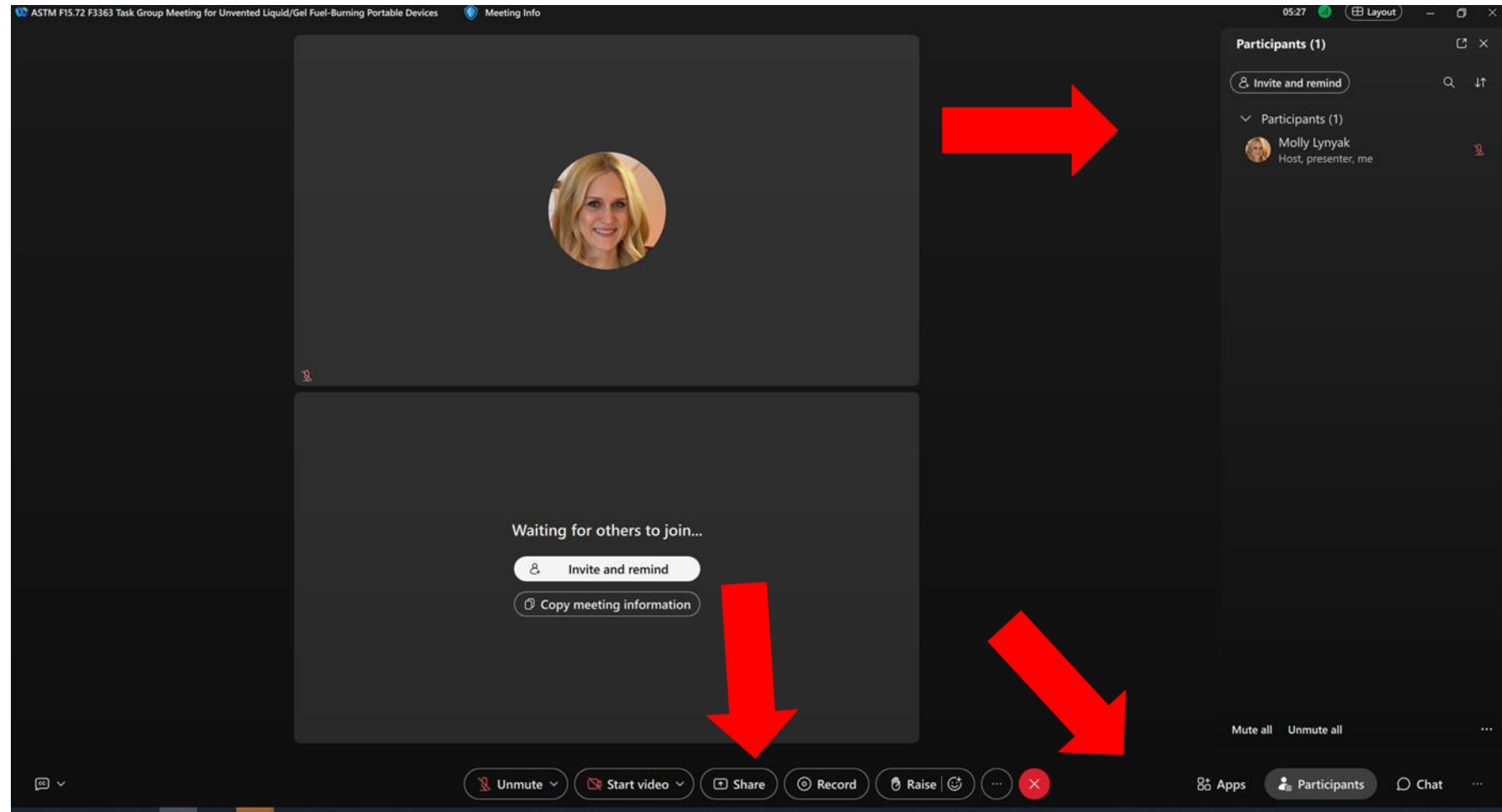# Joining a WebEx
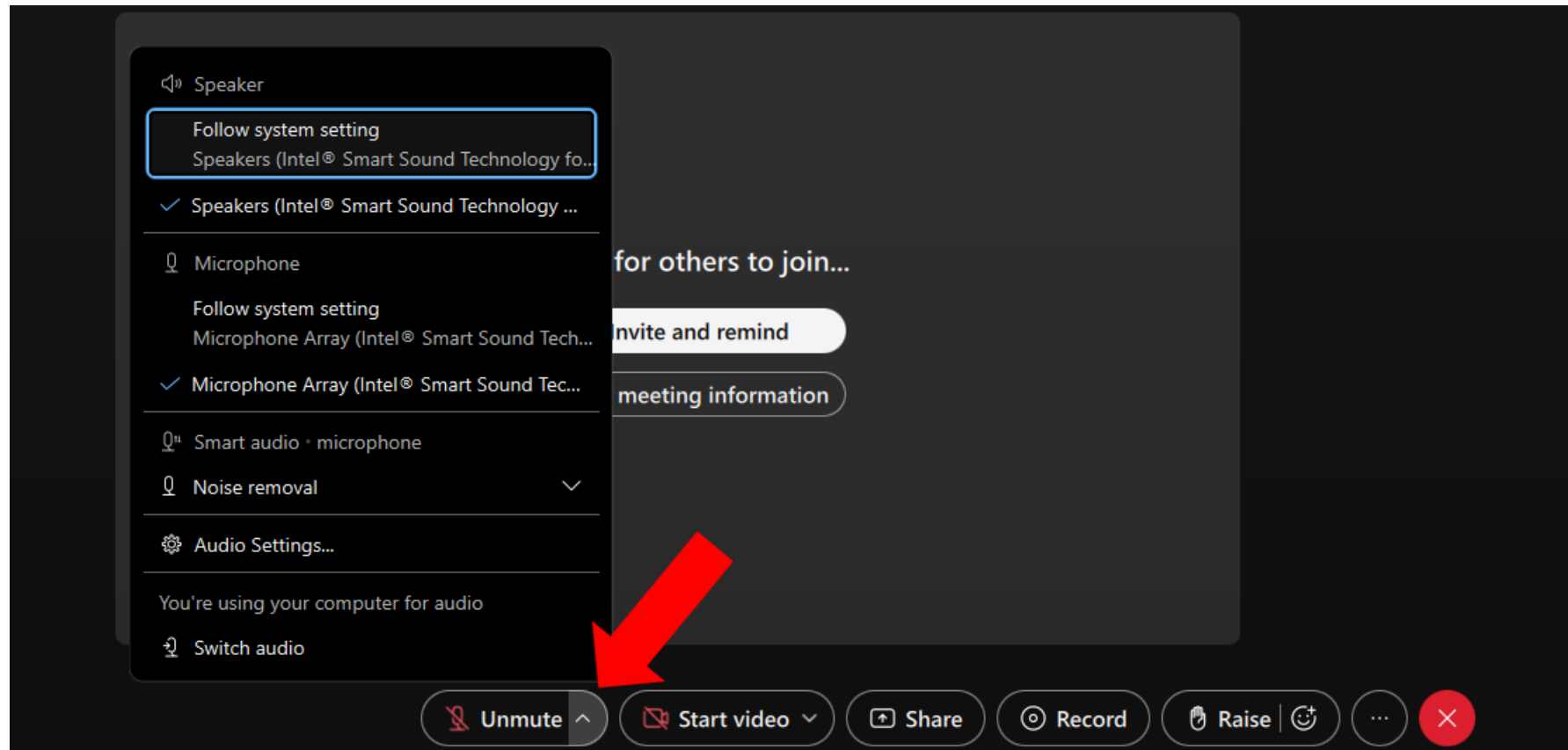
When it's time to join:

➢ Click on WebEx link in the calendar invite

➢ Chose audio and video (if desired)

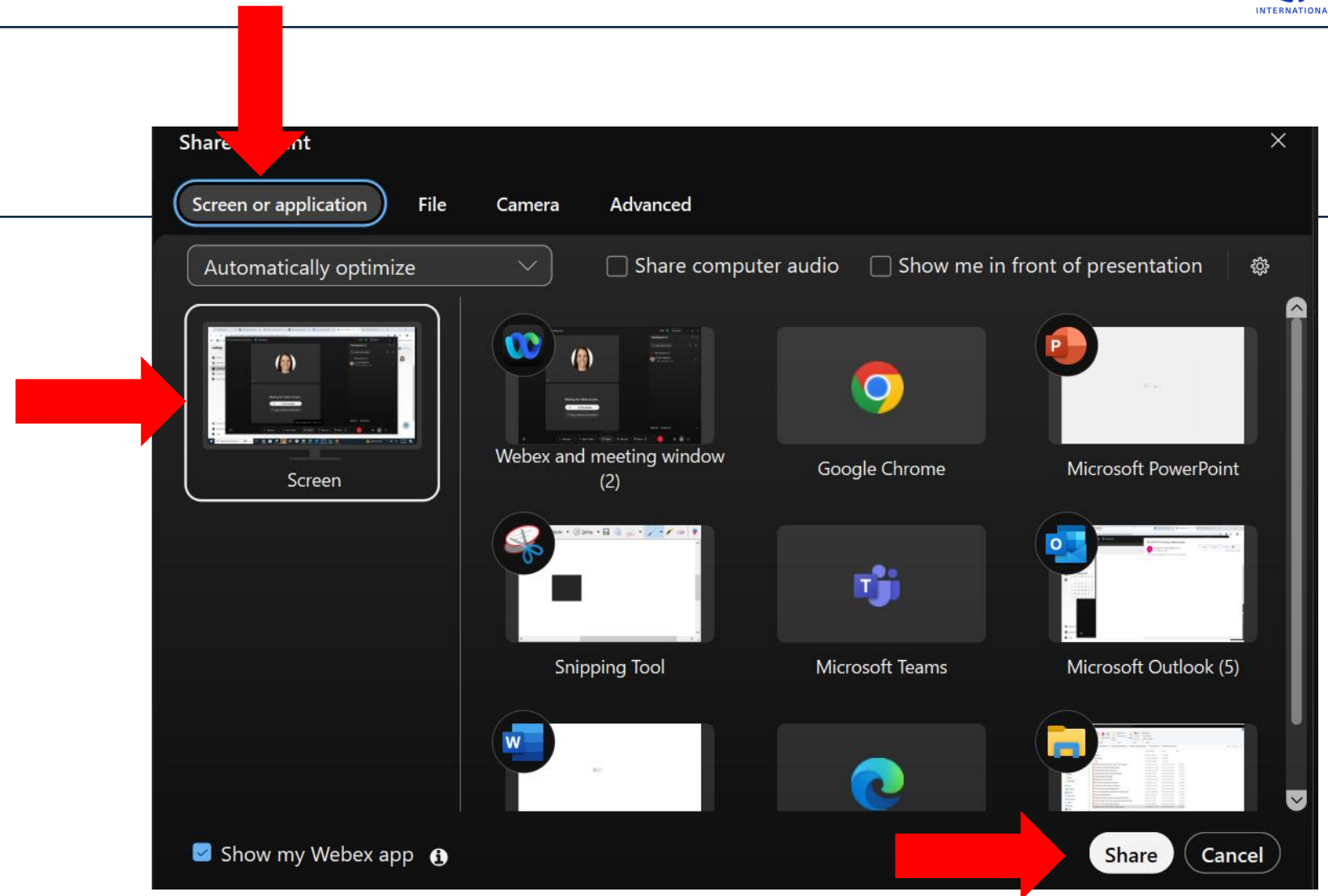➢ Click "Join Meeting" to be let into the WebEx meeting
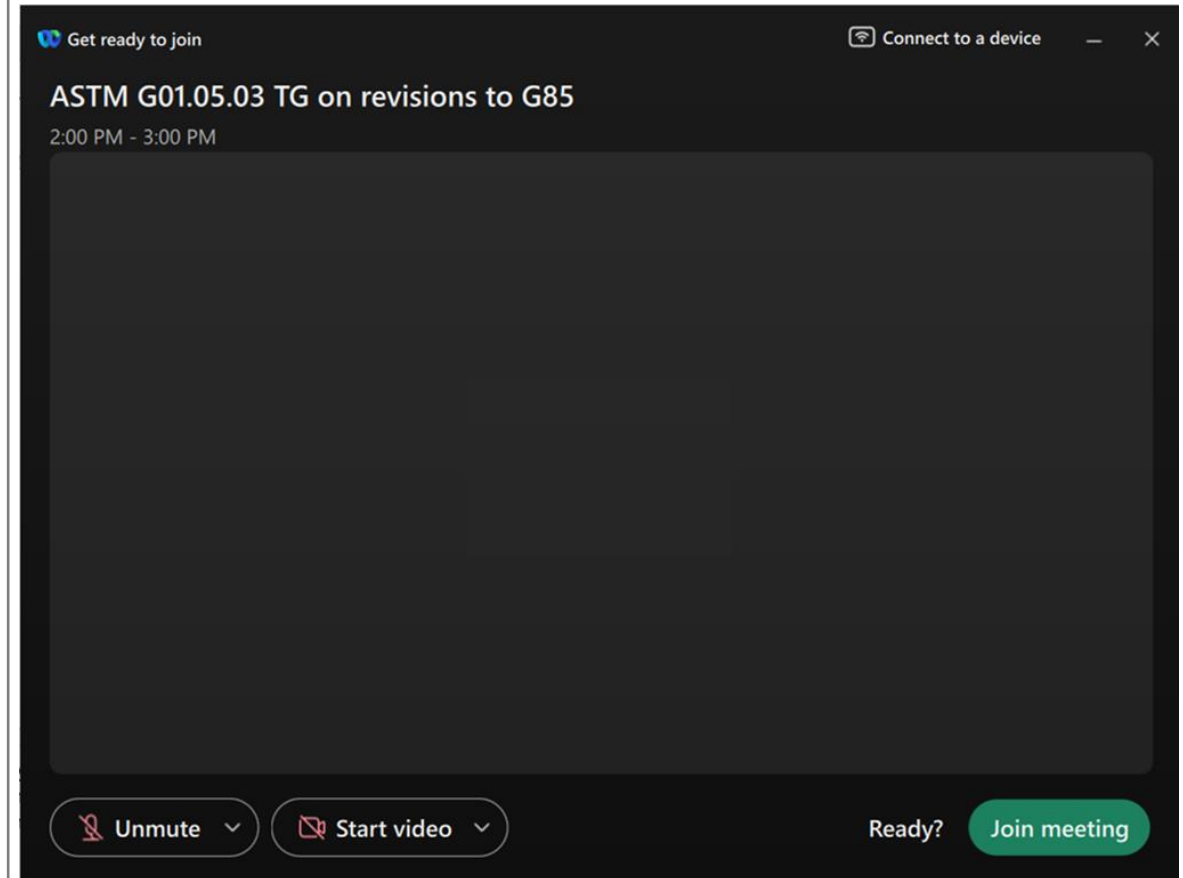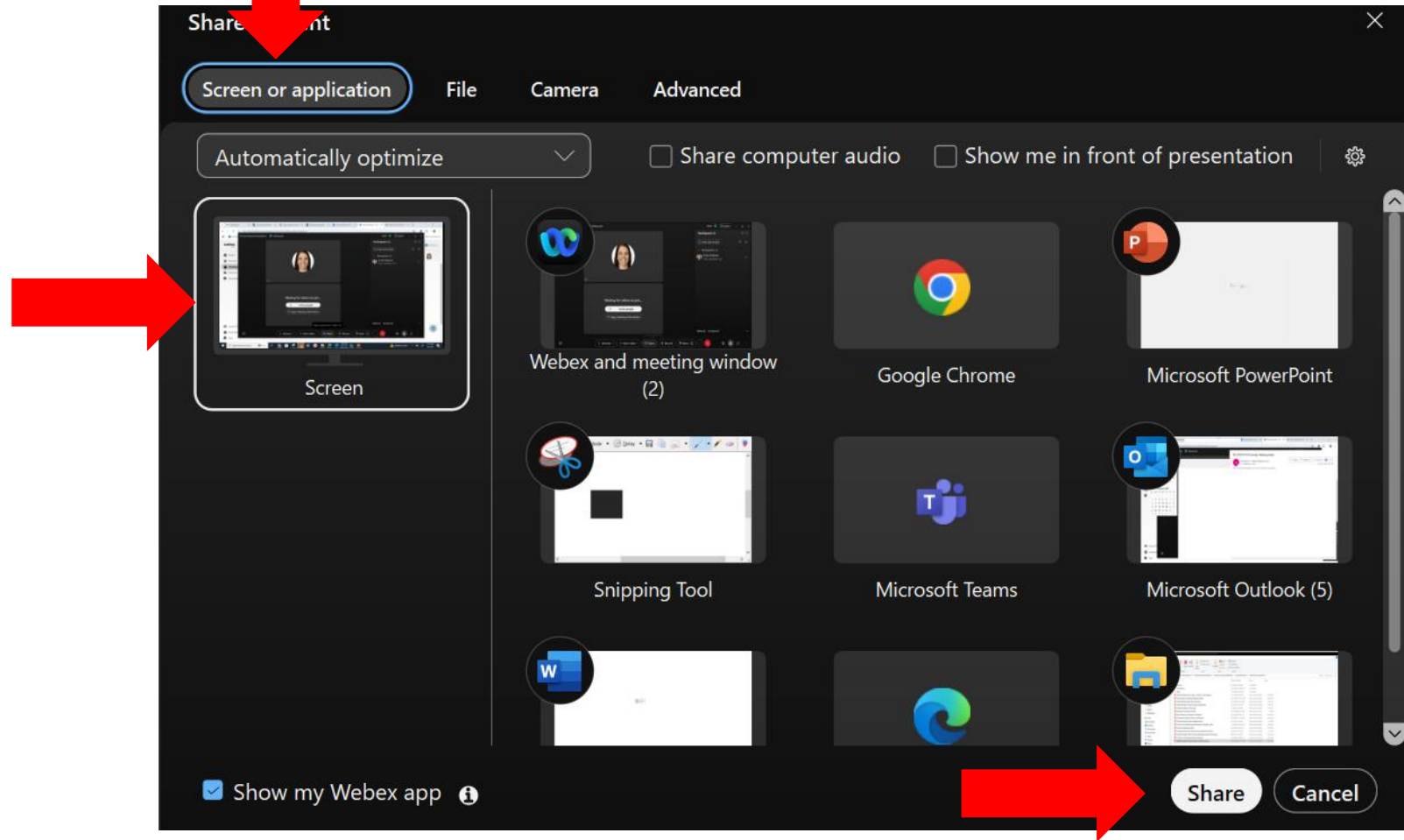
WebEx Meeting Controls

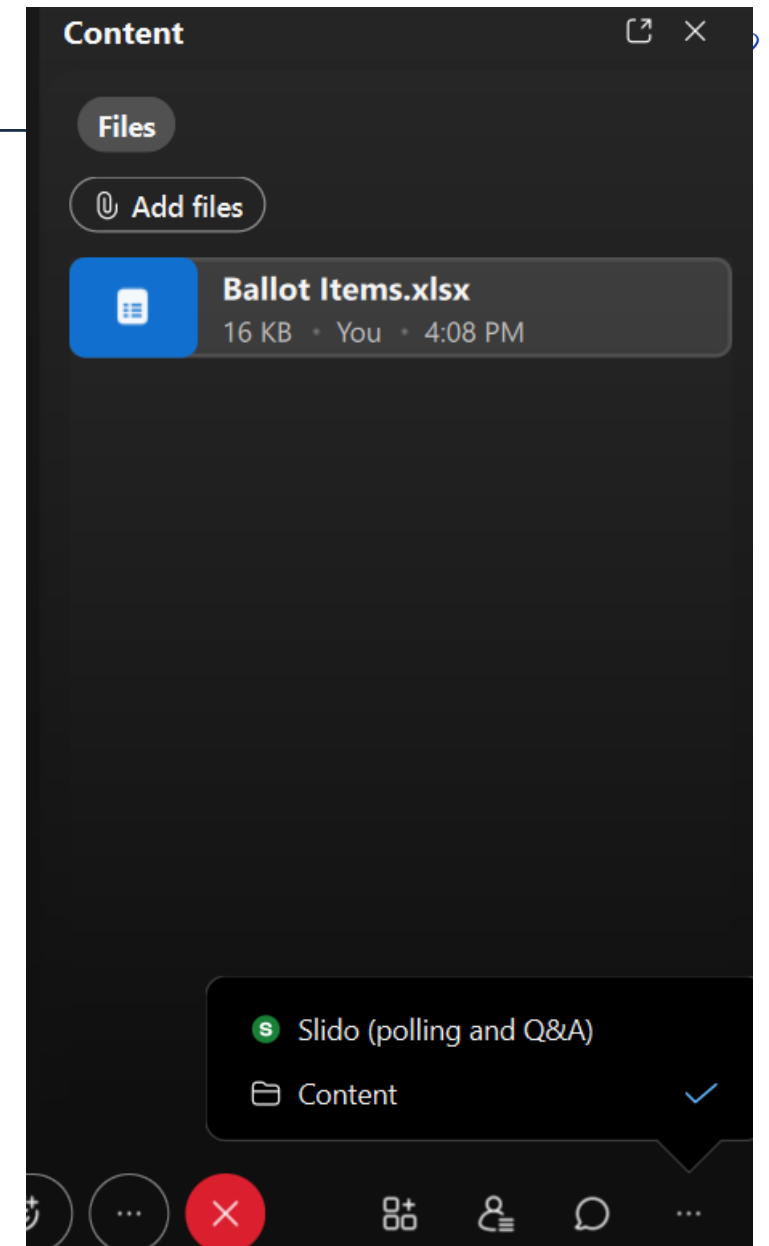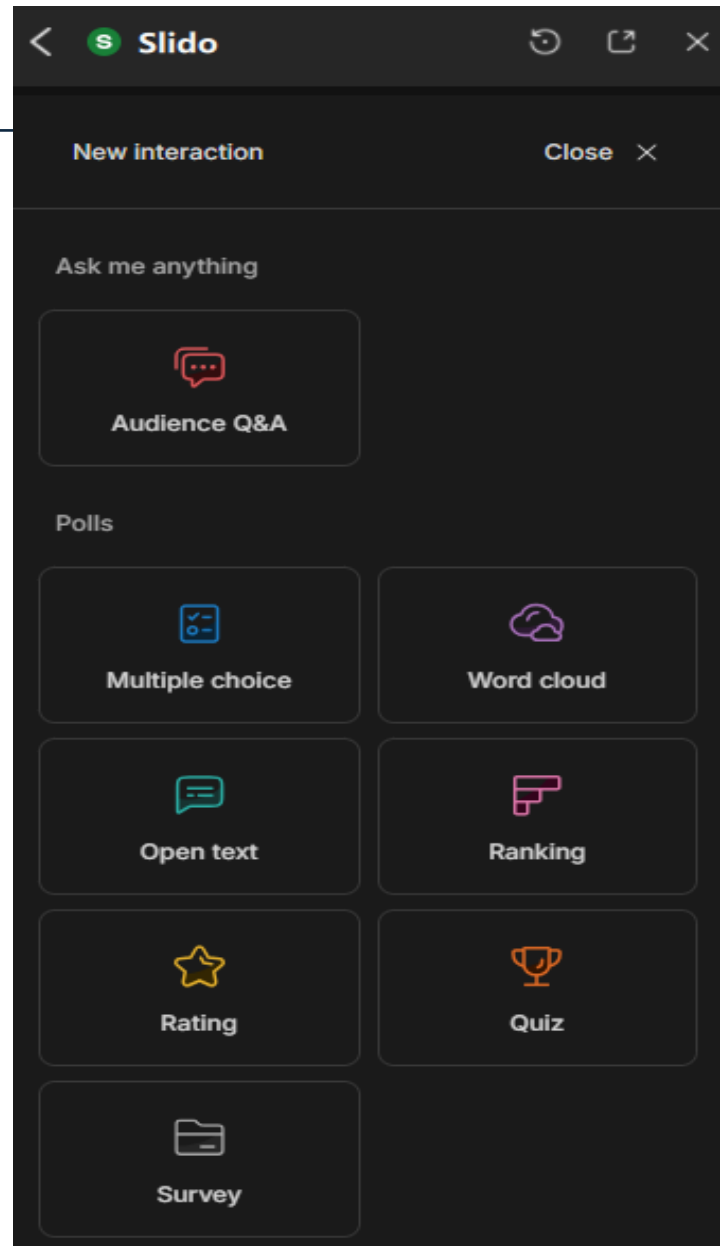# Troubleshooting Audio

WebEx Sharing Content
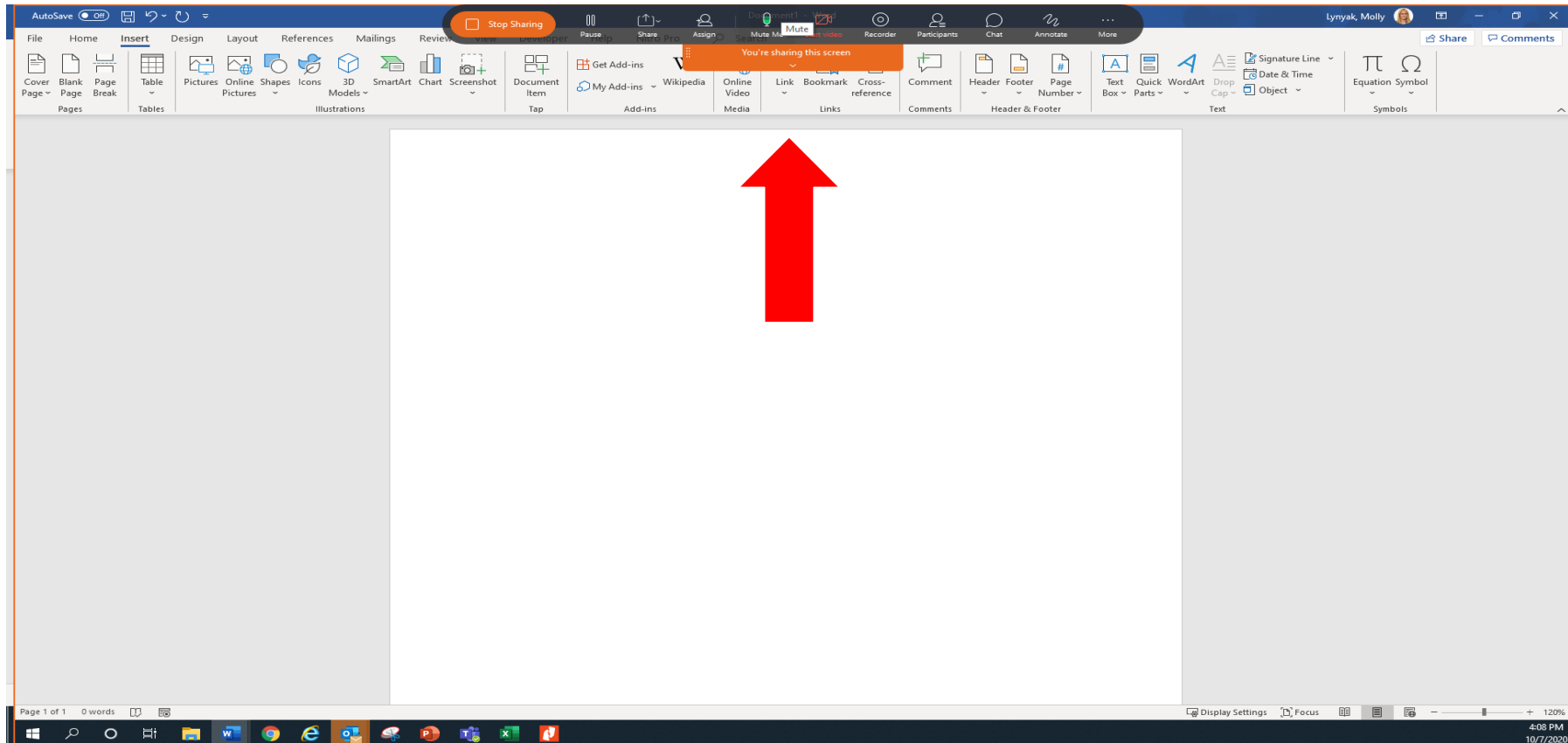
WebEx Sharing Content

Additional Features

➢ Slido polling app

➢ Content sharing

Sharing Content on WebEx

Tips for a successful virtual meeting

- Schedule a test session in advance
- Ensure you have the WebEx link to join the specific virtual meeting
- Log on to your WebEx meeting 5 minutes early
- Mute your audio when not speaking to avoid unwanted noise
- If you are the host:
  - Have documents open and ready to screen-share
  - Confirm who will take attendance and minutes
  - Review ASTM policies on recordings of meetings
  - Note: This includes AI notetakers being prohibited from use
  - Use chat feature, hand raise function and emojis to comment and ask questions

For any issues, contact webex@astm.org and your committee manager

Additional Resources

➢ [ASTM WebEx User Manual](#)

➢ [Key Documents and Forms](#)
(includes ASTM Regulations, Form and Style, Draft Standard Templates and other key documents)

➢ [ASTM Officer's Handbook](#)

ASTM Virtual Classroom for Members

➢ Balloting & Handling Negatives 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

Thank you!

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