



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>

Easy collaboration between participants

➤ Features Include

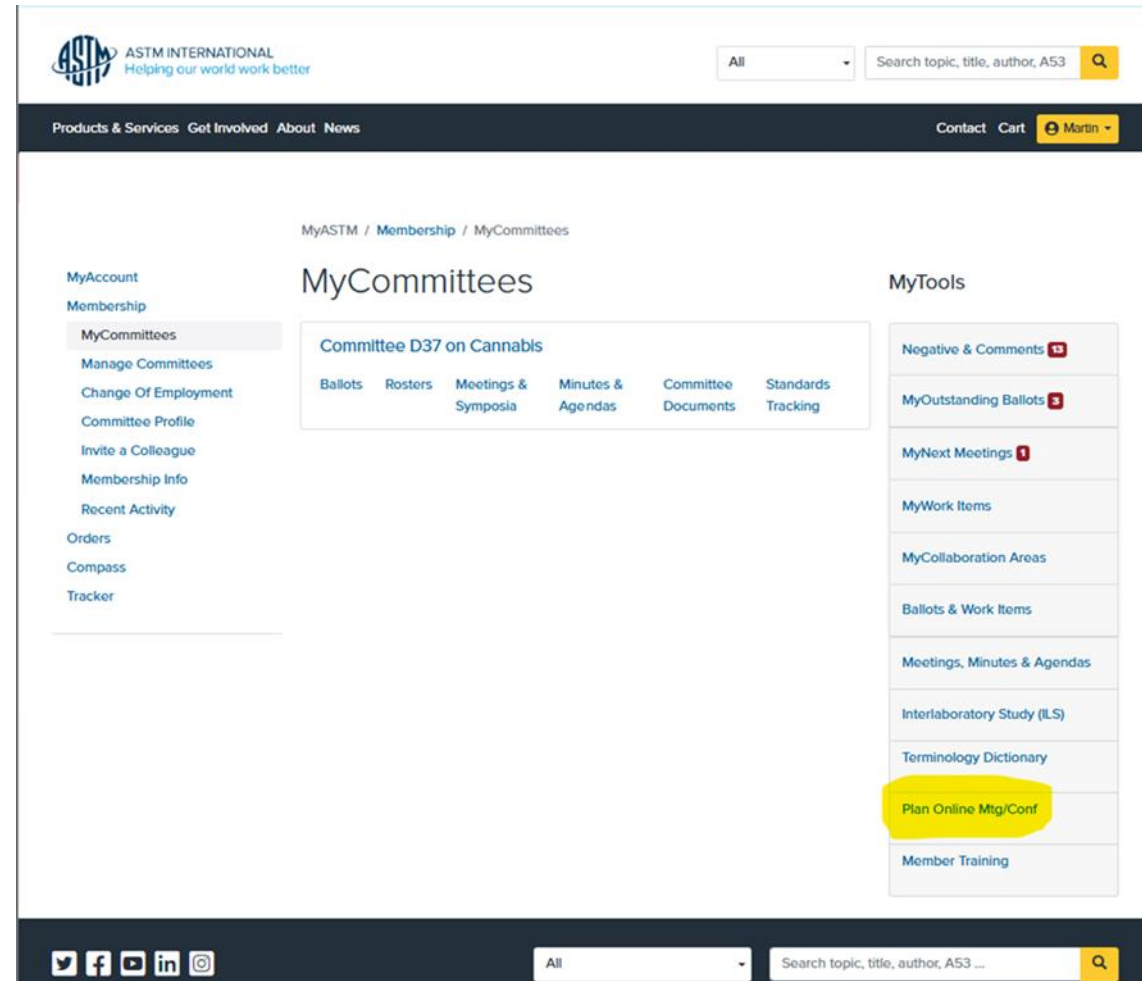
- ✓ Easily pass screen share ability amongst participants
- ✓ Chat box
- ✓ Hand raise feature
- ✓ Polling
- ✓ Notes feature
- ✓ Breakout Sessions
- ✓ Co-host option
- ✓ Registration (optional)



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

February 3, 2026

6

How to Request a WebEx Meeting (continued)



MyASTM / Virtual Meetings

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

Adams, David

Adams, Thomas

Adams, Andrew J

Al-Thawabeia, Ruba

Al-Yami, Khaled Hassan

Alamdar, Ahmed

Alarie, Yves

Albergo, Nicholas

Albuquerque, Mahesh

Alcelay, Orion

>>

<<

Adcock, Hugh

Agadoni, Alan

Akbarmir, Dalia

Select non-members

Select non-members

adamski, mark : bp

garg, sanjay : Shell

Huntley, David : San Diego State University

Johnson, Paul C.: Arizona State University

Lundegard, Paul : Unocal

Lundy, Don : ES&T/GES

Lundy, Don : ESTGES

Lyverse, Mark : Chevron Texaco

Sale, Tom : Colorado State University

Smith, Tim : Chevron

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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

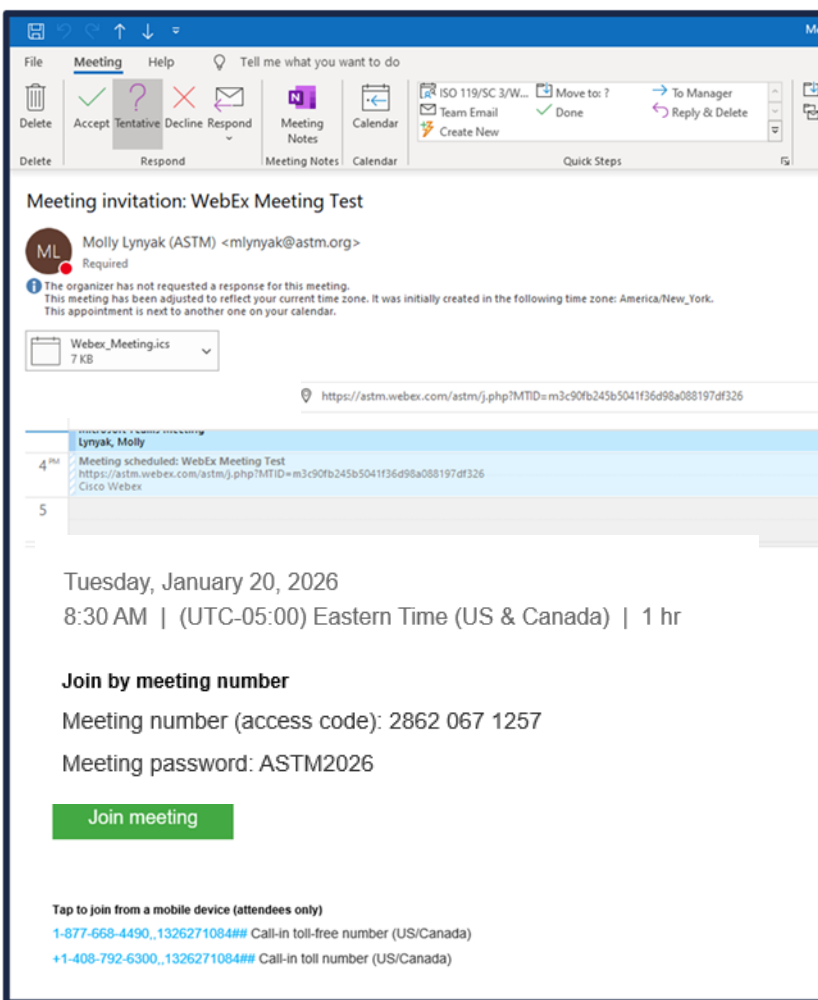
SCHEDULE MEETING

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



The screenshot shows a Microsoft Outlook interface with a meeting invitation titled "Meeting invitation: WebEx Meeting Test" from Molly Lynyak (ASTM). The invitation includes a calendar icon, a link to the meeting, and a "Join meeting" button. The meeting is scheduled for Tuesday, January 20, 2026, at 8:30 AM (UTC-05:00) Eastern Time (US & Canada) for a duration of 1 hour. The invitation also includes a "Join by meeting number" section with the meeting number (access code) 2862 067 1257 and the meeting password ASTM2026. At the bottom, there is a "Tap to join from a mobile device (attendees only)" section with two call-in numbers: 1-877-668-4490, 1326271084## and +1-408-792-6300, 1326271084##.

This meeting will be sharing a presentation, please note if you call in by phone. Please log into the computer portion of the Webex, if you are able.

[Click Here to Join Webex meeting](#)

Meeting number (access code): 2862 067 1257 Meeting password: ASTM2026

Join by phone

Tap to call in from a mobile device (attendees only)

1-408-792-6300 Call-in toll number (US/Canada)

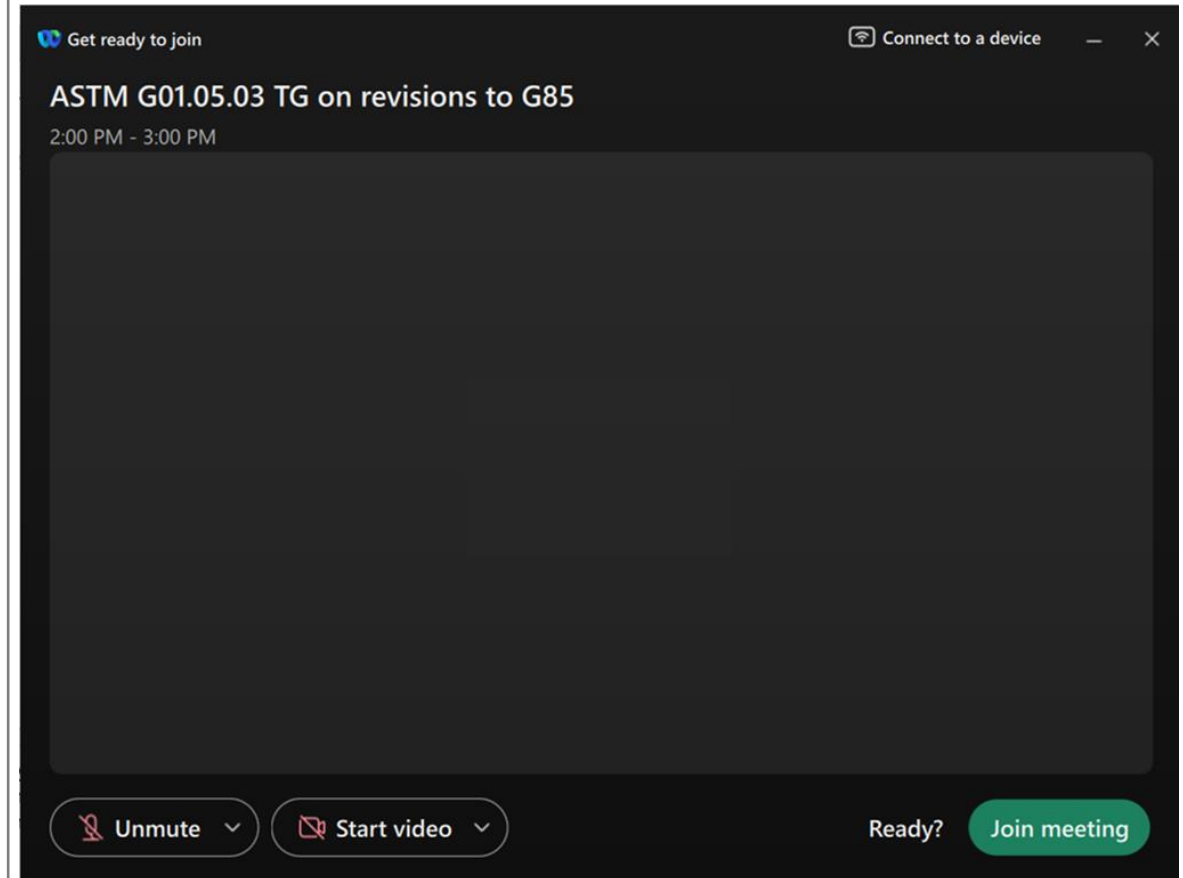
1-877-668-4490 Call-in toll-free number (US/Canada)

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

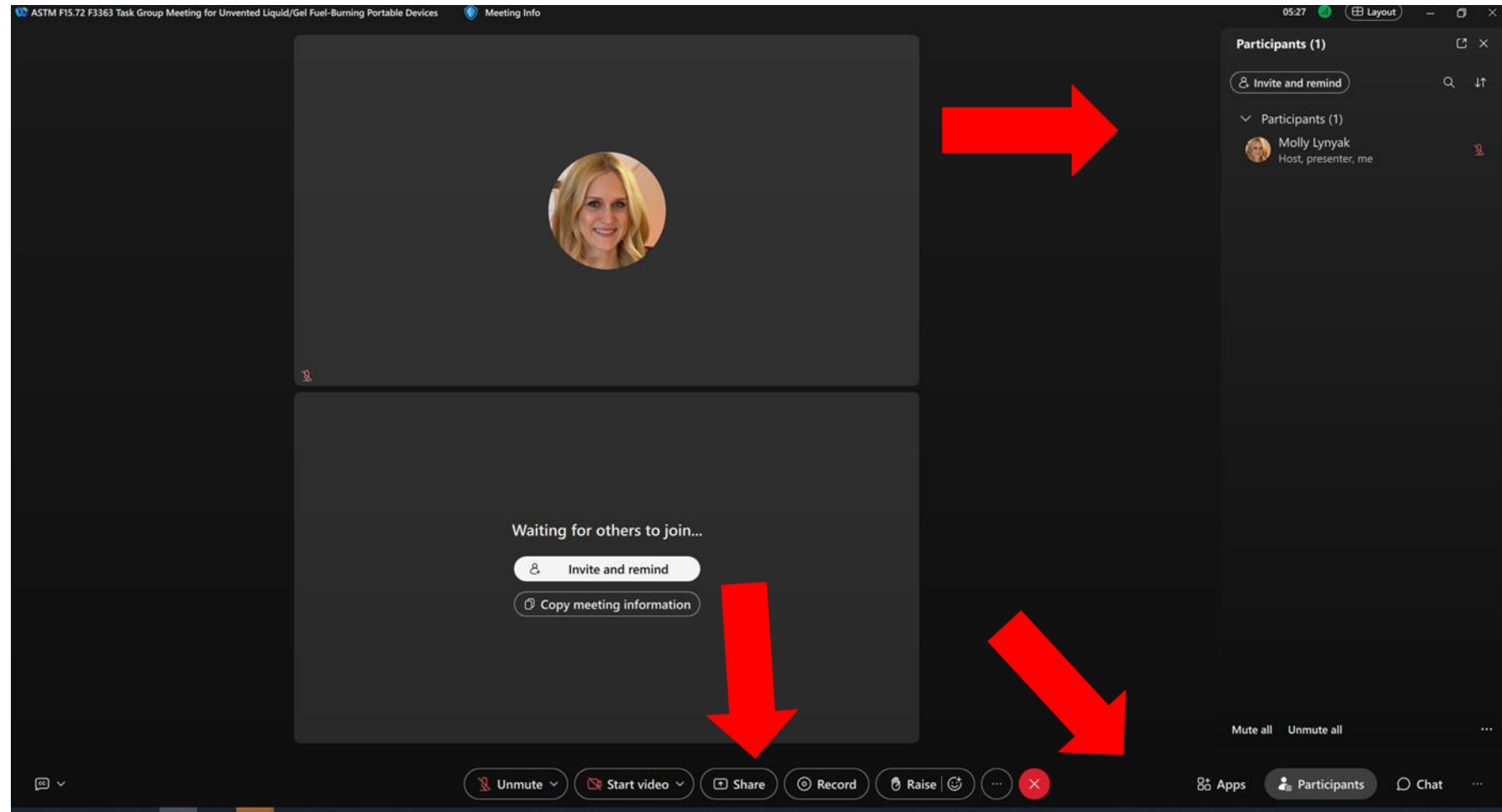
Joining a WebEx

When it's time to join:

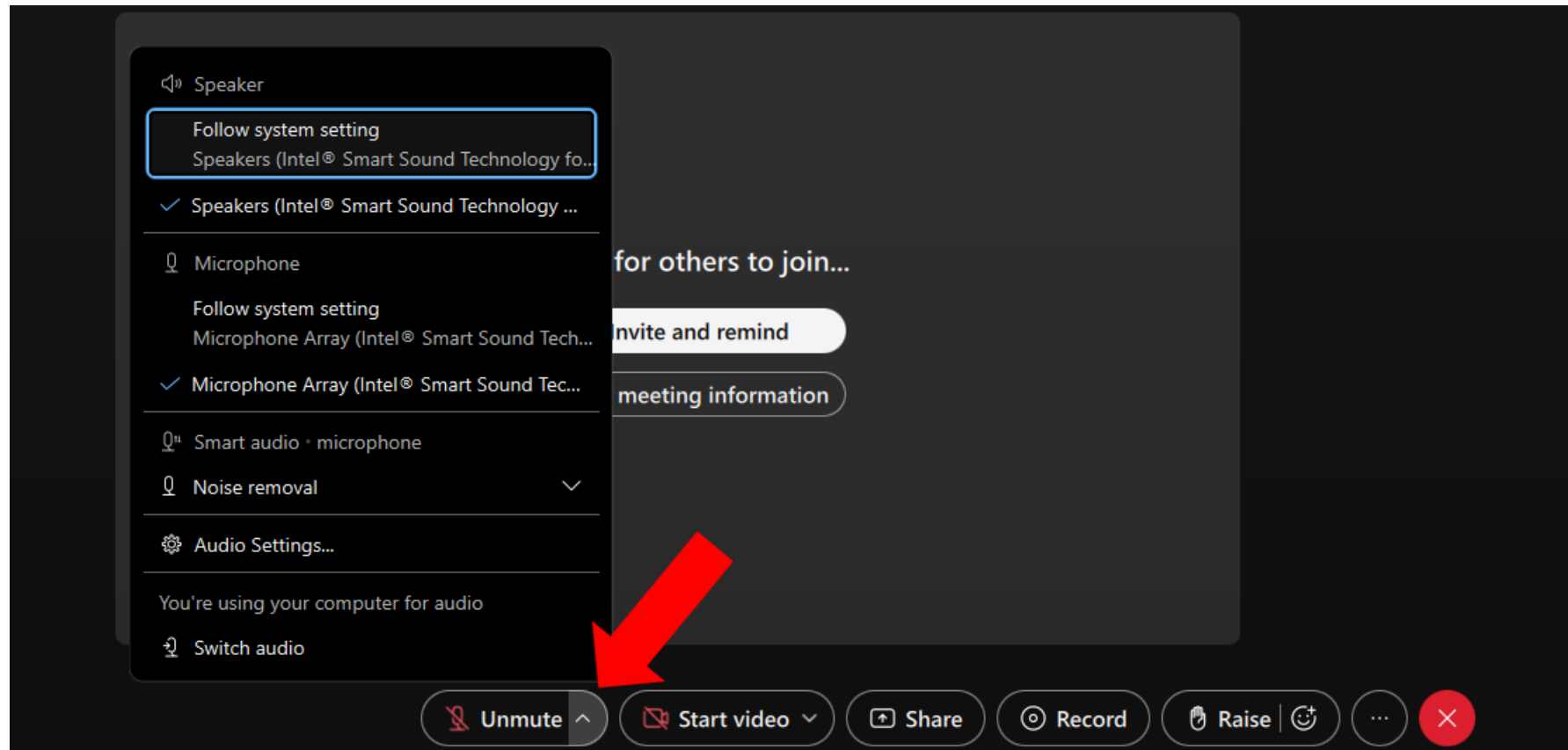
- Click on WebEx link in the calendar invite
- Chose audio and video (if desired)
- Click “Join Meeting” to be let into the WebEx meeting



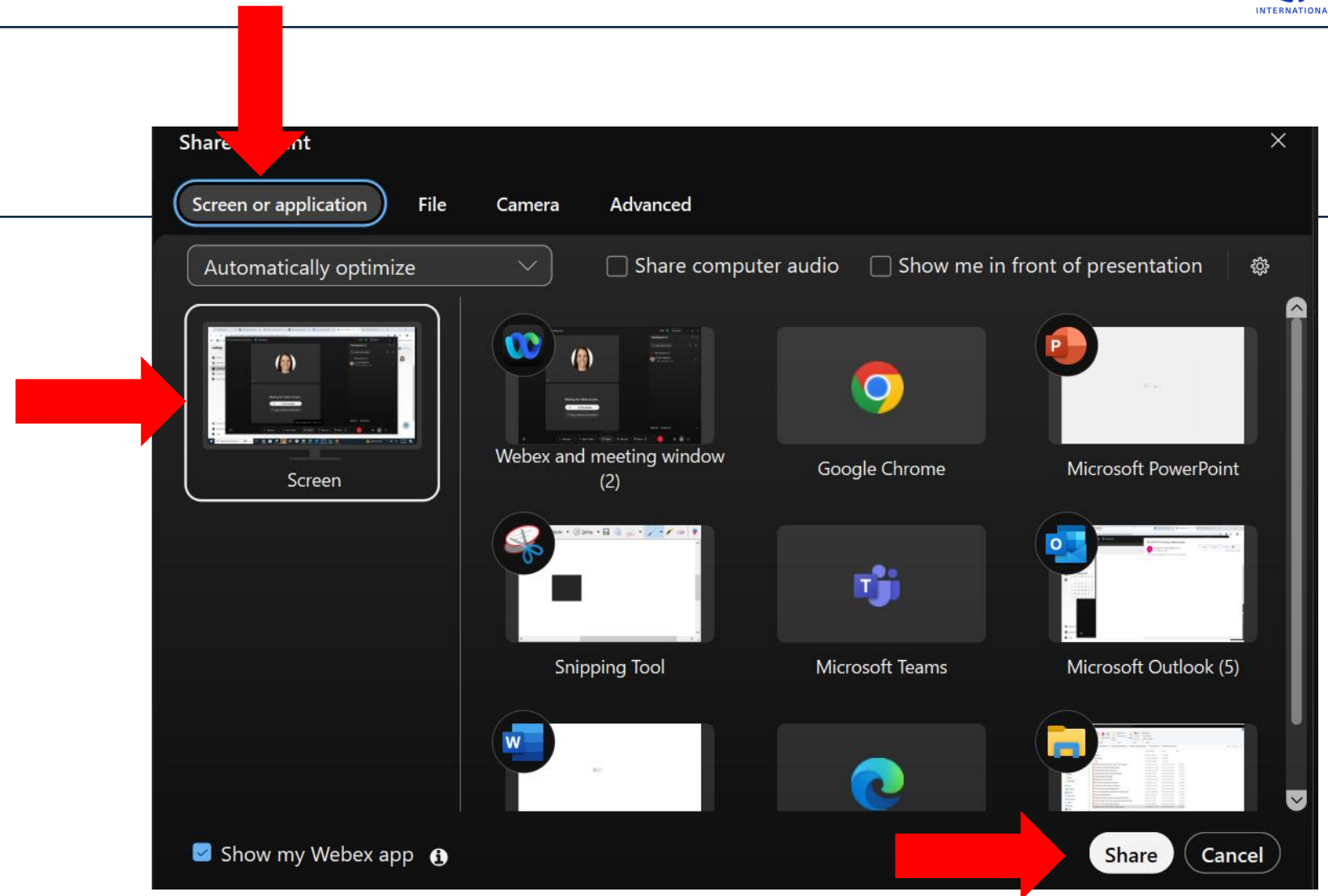
WebEx Meeting Controls



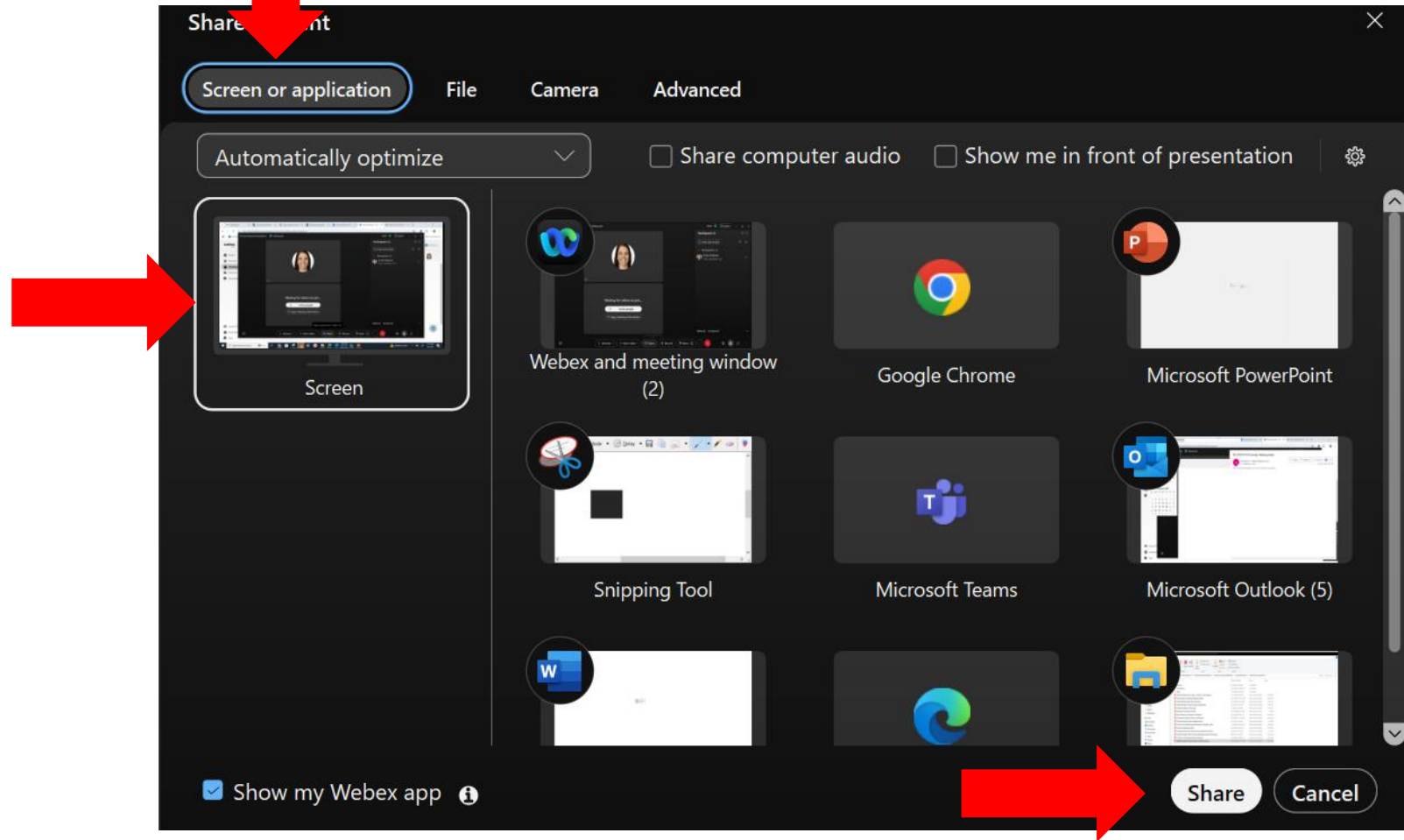
Troubleshooting Audio



WebEx Sharing Content

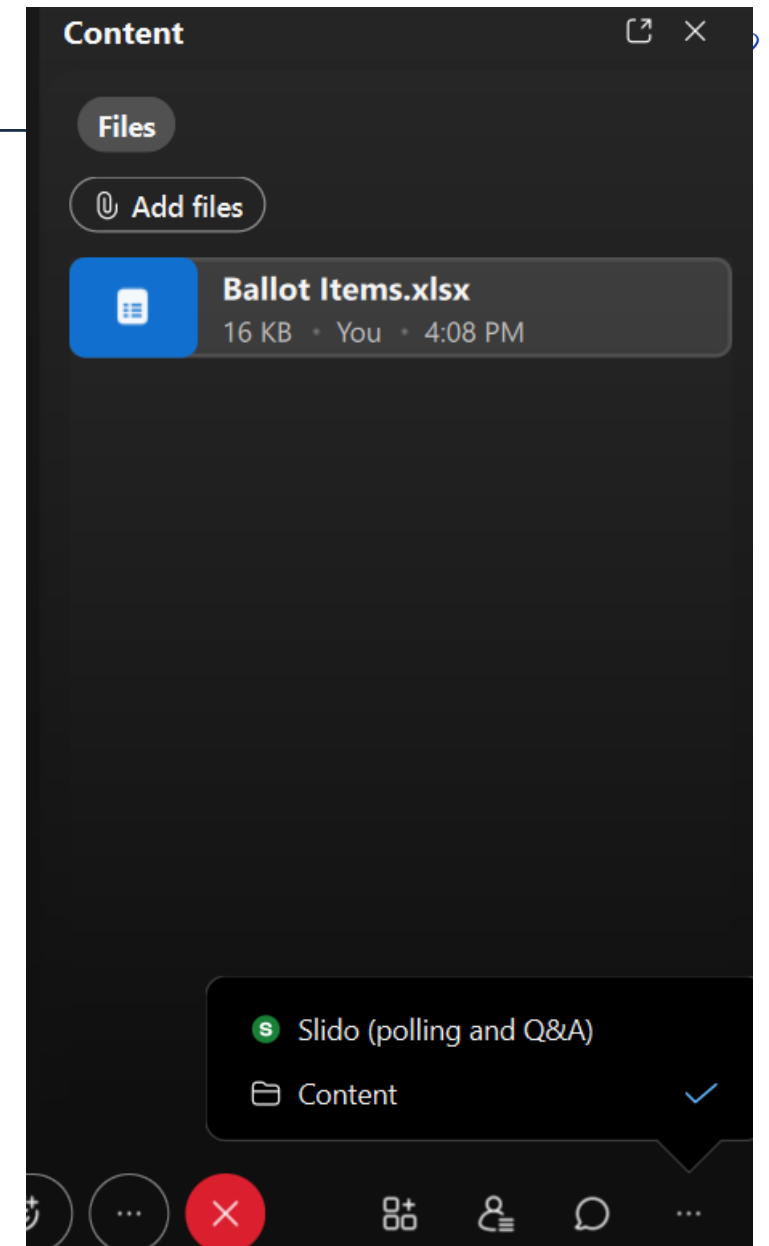
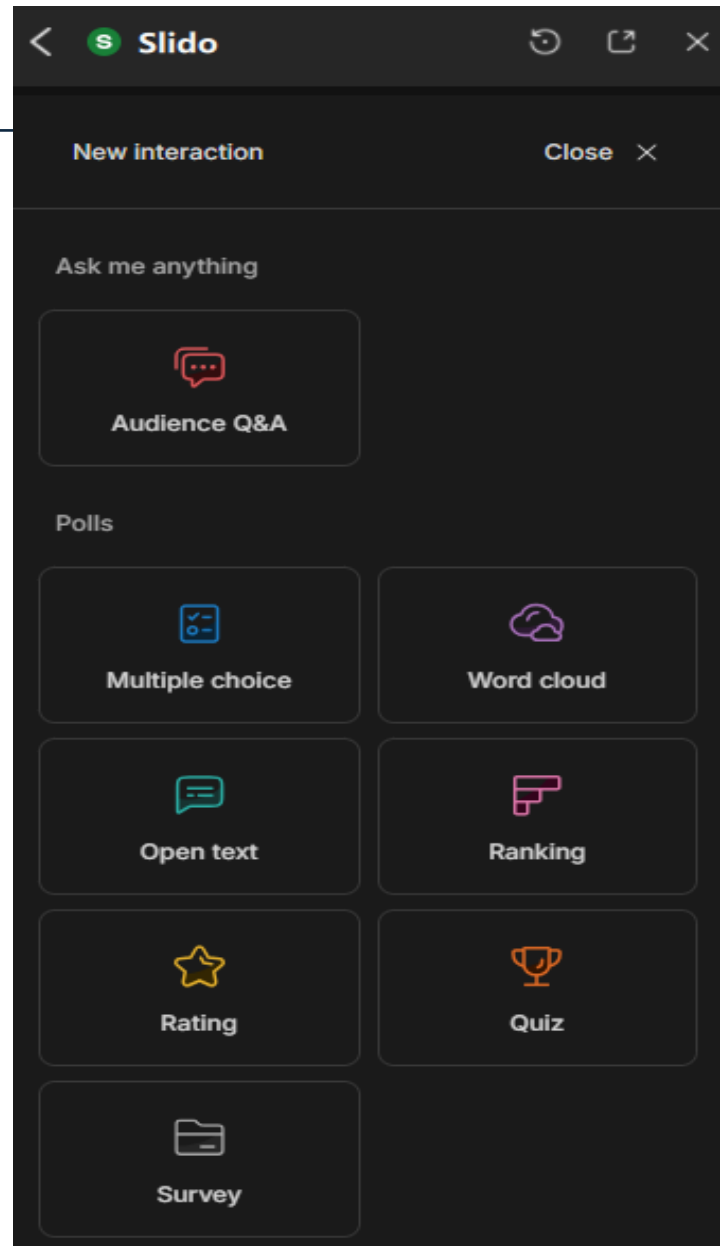


WebEx Sharing Content

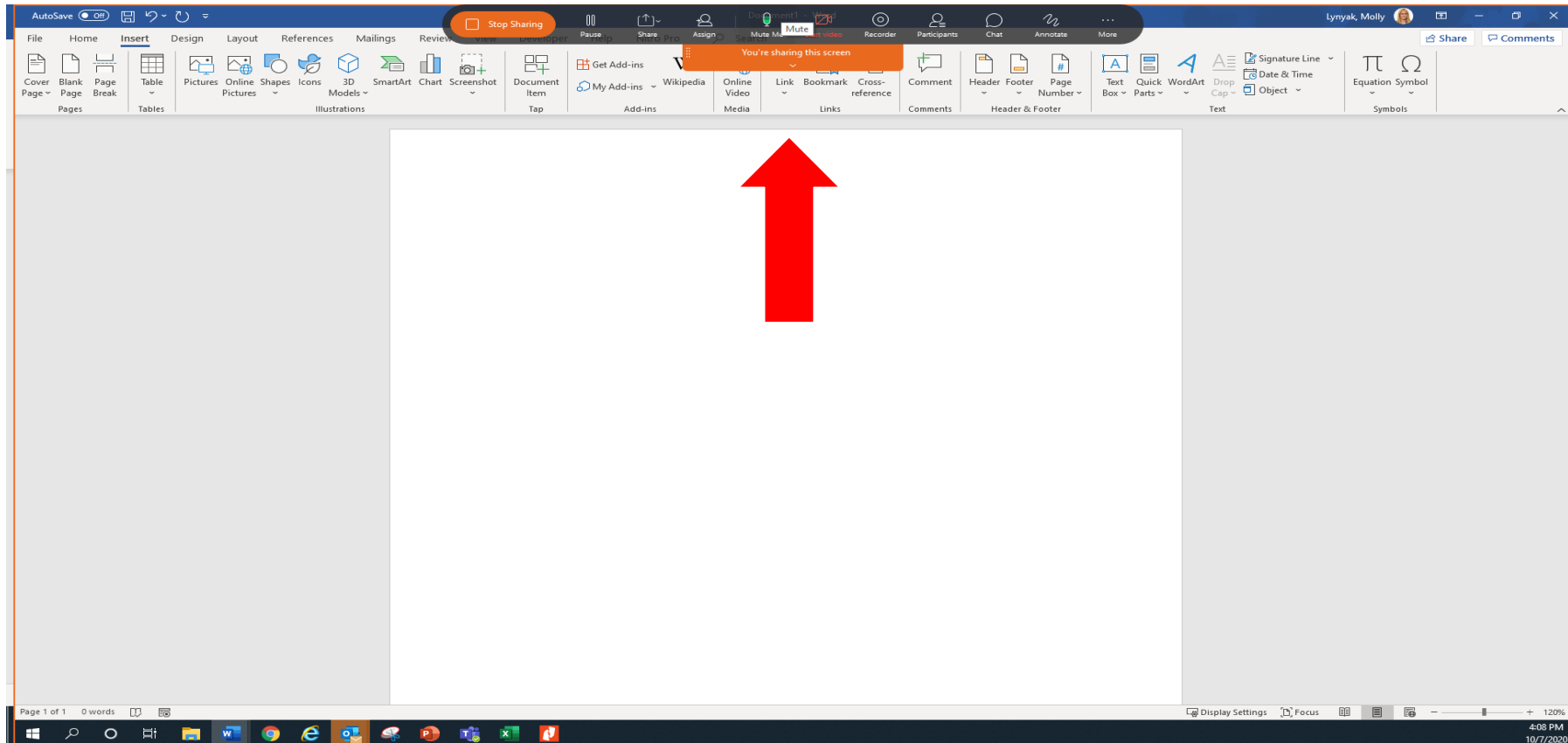


Additional Features

- 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



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Thank you!
