



ADVANCING STANDARDS
TRANSFORMING MARKETS

How to Use WebEx for ASTM Meetings



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

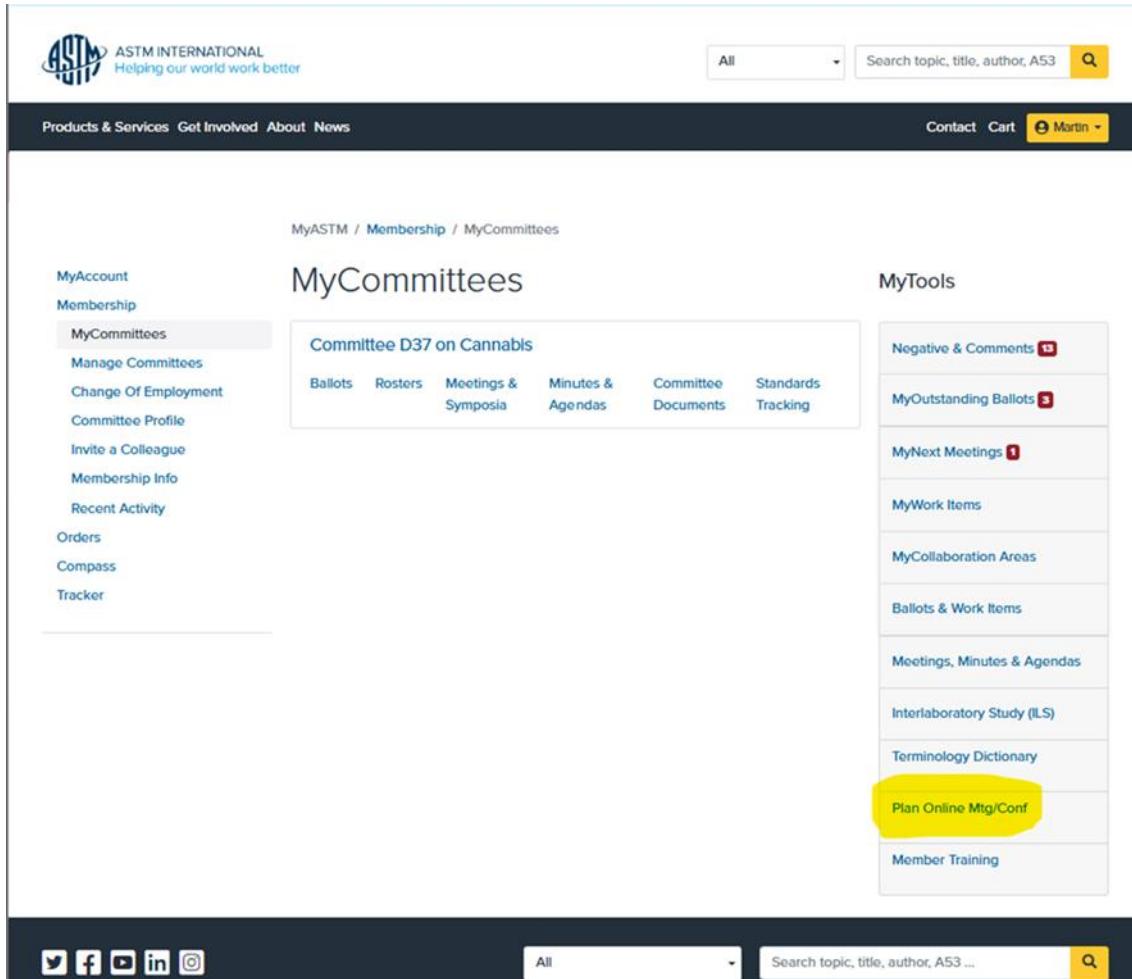
➤ Features Include

- ✓ 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*



The screenshot shows the ASTM International website with the following details:

- Header:** ASTM INTERNATIONAL, Helping our world work better. Navigation links: All, Search topic, title, author, A53, Contact, Cart, and a user profile for Martin.
- Page:** MyASTM / Membership / MyCommittees
- Left Sidebar (MyAccount):** Membership, MyCommittees (selected), Manage Committees, Change Of Employment, Committee Profile, Invite a Colleague, Membership Info, Recent Activity, Orders, Compass, Tracker.
- Center Content:** MyCommittees for Committee D37 on Cannabis. Sub-links: Ballots, Rosters, Meetings & Symposia, Minutes & Agendas, Committee Documents, Standards Tracking.
- Right Sidebar (MyTools):** A vertical list of tools:
 - Negative & Comments (13)
 - MyOutstanding Ballots (3)
 - MyNext Meetings (1)
 - MyWork Items
 - MyCollaboration Areas
 - Ballots & Work Items
 - Meetings, Minutes & Agendas
 - Interlaboratory Study (ILS)
 - Terminology Dictionary
 - Plan Online Mtg/Conf** (highlighted with a yellow box)
 - Member Training
- Footer:** Social media icons (Twitter, Facebook, YouTube, LinkedIn, Instagram), a search bar, and a user profile for Martin.

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](#)



How to Request a WebEx Meeting (continued)

MyASTM / Virtual Meetings

Virtual Meetings

Meeting Organizer

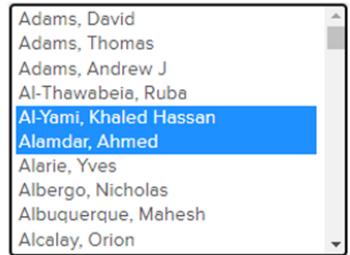
As the organizer, you will be the "host" of the session and must be present. [Click Here](#) to find out more about hosting.

- 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
Alemdar, Ahmed
Alarie, Yves
Albergo, Nicholas
Albuquerque, Mahesh
Alcalay, 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 : Unocel
Lundy, Don : ES&T/GES
Lundy, Don : ESTGES
Lyverse, Mark : Chevron Texaco
Sale, Tom : Colorado State University
Smith, Tim : Chevron

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

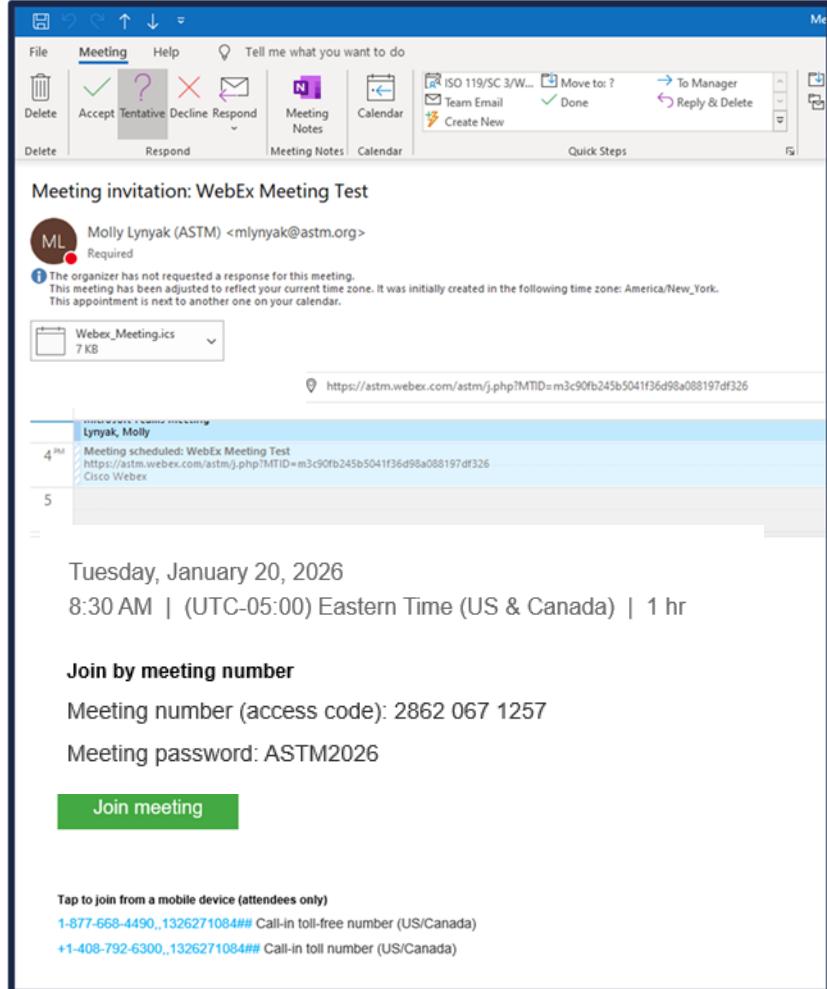
SCHEDULE MEETING

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



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)

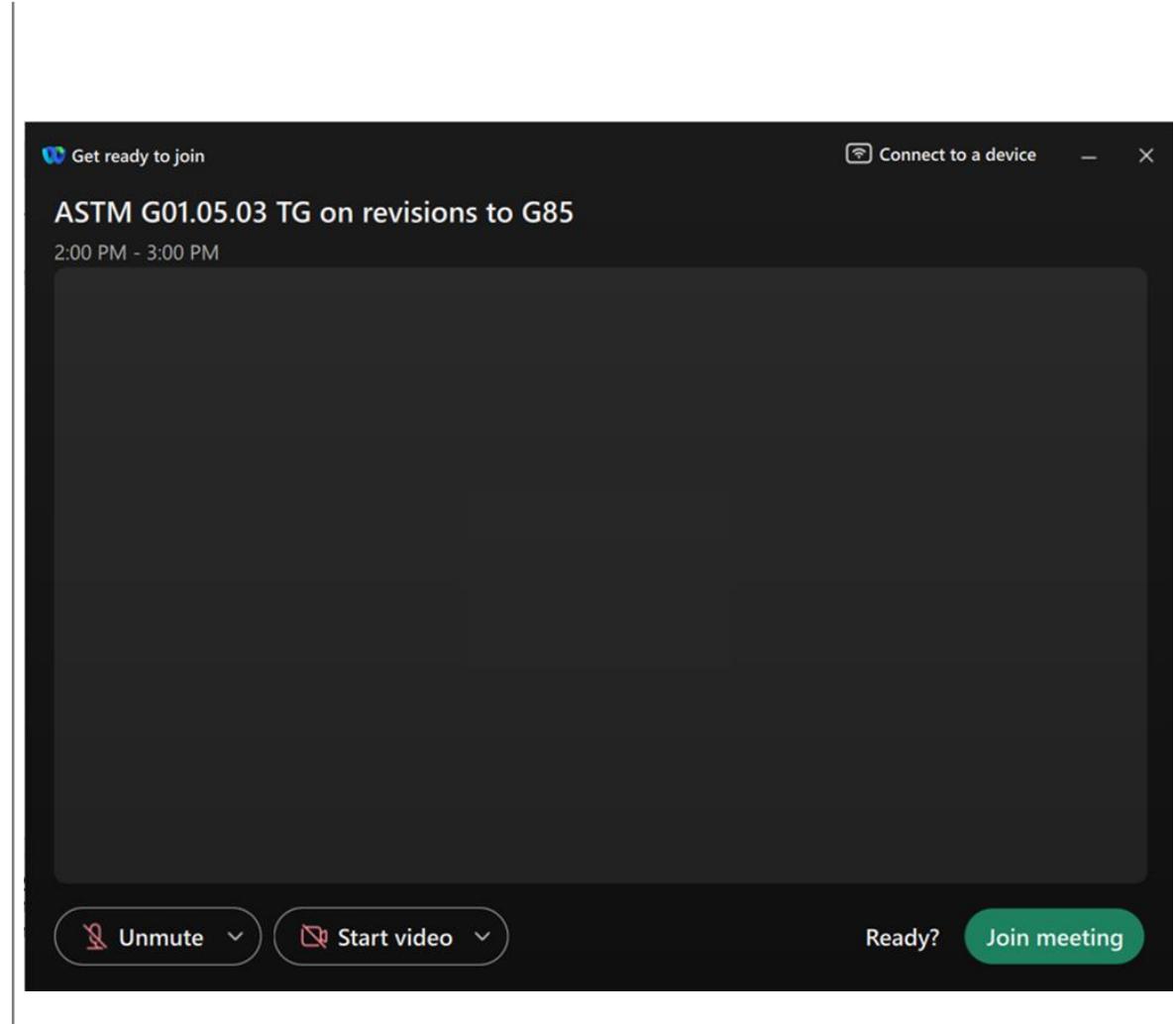
1-877-668-4490 Call-in toll-free number (US/Canada)

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

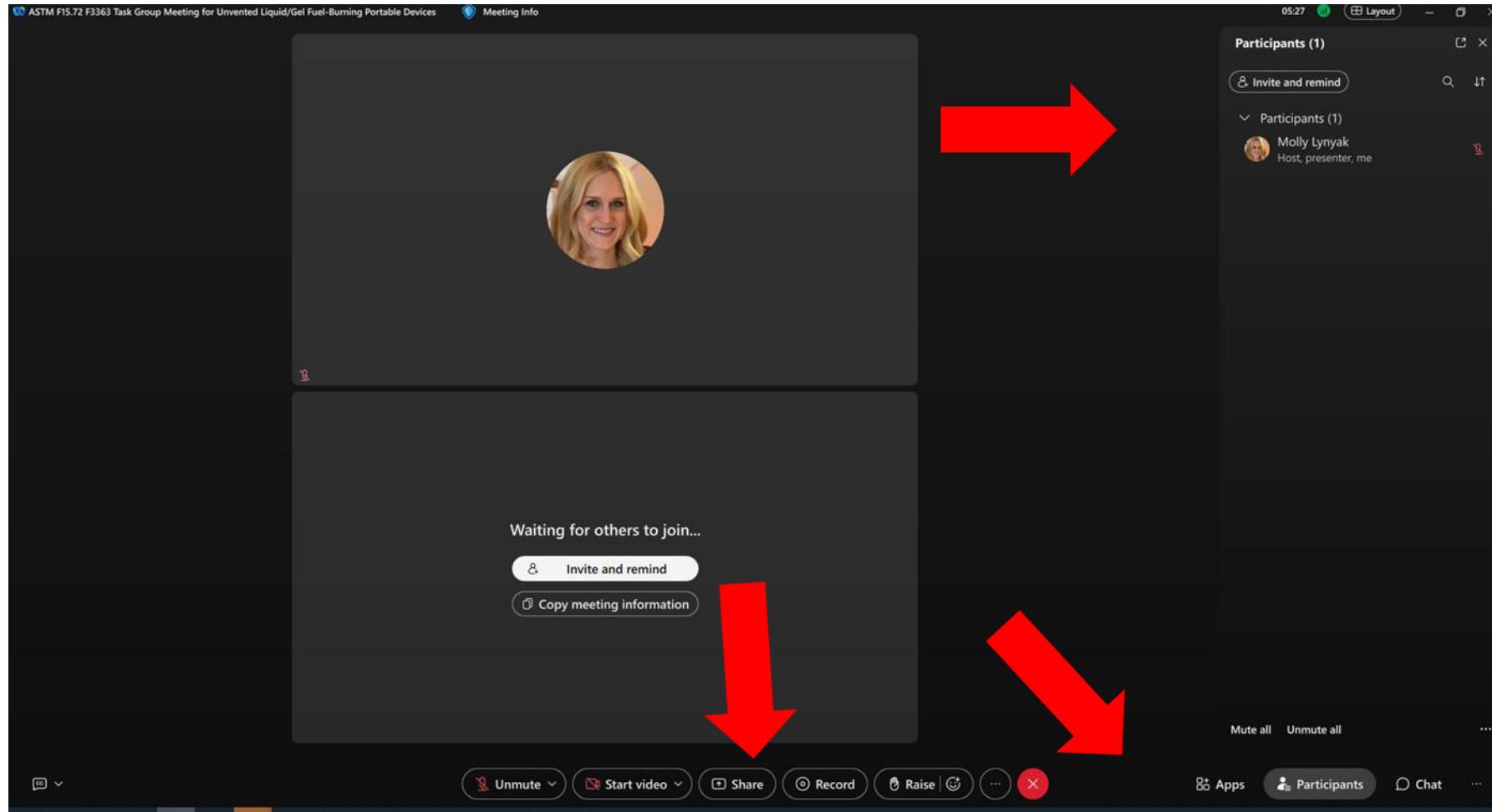
Joining a WebEx

When it's time to join:

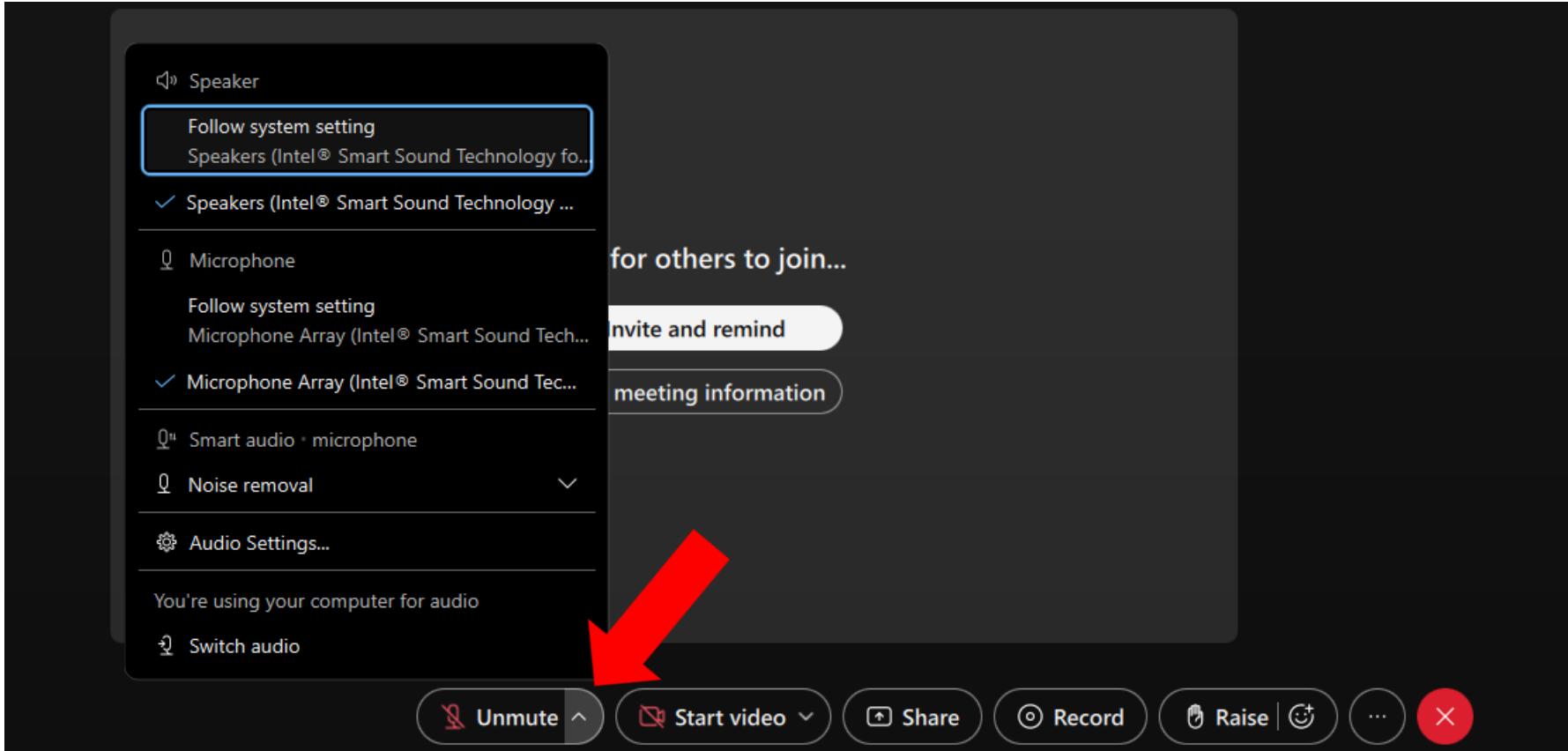
- Click on WebEx link in the calendar invite
- Choose audio and video (if desired)
- Click “Join Meeting” to be let into the WebEx meeting



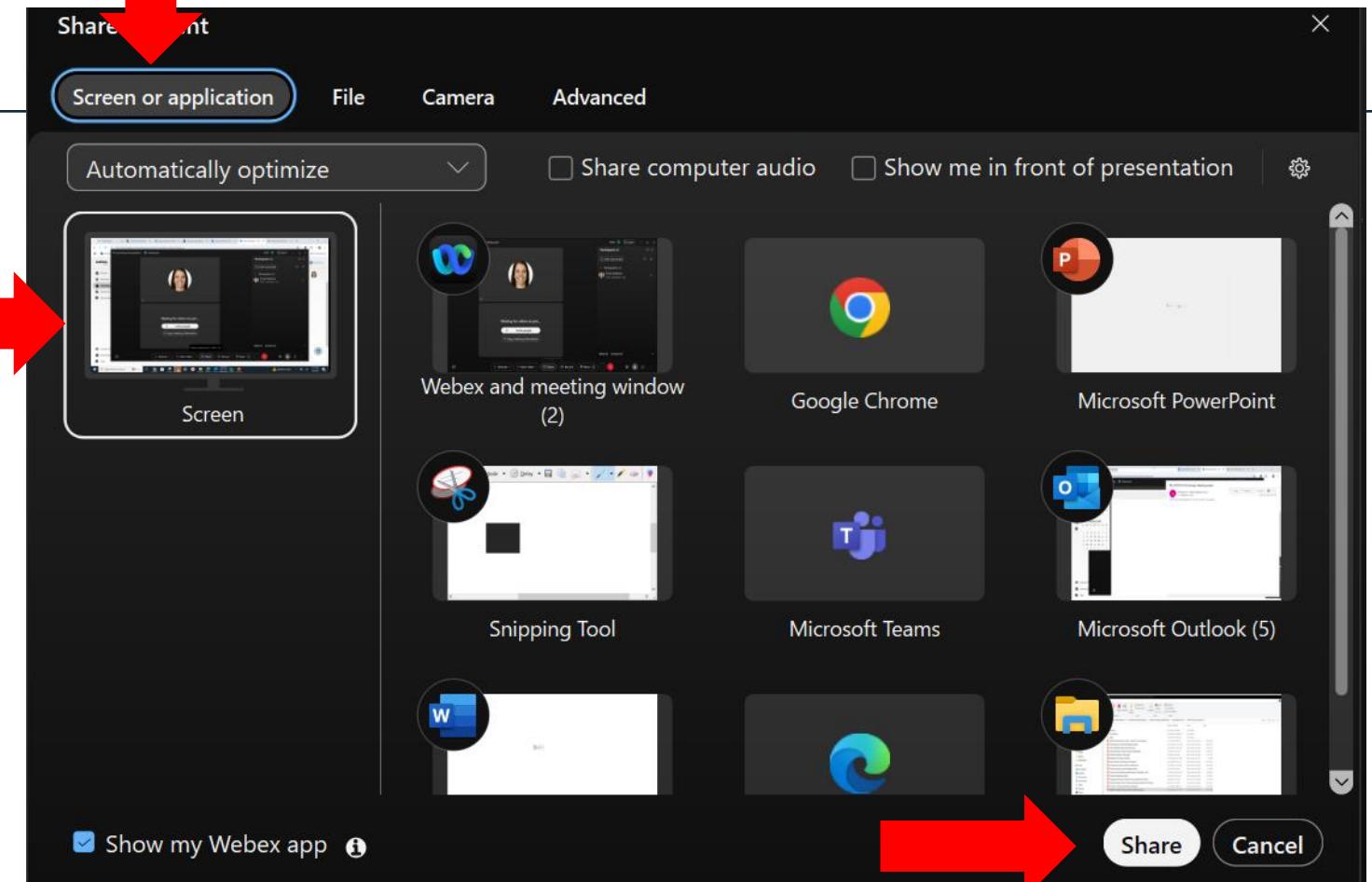
WebEx Meeting Controls



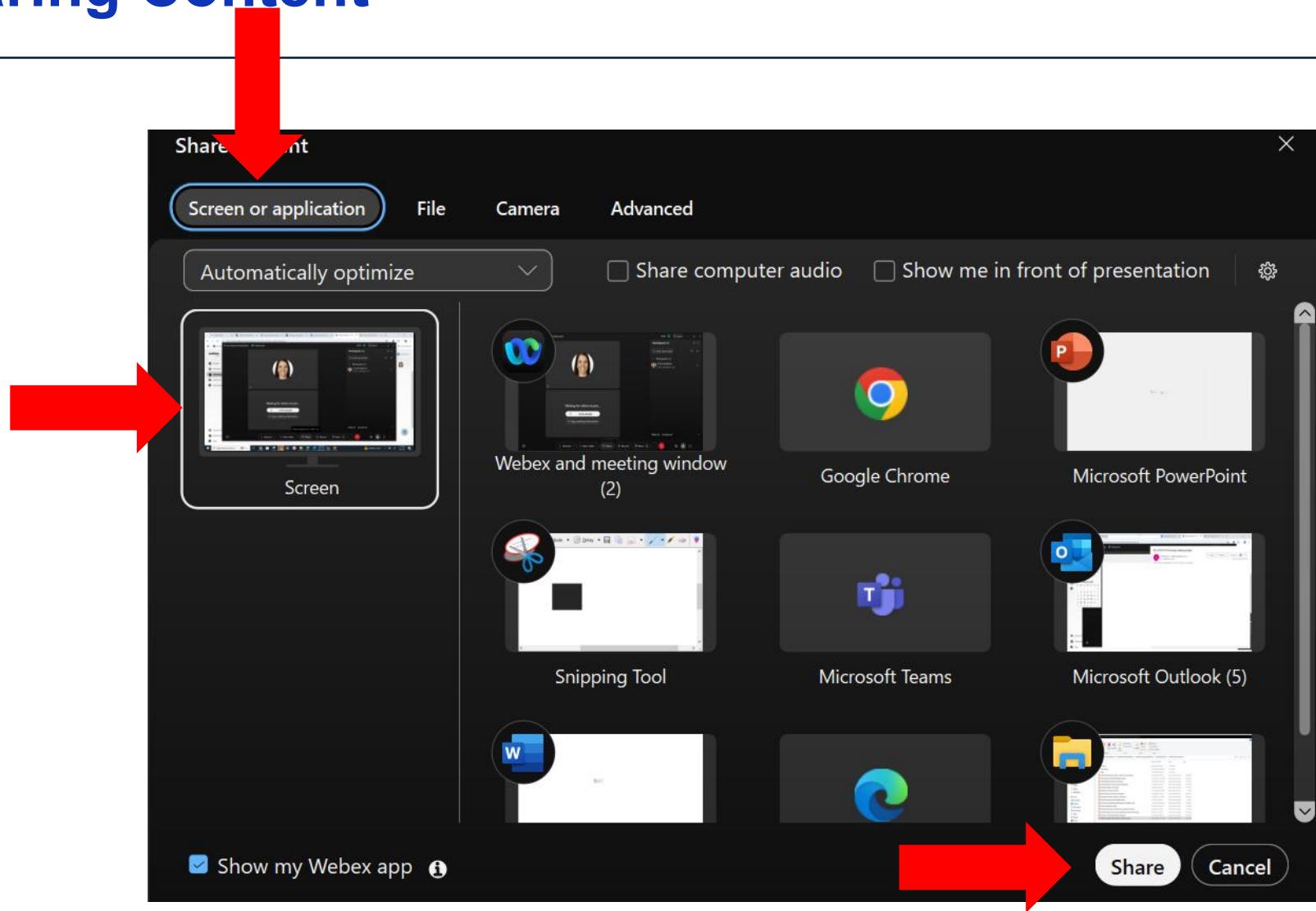
Troubleshooting Audio



WebEx Sharing Content



WebEx Sharing Content



Additional Features

- Slido polling app
- Content sharing

The image consists of two side-by-side screenshots of the Slido mobile application interface.

Left Screenshot: New interaction menu

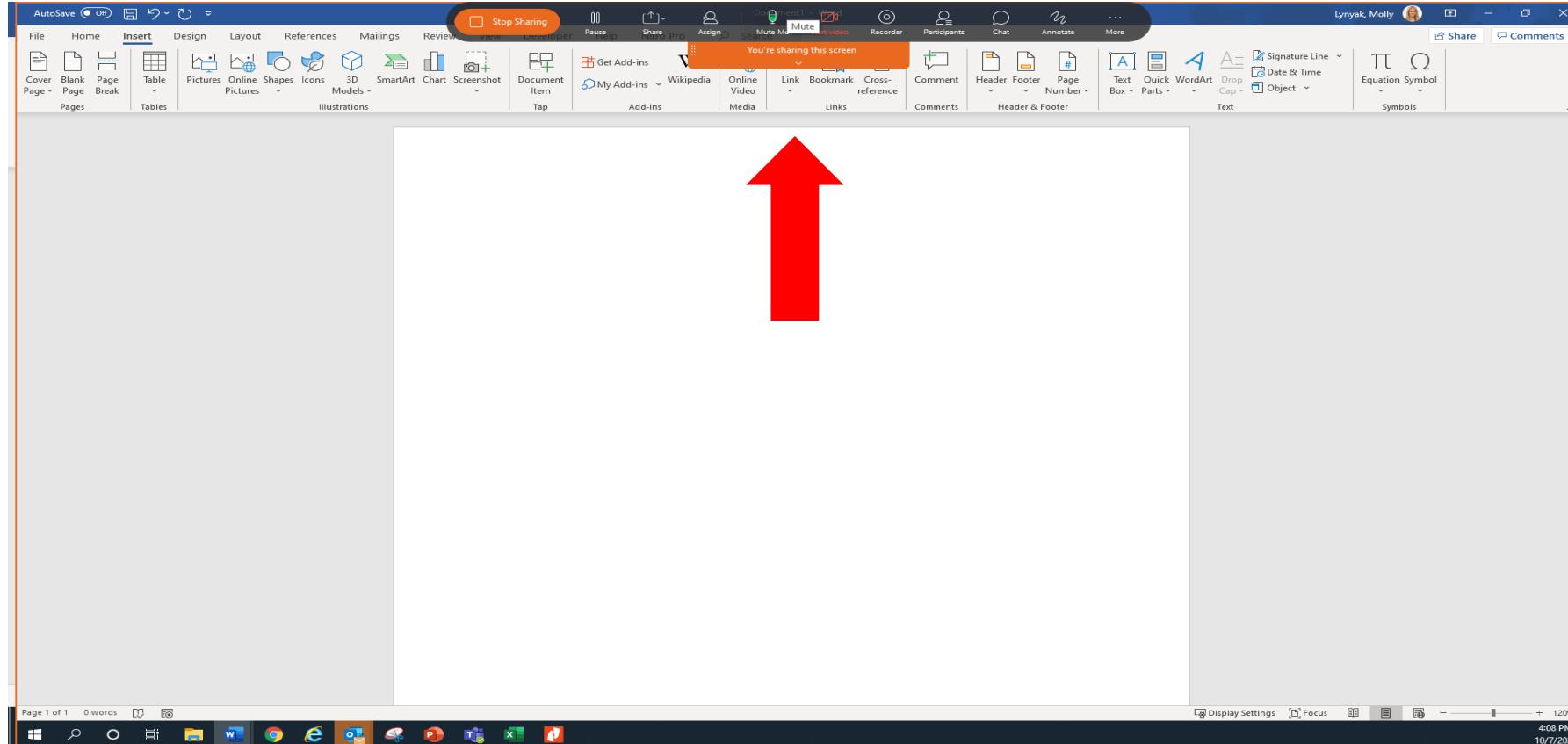
This screen shows a "New interaction" dialog box. At the top, there are standard window controls (back, close, etc.). Below that, the text "Ask me anything" is displayed, followed by a "Audience Q&A" button with a speech bubble icon. The main section is titled "Polls" and contains the following options arranged in a grid:

- Multiple choice (icon: list)
- Word cloud (icon: cloud)
- Open text (icon: speech bubble)
- Ranking (icon: bar chart)
- Rating (icon: star)
- Quiz (icon: trophy)
- Survey (icon: folder)

Right Screenshot: Content sharing

This screen shows a "Content" dialog box. At the top, there are standard window controls. Below that, the word "Files" is displayed, followed by a "Add files" button with a plus icon. A file item is listed: "Ballot Items.xlsx" (16 KB, You, 4:08 PM). At the bottom, a summary bar shows "Slido (polling and Q&A)" and "Content" with a checked checkbox.

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](#)



- 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



ADVANCING STANDARDS
TRANSFORMING MARKETS

Thank you!
