



ADVANCING STANDARDS
TRANSFORMING MARKETS

How to Use WebEx for ASTM Meetings

September 2025

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

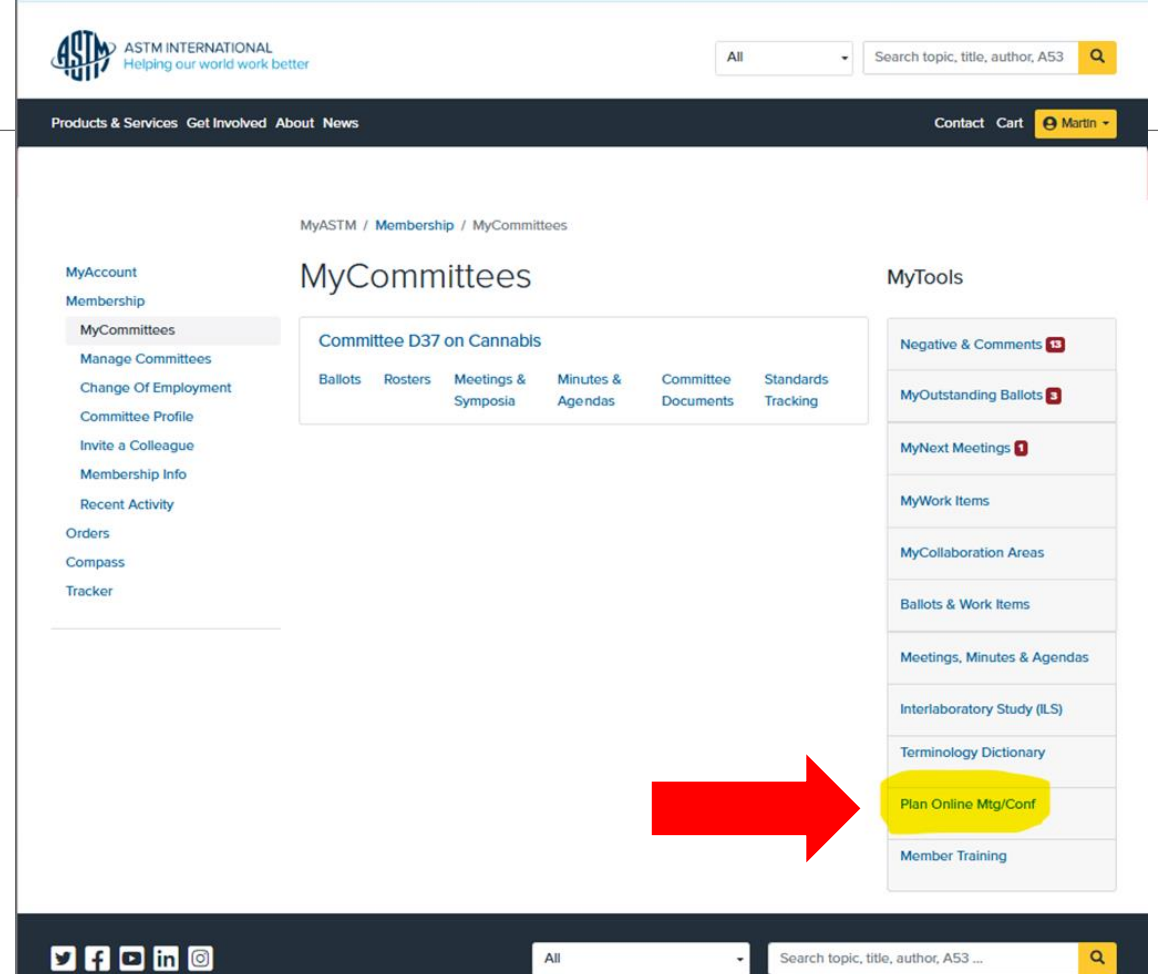
Easy collaboration between participants

- 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*



The screenshot shows the ASTM International website's 'MyCommittees' page. The top navigation bar includes the ASTM logo, the tagline 'ASTM INTERNATIONAL Helping our world work better', a search bar, and links for 'Products & Services', 'Get Involved', 'About', and 'News'. A user profile 'Martin' is logged in. The main content area is titled 'MyCommittees' and features a sidebar on the left with links like 'MyAccount', 'Membership', 'MyCommittees', 'Manage Committees', 'Change Of Employment', 'Committee Profile', 'Invite a Colleague', 'Membership Info', 'Recent Activity', 'Orders', 'Compass', and 'Tracker'. The central content area displays 'Committee D37 on Cannabis' with sub-links for 'Ballots', 'Rosters', 'Meetings & Symposia', 'Minutes & Agendas', 'Committee Documents', and 'Standards Tracking'. On the right, a 'MyTools' sidebar lists various tools: 'Negative & Comments', 'MyOutstanding Ballots', 'MyNext Meetings', 'MyWork Items', 'MyCollaboration Areas', 'Ballots & Work Items', 'Meetings, Minutes & Agendas', 'Interlaboratory Study (ILS)', 'Terminology Dictionary', 'Plan Online Mtg/Conf' (highlighted in yellow), and 'Member Training'. A large red arrow points from the bottom right towards the 'Plan Online Mtg/Conf' option.

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

Alamdar, Ahmed

Alarie, Yves

Albergo, Nicholas

Albuquerque, Mahesh

Alcalay, Orion

>>

<<

Adcock, Hugh

Agadoni, Alan

Akbarmir, Delia

Select non-members

Select non-members

adamski, mark : bp

gerg, senjay : 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 NON-MEMBER

[Click Here](#) to attach materials to the invitation your attendees will receive.

Submit Meeting Scheduling Request

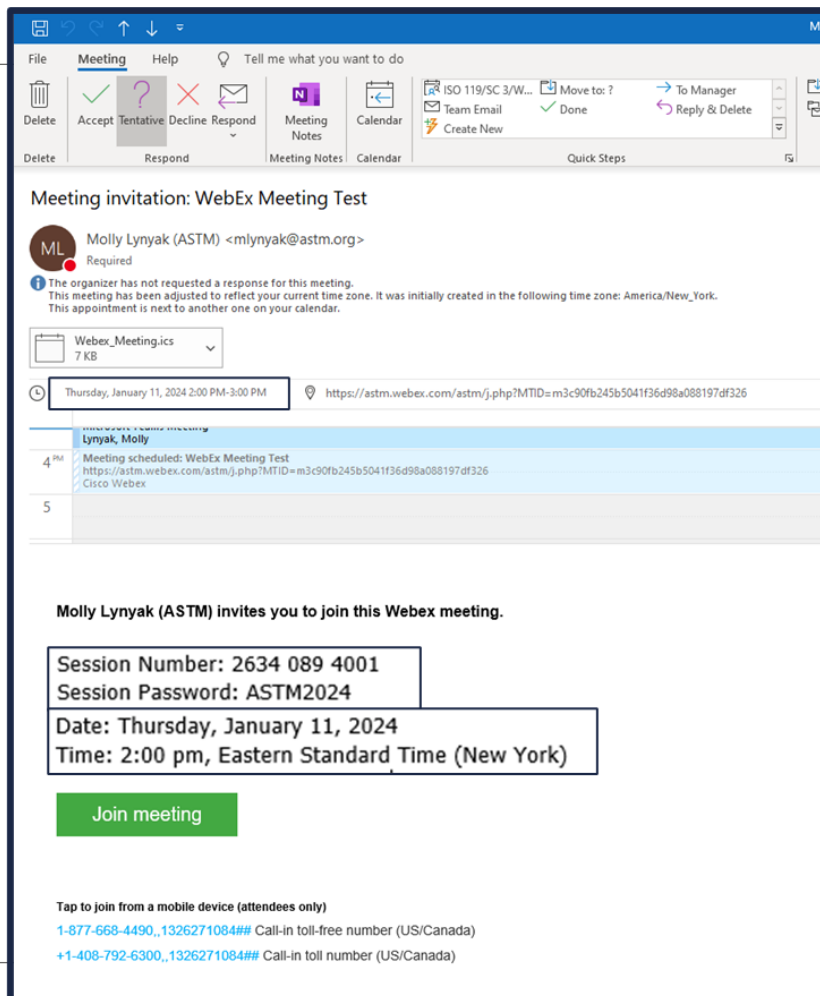
SCHEDULE MEETING

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 from Molly Lynyak (ASTM). The invitation includes a calendar icon, a 'Meeting' tab, and a 'Respond' button. The meeting details are as follows:

- Meeting invitation:** WebEx Meeting Test
- Organizer:** Molly Lynyak (ASTM) <mlynyak@astm.org> Required
- Attachment:** Webex_Meeting.ics (7 KB)
- Time:** Thursday, January 11, 2024 2:00 PM-3:00 PM
- Location:** <https://astm.webex.com/astm/j.php?MTID=m3c90fb245b5041f36d98a088197df326>
- Calendar:** Lynyak, Molly
- Meeting scheduled:** WebEx Meeting Test
- URL:** <https://astm.webex.com/astm/j.php?MTID=m3c90fb245b5041f36d98a088197df326>
- Platform:** Cisco Webex

Molly Lynyak (ASTM) invites you to join this Webex meeting.

Session Number: 2634 089 4001
Session Password: ASTM2024

Date: Thursday, January 11, 2024
Time: 2:00 pm, Eastern Standard Time (New York)

Join meeting

Tap to join from a mobile device (attendees only)
[1-877-668-4490](tel:1-877-668-4490), [1326271084##](tel:1326271084) Call-in toll-free number (US/Canada)
[+1-408-792-6300](tel:1-408-792-6300), [1326271084##](tel:1326271084) Call-in toll number (US/Canada)

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): 790 750 136 Meeting password: astm2020

Join by phone

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

[1-408-792-6300](tel:1-408-792-6300) Call-in toll number (US/Canada)

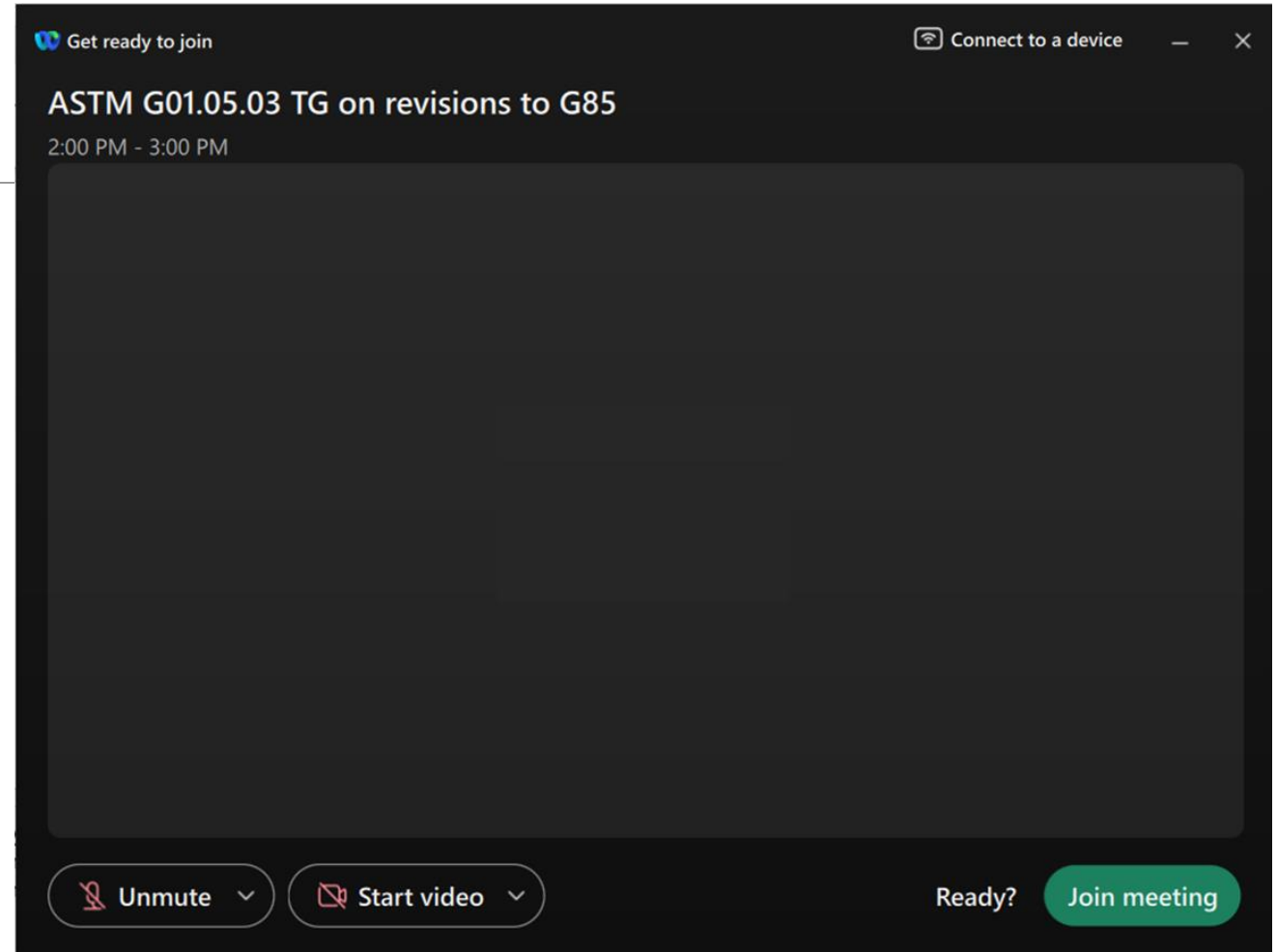
[1-877-668-4490](tel:1-877-668-4490) Call-in toll-free number (US/Canada)

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

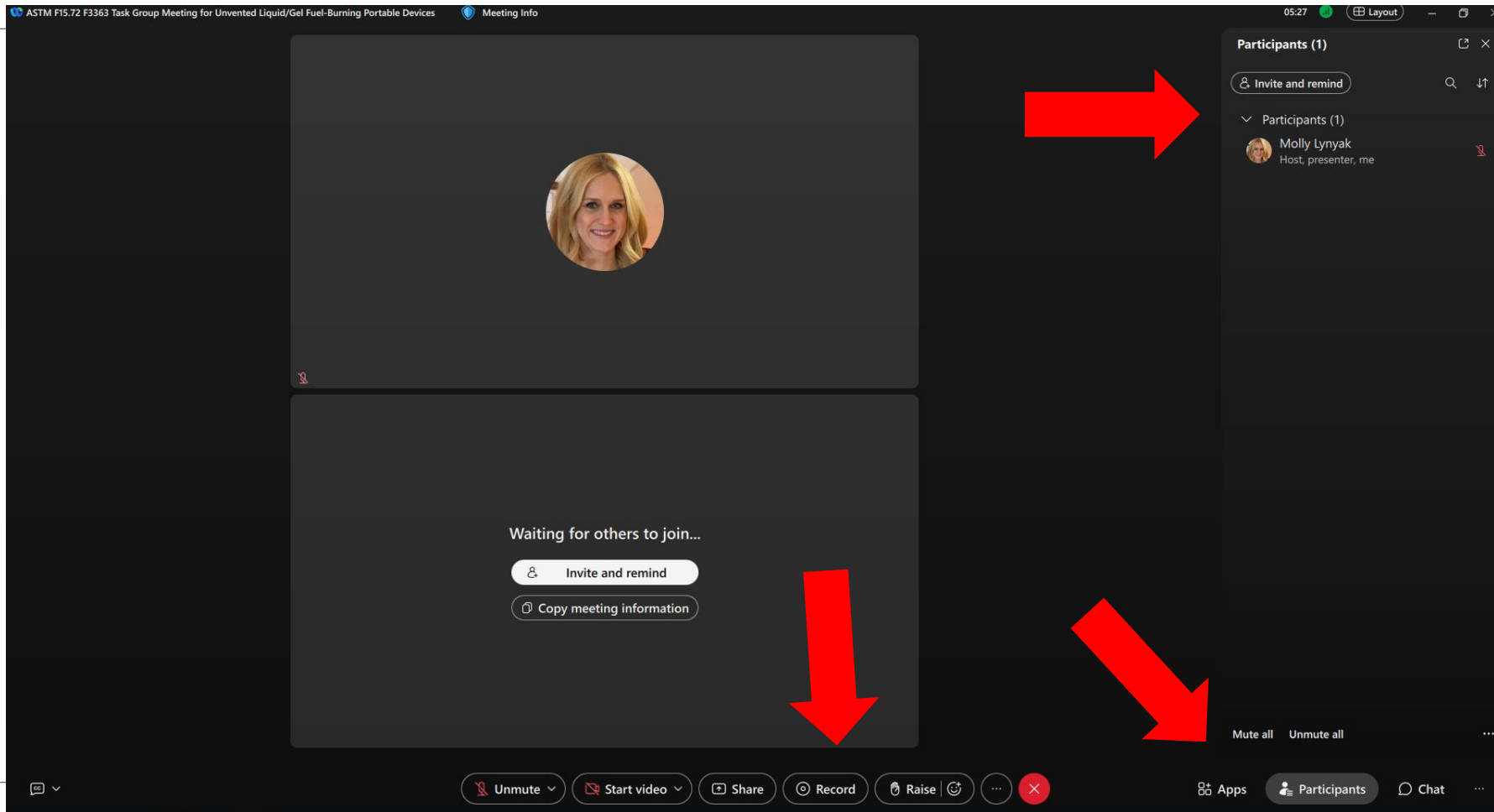
Joining a WebEx

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

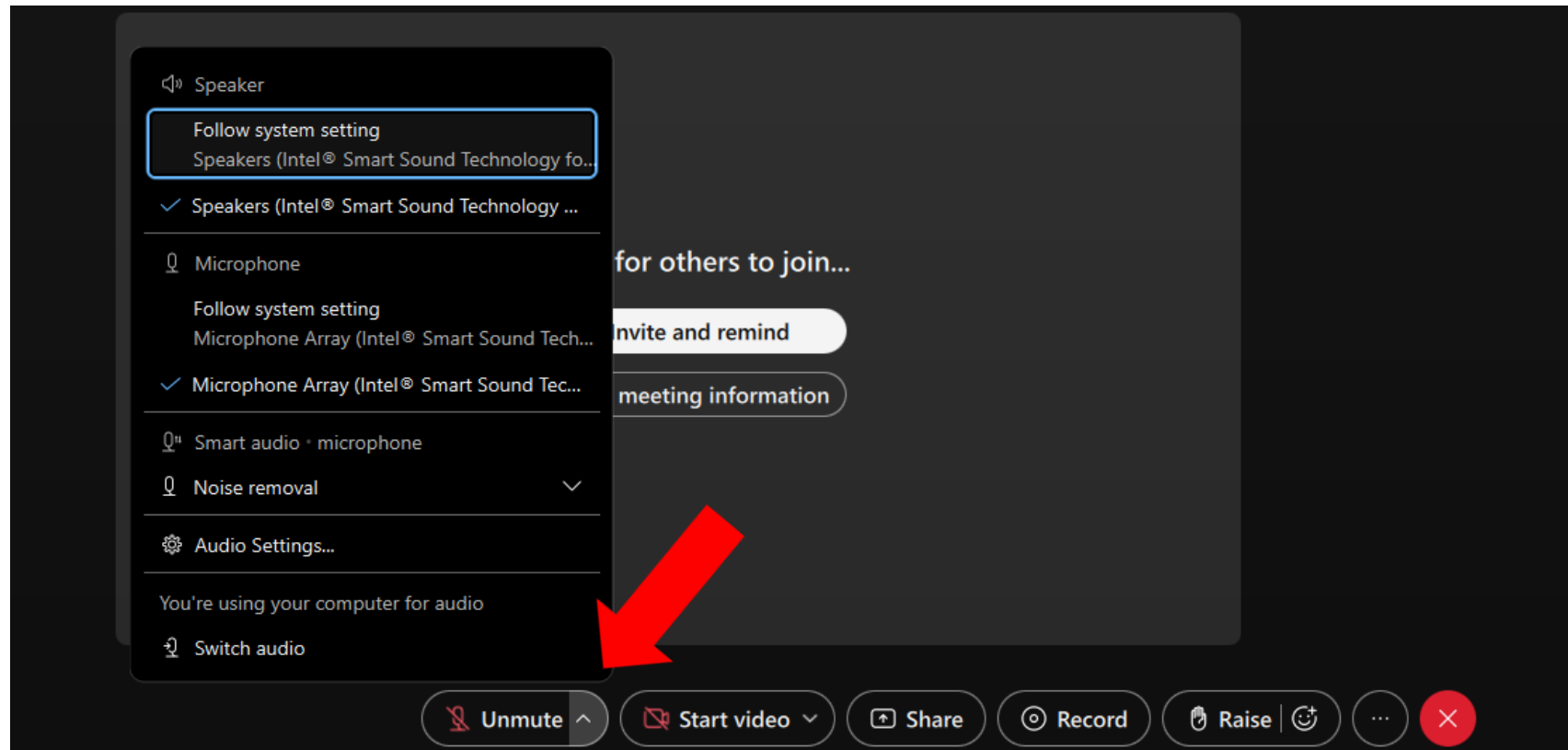


WebEx Meeting Controls

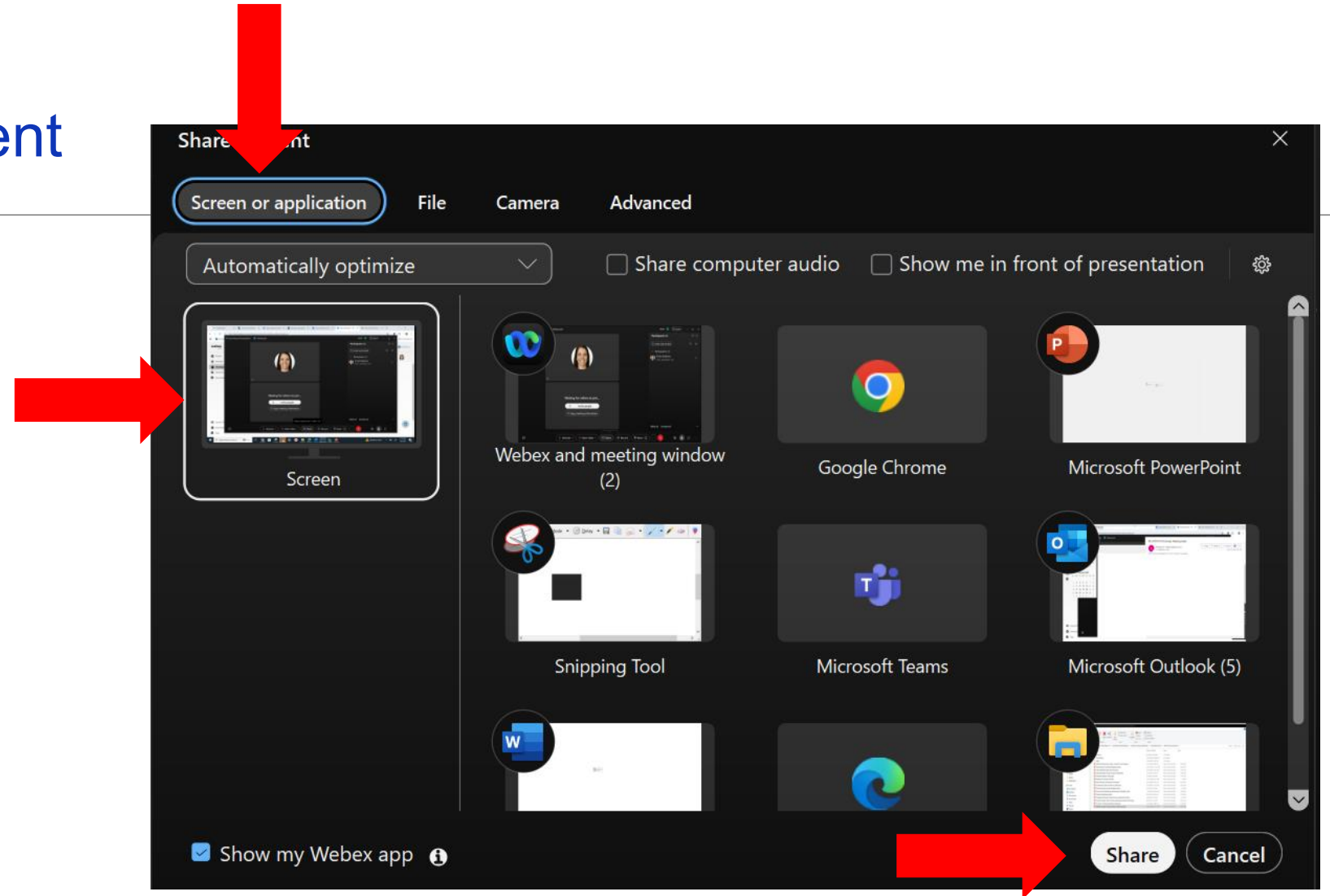


The screenshot displays a WebEx meeting window. The top bar shows the meeting title "ASTM F15.72 F3363 Task Group Meeting for Unvented Liquid/Gel Fuel-Burning Portable Devices" and a "Meeting Info" icon. The main area is split into two sections: the top section shows a circular video feed of a participant, and the bottom section displays the text "Waiting for others to join..." along with buttons for "Invite and remind" and "Copy meeting information". A red arrow points from the video feed to the "Participants (1)" sidebar on the right. Another red arrow points from the "Waiting for others to join..." section to the "Invite and remind" button. A third red arrow points from the bottom of the main area to the "Participants" button in the bottom toolbar. The bottom toolbar includes buttons for "Unmute", "Start video", "Share", "Record", "Raise", and a red "X" button. The right sidebar shows the "Participants (1)" list with a search icon and a list of participants, including "Molly Lynyak" (Host, presenter, me). The bottom right corner of the sidebar has "Mute all" and "Unmute all" buttons.

Troubleshooting Audio

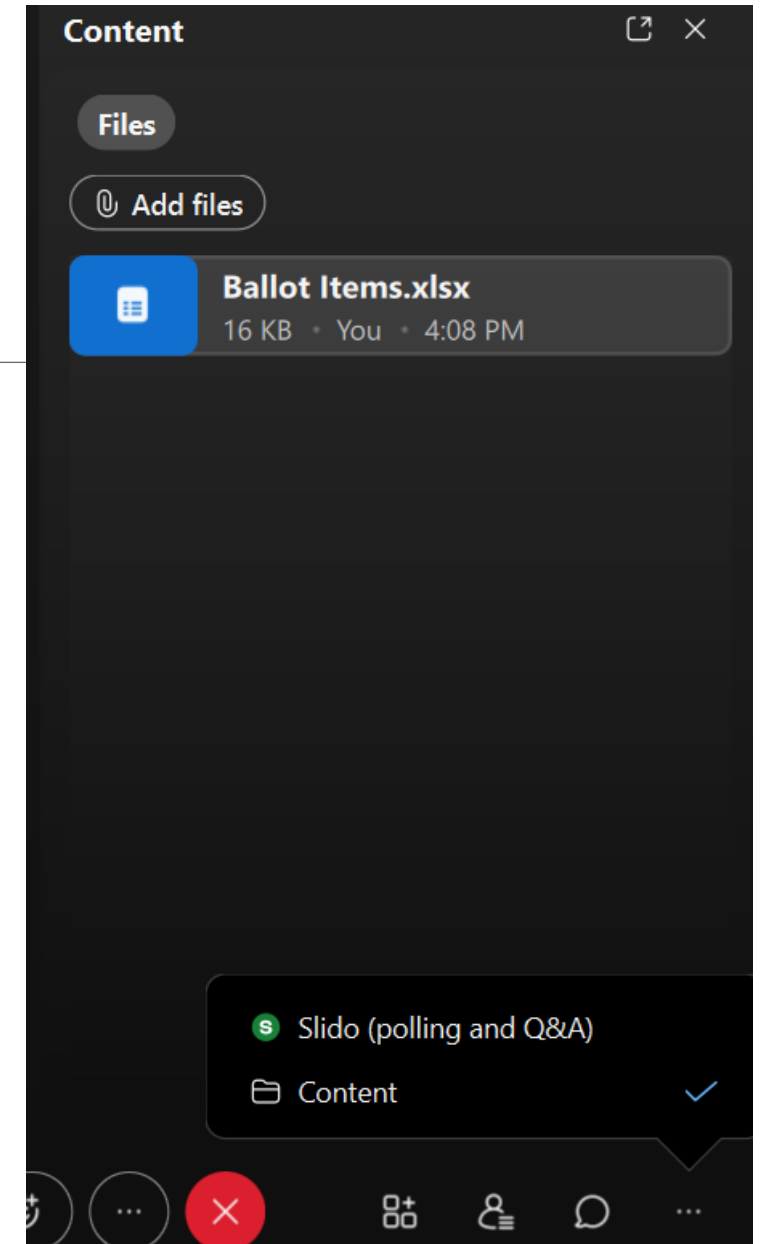
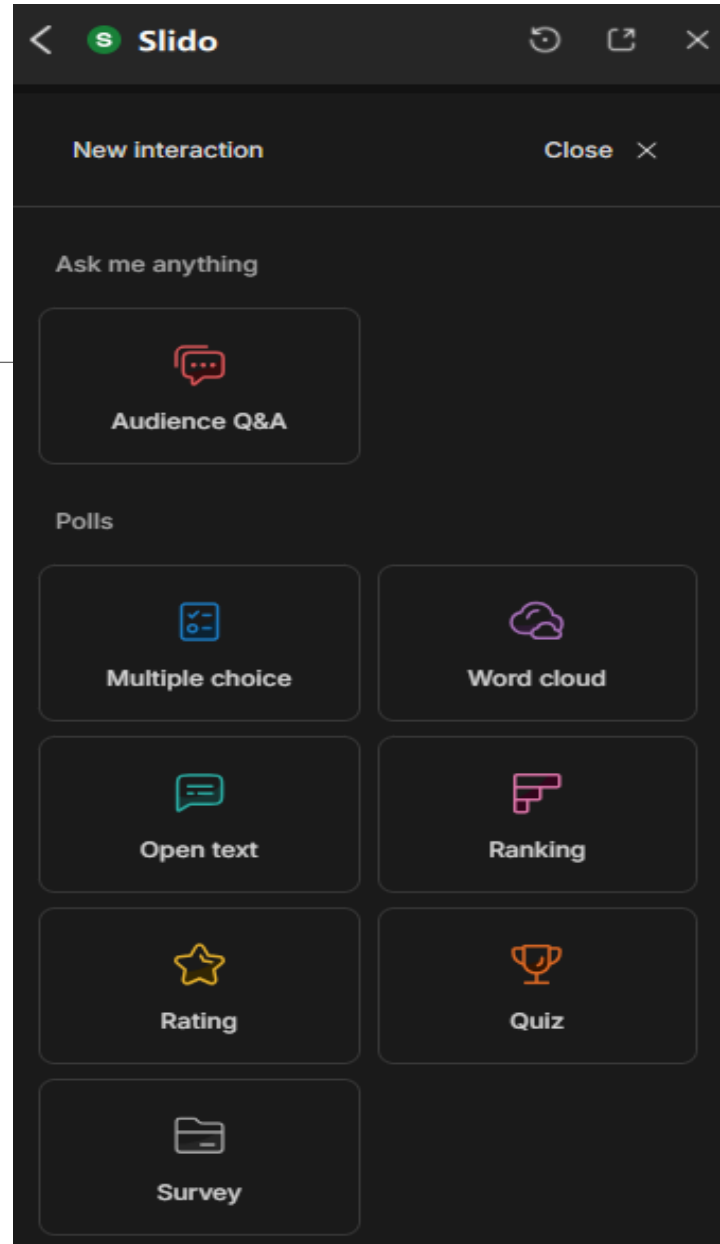


WebEx Sharing Content

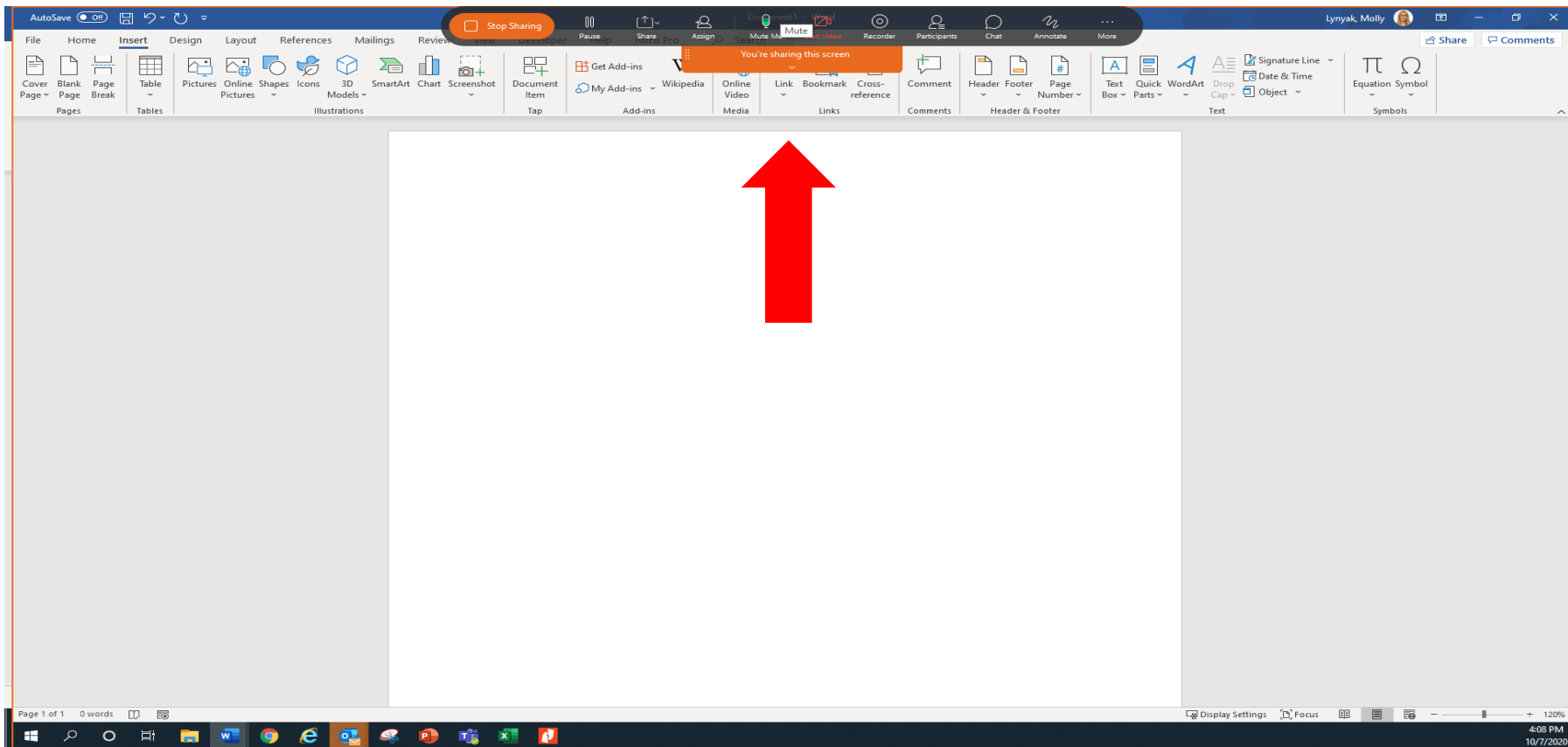


Additional Features

- 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

<https://www.astm.org/membership-participation/member-tools/member-training>



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Thank you!
