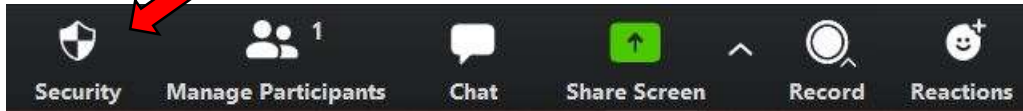


HOSTING A ZOOM MEETING

Suggestions & Support

Revised May 20th, 2020

SECURITY:



Deselect **Share Screen**.

Ensure your meeting is **not locked** for those may arrive late.

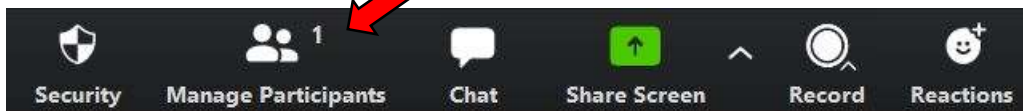
You may select **Enable Waiting Room** before or during the meeting to vet participants. If participant enters without a name, please feel free to ask their name and rename them. If you have disabled this option, please rename them yourself, otherwise, ask them to rename themselves.

Rename: each group has this option to allow host/chair or participants to rename themselves.

Remove Participant: you may remove a participant from here, once the participant is removed, they cannot re-enter for the duration of the meeting.

Chat: each group has this option to keep, close or modify chat options.

MANAGE PARTICIPANTS:



Only the host can manage participants.

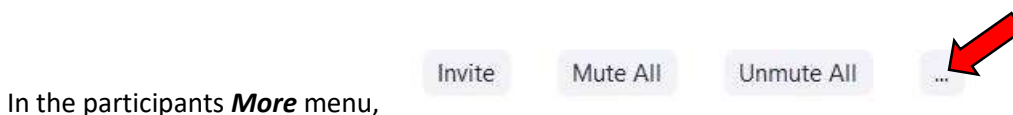
You may **Mute All/Unmute All** and **Stop Video/Start Video** for all participants from this menu.

*****Note:** if participants' video lags and it affects their audio, it can be helpful for the host to stop video during their share.

Mute All: does not mute the host.

Unmute All: some people will need to unmute themselves.

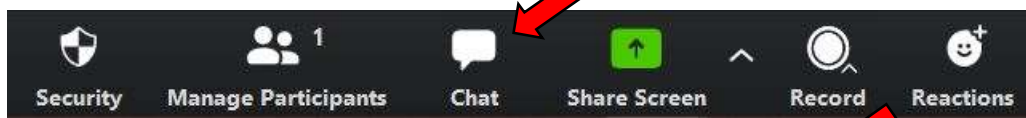
The host may **Mute/Rename** on each participants' picture.



In the participants **More** menu,

you may select **Mute Participants Upon Entry, Allow Participants to Unmute Themselves, Allow Participants to Rename Themselves, Play Enter/Exit Chime, Enable Waiting Room** and **Lock Meeting**. All these options can be selected or deselected before or during the meeting.

CHAT:

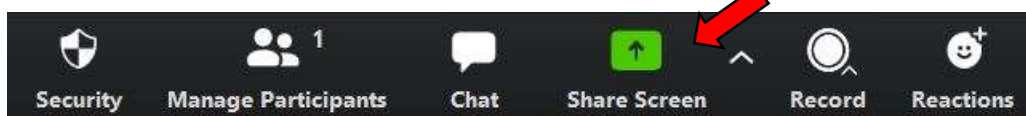


In the **More** menu,



you may select **Save Chat**. Participants can chat with **No One**, **Host Only**, **Everyone Publicly** or **Everyone Publicly and Privately**, depending on your groups' preference.

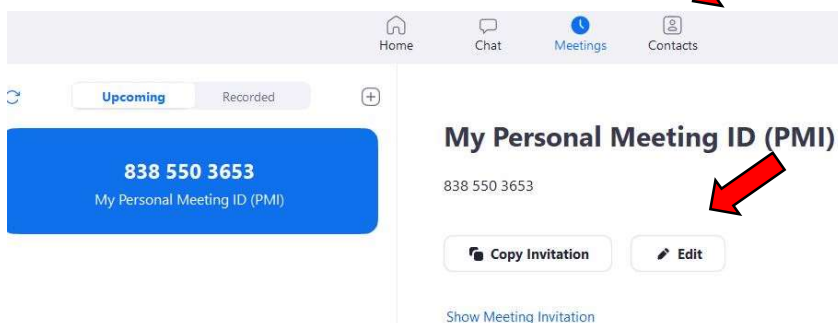
SHARE SCREEN:



Deselecting Share Screen is your **biggest security measure**, this can be found in the **Security** menu, this gives the host full control over the screen and what is shared, which is helpful to share for readings such as How It Works, Preamble, etc.

When you select **Share Screen** everything that is open on your desktop will open in a separate window, select the item you'd like to share and click **Share**. Click **Stop Sharing** at the top of the screen to stop sharing.

DO NOT RECORD MEETINGS



Prior to your meeting, on the home page, select **Meetings** then select **Edit** to ensure **Record Meeting** is not selected.

REACTIONS:



These show on the top of your video screen when used.

TIPS FOR HOSTING AND CHAIRING:

- As a host/chair, we are representing AA, please ensure you are **FULLY** dressed.
- We suggest no smoking or vaping while chairing, again you are representing AA.
- Please try to stay in one place, moving around causes distraction for other participants.
- Please mute yourself while other participants are sharing as background noise can be distracting.
- Be mindful that newcomers are always watching us and impacted by the examples we present.
- Download this checklist (also available as a .jpg to save to your phone), and keep it handy so you'll remember what to do.
- If hosts follow the suggested security suggestions, you need not fear zoom bombers, your meeting will recover as you have total control over video, share screen, audio etc.
- We do not suggest that meetings be locked, as we still want our meetings to be accessible for the still suffering alcoholic to find us, but of course it is up to each groups conscience.

BE PREPARED:

- Have all readings for your meeting open on your desktop before your meeting begins, if you plan to **Share Screen**. If you would like a .pdf copy of any readings, please email sheri.lynn.siciliano@gmail.com for help in obtaining these files.
- Have your meeting format accessible, it may be helpful to rewrite your format to suit the zoom platform.
- It may be helpful to have another group member manage the **Chat/Waiting Room** while you are hosting/chairing.
- The 7th tradition information for the 4 levels of service are as follows, you may copy and paste the information below:

If you would like to contribute to Alcoholics Anonymous, you can donate to:

DISTRICT 42:

e-transfers: district42aa@gmail.com

OR

AA.ORG:

<https://www.aa.org>

OR:

VANCOUVER INTERGROUP:

e-transfers: contributions@vancouveraa.ca

OR:

BCYUKON - AREA 79:

<https://www.bcyukonaa.org>

THINGS TO CONSIDER:

- Many groups use the **Chat** for announcements.
- Having one chair/and a separate host can be helpful in managing a meeting.
- **Dial In:** There is one local number for dial in participants, dial 778.907.2071 then follow the prompts, enter meeting ID and/or passwords as required.
- Please ensure all passwords are numeric as alphanumeric passwords cannot be entered on Android phones.
- *(We have found there are way more effective security measures than using passwords, many of our groups choose not to have one)*
- If a participant enters without a name at any time during a meeting, feel free to ask them to identify themselves, or turn on their video. If they do not, you may remove them.

SAFETY SUGGESTIONS:

- Deselect **Screen Share**.
- Enable **Waiting Room** before or during the meeting.
- Select **Mute Participants on Entry**.
- Deselect **Allow Participants to Unmute Themselves**.
- Deselect **Allow Participants to Rename Themselves**.
- Get familiar with the hosting security menu so you can **Remove, Stop Video** and **Mute** with ease.

Anything further, please feel free to contact Sheri at sheri.lynn.siciliano@gmail.com or Sha-nnon at shalightning@yahoo.ca for support.