

CEA-HOW TEMPORARY ZOOM MEETING GUIDELINES

AND HELPFUL TIPS

TO SET UP AND ATTEND A CEA-HOW ZOOM MEETING

Here are general instructions:

<https://support.zoom.us/hc/en-us>

<https://www.howtogeek.com/661924/how-to-set-up-a-zoom-meeting/>

CEA-HOW SUGGESTIONS

Remember, this is only temporary until we can return to the rooms. Here are suggestions based on our experience to date:

1. SUGGESTED NEW FORMAT INTRODUCTION

- Thank you for joining us at the Mon/Tues/Wed etc.] CEA-HOW meeting
- This meeting has created some general guidelines to preserve the unity of the group and the anonymity of our members while we are holding our meeting virtually.
- We ask that you conduct yourself in the same manner as if you were in a face to face meeting.
- Please, no photos or recordings of the meeting.
- Readings have been assigned before start of the meeting; please be ready with your reading when it is your turn. It is not necessary to ask permission to read.
- No crosstalk through the chat function, that is, no responding directly to a person's share or addressing another member directly. Please leave the Chat function to communicating meeting-related information. Send a text to the secretary if you need to communicate something to the group. This function may be removed during the meeting to preserve our safety if needed.
- Raise your hand virtually when you wish to share; the host/leader will call on you.

- [Group conscience: Announcements go through the secretary prior to the meeting or can be communicated directly to the secretary through the chat function.]
- [Group conscience: Once the meeting has started, only the secretary will be able to mute and unmute members.]
- You may rename your screen name that is shown to the group by selecting the “Participants” button and clicking on your name. It is recommended that last names are removed from the screen. Some members choose to add their abstinent date and level of sponsorship.
- Thank you for your cooperation so that our meeting can run as smoothly as possible.

2. MEETING ETIQUETTE

- ZOOM meetings maintain our face-to-face meetings until we can return to the rooms. Please ensure both your audio and video are on so we can see and hear each other.
- Please be mindful that other participants can see you and your background.
- Keep your device steady.
- Keep all distractions - including food and drink - away from your screen.
- Raise your hand to share. (Click on Participants, you will see a list of participants, and below that two buttons: “Unmute yourself” and “Raise hand.” The meeting host can then call on you share.)
- Unmute (click on the mic icon) to read or share and remember to mute again when you have finished speaking.

3. SETTING UP THE MEETING

- Take a group conscience to set up the meeting using Zoom Pro, which is \$14.99/mo., or free Zoom. Free Zoom cuts off a meeting after 40 minutes; we can immediately reenter the meeting and continue. It is up to a meeting to determine whether this interruption is worth \$14.99/mo. If Zoom Pro is used, the meeting treasury reimburses the member who sets it up.
- Enabling “Join before Host” allows members to fellowship before the meeting. It also allows members to join the meeting before the host in case the host is delayed or unavailable

OR

- Enabling “Waiting Room” requires participants to wait to join the meeting until the host opens the meeting to all participants at once
- Designate an Alternate Host, perhaps the meeting Secretary, so that if the host is not available, the meeting will have hosting capabilities, such as mass mute, etc. This also lessens the burden of responsibility on the member setting up the Zoom meeting to be always available to open a meeting.
- **Email the meeting city, day and time and the zoom link to WSO for posting on the website.**
- Email or text the Meeting Invitation with all access links to all members on the meeting phone list.
- The meeting may want to set up early for the first few weeks for a tech talk to help members unfamiliar with zoom.
- There are detailed settings suggestions to maintain anonymity posted by the AA New York Intergroup, <https://www.nyintergroup.org/remote-meetings/note-on-anonymity-for-zoom-meetings/>.
- Articles to prevent Zoom Bombing:
Berkeley Information Security Office, Settings for Preventing Zoom-Bombing: <https://security.berkeley.edu/resources/cybersecurity-and-covid-19/settings-preventing-zoom-bombing>
PC Magazine: <https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing>

4. HOSTING A MEETING

- Maintain the integrity of your face-to-face meeting. The zoom meeting is simply moving the face-to-face meeting in the room to a face-to-face meeting on screen. It retains all practices of your regular face-to-face meeting.
- Continue to use your normal meeting format. The CEA-HOW face-to-face meeting formats are on the CEA-HOW website at <https://www.ceahow.org/en/meetings/meeting-assistance/>.
- In order to avoid unnecessary delays, we suggest you establish a procedure to have readings assigned to volunteers before the meeting starts. The link to the meeting readings can be posted in Chat, <https://www.ceahow.org/en/member-info/program-readings/> .
- When the host has opened the meeting, the host turns over the meeting to a Co-host, who is the invited meeting leader. The Co-host must have a Zoom account, free or paid. The

leader then manages the meeting, following the normal meeting format. If the leader is uncomfortable managing the meeting, the host can assist.

- Mass mute; take a group conscience to decide if members have the ability to unmute.
- Consider taking a group conscience to discourage the use of Private Chat or non-meeting related Chat during the meeting. This is in keeping with Tool No. 6 of the Seven Tools, “...being quiet when another member is sharing...”

5. ATTENDING A MEETING

- The meeting readings are on the CEA-HOW website at <https://www.ceahow.org/en/member-info/program-readings/>
- 7th Tradition: We have to continue to be self-supporting at all levels. Meetings are using Venmo, Zelle, Cash App, etc. The meeting Treasurer or a designated member is the recipient. It might be suggested that members send one monthly contribution to the meeting in order to avoid overwhelming the Treasurer. At the end of the month, the Treasurer or designated member sends a check to the Intergroup in the usual manner.

See the NY AA Intergroup suggestions for 7th Tradition Best Practices for additional information, <https://www.nyintergroup.org/remote-meetings/7th-tradition-best-practices/>.