

Thank you for your service! Here are some tips for chairing a Zoom meeting:

- 1) Remember to ask someone ahead of time to lead discussion
- 2) Log on AT LEAST 10 minutes early. Claim host in the Participants panel.
- 3) [Click here for the readings](#). Or, you can find the readings link on nabazoom.com. Open the readings and position How it Works in an easy spot to scroll to so you will be ready when it's time to share your screen.
- 4) As host, you have the ability to mute individual participants who may not realize they are unmuted. Zoom makes it easy to see who is unmuted. In the participants panel, all of the people who are unmuted will be at the top of the list. Once they are muted, their names return to alphabetical listing. During the meeting, please be sure to check who is accidentally unmuted and re-mute them. *This is easier and less disruptive than asking them to mute themselves.*
- 5) Don't be afraid to ask for help with the technology! We're all in this together.

Nabazoom545 Instructions and Script:

- 1) *After you claim host, open the meeting settings in the participant window and look for the three little dots at the bottom of the white column. Click the dots and then check the setting to "Mute participants upon entry." This will prevent people from accidentally coming onto the meeting with their microphones on.*
- 2) *As people are coming into the meeting, identify three people who are willing to read How It Works, The 12 Traditions and The Promises and someone to give out virtual chips. If you are unable to share your screen, be sure to pick readers who have access to their books so they can read from the book. In the Big Book: How It Works is on page 58, the 12 Traditions are on page 562 (of the fourth edition) and The Promises start at the bottom of page 83.*

Welcome to the Nabazoom545 meeting. I'm _____ and I'm an alcoholic. This is an open meeting that focuses on recovery from alcoholism.

Let's start our meeting with a moment of silence and follow that with the Serenity Prayer.
(Serenity Prayer)

Is there anyone here for their first AA meeting? If so, would you please introduce yourself by first name so we may get to know you? You'll need to unmute yourself. Are there any visitors who have not attended this Zoom meeting before who want to introduce themselves? You'll need to unmute yourself.

Please practice zoom etiquette. Turn off your microphone unless you are sharing and turn off your video when moving about. Otherwise it's distracting to the group and the host may turn off your video. Please turn your video back on as soon as you can. We love to see you participating.

This is the AA Preamble:

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization or institution;

does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

3) Click the Share Screen Button at the bottom of your screen to display the readings.

4) After everyone has finished reading, click the "Stop Sharing Screen" before you go on with the meeting.

5) Introduce the Discussion Leader

**6) At around 6:35 p.m. post the Venmo information in the Chat window to Everyone.
Post Venmo: @nabazoom545, code, if needed: 2098**

**7) Also copy and paste this message and post it in the chat window: Please use our Google Doc to volunteer to chair a meeting, click on this link:
<https://docs.google.com/document/d/1U6YO19I5jv40VXbRoNjibj7NR94jqM0UuBYLn3chjFI/edit>**

8) At around 6:40 p.m., stop the discussion and start to close the meeting

Thank you everyone for a great meeting. And thank you _____ for your service as our discussion leader.

We are self-supporting through our own contributions. Here on our Nabazoom545 meeting, the 7th Tradition basket is always open. You can contribute at any time on Venmo: @nabazoom545. Our contributions directly support the AA service arms. I have also posted this announcement in the chat window. Please contribute as you can.

(Chips, either ask someone to give them out, or do it yourself)

We have a virtual chip system. Is there anyone here who would like to pick up a white chip – if you are coming into our program for the first time or coming back? Don't forget to unmute yourself. Does anyone want to pick up a 30-day chip? 90-day chip? 6 months? 9 months? One year? Multiple years? Congratulations on the chips you hold.

Do we have any AA announcements? **(wait for announcements)** We always have service opportunities available to support the Nabazoom545 meeting. If you are interested in chairing a meeting or being a Discussion Leader, please sign up on our Google doc calendar, I have put the link in the chat window. **(the link is in instruction 7 above)** You will also find this sign up link on the nabazoom.com website. If you can't access Google docs, please let me know when you can chair, and I'll add you to the calendar.

In closing, anonymity is the spiritual foundation of all our traditions ever reminding us to place principals before personalities. What is said in meetings should stay in meetings. I can say I attended this meeting, but I cannot say I saw you here.

8) Close the meeting with the Lord's Prayer (You can – if you want – ask people to unmute themselves so we can hear all our voices together.)