

AL-ANON Online Meetings (General Suggestions)

GENERAL INTRODUCTION

- Welcome participants
- Check that everyone online can hear ok
- Explain who you are, as the chairperson or host of video conference

HOUSE KEEPING BEFORE WE BEGIN:

- **MUTE/UNMUTE BUTTON** – Explain to the group how to mute/unmute themselves, also note the chair has the ability to mute/unmute everyone or one person at a time

Example: Could everyone please put yourself on MUTE unless you are sharing, so that we limit background noise as much as possible and give time to each speaker

**Specific to Zoom: The mute button is located at the bottom left corner of your screen. If you tap the bottom left corner an icon bar will pop up and you will be able to mute and unmute yourself.*

- **RECORD BUTTON** – Explain to the group that although this is a video conference software program we are adhering to Al-Anon's tradition of anonymity and confirm this meeting is NOT being recorded today

Example: Although we are using a video conferencing software for this meeting today please know that this meeting is NOT being recorded. In line with our meeting traditions based on the foundation of anonymity, your privacy and the confidentiality of this meeting is of primary importance.

**Specific to Zoom: The record button can be seen by all participants; however, the host is the only one who can turn the record button on or off. If the session was being recorded all participants would see a flashing red "recording" icon top of screen. The host has an option to also review the recording function within the Zoom account settings.*

- **ANONYMITY** – If you are joining from a location where the sharing of other members may be overheard then the use of headphones is suggested for anonymity

SUGGESTION FOR MEMBER WHO WANT TO SHARE:

- Please keep sharing brief (whilst few may arrive for the start, many may join us throughout the meeting)
- Please put your mobile phone on "Silent" or turn it OFF if you plan to share in this meeting today
- If you would like to share during the meeting please raise your hand at the start of the meeting when the chair asks who would like to share today
- Or, use the chat function and type a message to the group letting the chair know you would like to share
- We will WRAP UP THE MEETING 10mins PRIOR to end time – to ensure there is ample time for any announcements

SUGGESTED AL-ANON (CAL) TABLE CARDS TO SHARE:

- **Whom you see here table card:**

"Whom you see here, what you hear here, when you leave here, let it stay here"

- **Leave other affiliations outside table card:**

"Please focus on the Al-Anon program, and our Steps, Traditions, and Concepts of Service. Leave other affiliations outside (religions, our professions, outside publications, other philosophies, other 12 step programs)"

CHAIR TO OPEN MEETING TOPIC DISCUSSION

- **Read Al-Anon Suggested Welcome**
- **Chair to share with the group the chosen topic**
- **Ask if anyone in the group would like to share today** (note names)

Example: If you would like to share in today's meeting could you please raise your hand now, so that I can note you are interested in sharing. If you decide later you would like to share, then please use the chat function to send the chair a message.

Group may or may not have access to the hard copy meeting record book:

Date:

Attendees:

Topic:

Readings:

Personal Story:

Chairperson Topic Notes:

Announcements:

SUGGESTED WRAP UP

- **Ask for announcements**
- **Passing the basket**

Example: As Al-Anon's Tradition 7 suggests "Every group ought to be fully self-supporting, declining outside contributions".

Online donations are gratefully appreciated and can be made to:

Victorian Southern Area (VSA)

BSB: 063-001

Account number: 0090 3408

Please leave the word "DON" and your group name as the reference.

Australian General Service Office (AGSO)

<https://www.givenow.com.au/alanonaustraliageneral>

SUGGESTED CLOSE

- Read the Suggested Closing, followed by:

Serenity Prayer

"God, grant me the serenity to accept the things I cannot change, courage to change the things I can, wisdom"

Al-Anon Declaration - "Let it begin with me"

"When anyone anywhere reaches out for help, let the hand of Al-anon and Al-ateen always be there – Let it begin with me"

- Farewell, and close video conferencing software

EXAMPLE OF AN EMAIL TO PARTICIPANTS

****EXAMPLE ONLY****

Re: Al-Anon Member Online Meeting – Day, Date, Time (X Home Group)

Hi X,

Thank you for your interest in joining our Al-Anon Online (Day, Home group) meeting this week! We are using (NAME) video conferencing software app. You can join the meeting via your mobile phone, ipad, or laptop/desktop computer (with inbuilt microphone and/or video camera) – whatever technology works best for you!

HOW TO JOIN:

5 Minutes before the meeting on (DAY) click the link below to join the meeting.

Al-Anon Online Meeting

(insert link)

Meeting ID: (insert meeting ID)

Password: (insert password)

DURING THE MEETING

- It is suggested that all participant's remain on mute during the meeting, other than the chair and the person sharing, to limit background noise
- If you would like to get the chairperson's attention during the meeting it is suggested that you raise your hand (on video), or use the chat function and type a message to the group

THINGS TO KNOW ABOUT ZOOM (specific to using Zoom Video Conferencing):

- If you are joining by phone/ipad it is suggested you download the "ZOOM" app prior to the meeting commencement time, it may take a minute or two to start up the first time
- If you're joining by laptop/desktop you will just need to click the link above and the software program will auto download to your computer, it may take an extra minute or two to get you started the first time
- Zoom will launch with your camera blacked out, it will ask if you are ok to show yourself on camera (click yes, or no). Note: you can still join the meeting with audio only if that is more preferable for you
- Zoom will launch with your microphone muted, to un-mute yourself click the mute button located on the icon bar down at the bottom left of your screen. If you can't see the icon's, click the bottom left of your screen corner and your icon bar will pop up. When you see the microphone and video icon pop up press it to remove the red line and unmute/show camera yourself

Any questions, please let me know? Thanks & see you online soon!