

April 5, 2021

### **Electronic Hardware:**

- Two (2) laptop computers with HDMI ports
  - o *Device A connects to television*
  - o *Device B is used by On-Site Meeting Host with in-ear headphones, microphone muted*
- One (1) television with HDMI port
- One (1) HDMI cable
- One (1) set headphones (in-ear preferred, closed-back acceptable)
- One (1) extension cord
- One (1) switchable power strip
- Optional hardware
  - o Additional smart phone/tablet/computer (*Device C*, should be fully charged)
  - o External speakers and connection cables (to television or Device A)

### **Relevant Service Positions:**

- Door Greeter (1 month commitment followed by 1 month as Chairperson) - Chairperson (1 month commitment)
- Secretary (2 year commitment)
- On-Site Meeting Host (commitment TBD, recommend 1 year, “Host”) - Virtual Co-Host(s) (commitment TBD, recommend 1 year, “Co-Host”)

### **Room Setup:**

- Front-and-center of the room is a podium with Device A facing the speaker. This computer is connected to the television with the HDMI cable; the television is set up on a table next to the podium. Device A is connected to the Zoom meeting with the username “City at Seven 1.”
  - o The television is set to duplicate the screen on Device A, and the volume is turned as loud as it will go without damaging the unit’s internal speakers. If this volume level is insufficient for your physical space, you will need to add external speakers (connected either to the television or Device A).
- Front-right of the room is the secretary’s table. S/he does not need an online device; our secretary uses Device A at the podium when speaking to the group. The secretary’s table carries literature for sale (Big Books and 12&12s), and we also leave the 7<sup>th</sup> Tradition basket on this table rather than passing it around the room until we are out of COVID.
- Front-left of the room is the Host’s table. S/he uses Device B connected to in-ear headphones with the microphone muted in Zoom. Device B is connected to Zoom with the Host’s name and last initial as username (e.g. “James P).

- Device C is an optional “room view” camera. A cell phone or tablet is set up in the back of the room. The camera is set to “front view” so that both the screen and camera are pointed toward the podium. This device has the volume turned all the way down and the microphone muted in Zoom. Device C is connected to Zoom with the username “City at Seven 2.”
- Virtual/Off-Site: The Co-Host is connected to Zoom with their name and last initial.

### **Meeting Procedure:**

1. Your meeting will need to create a Zoom Pro account. To keep in line with the traditions and for the sake of internal continuity (as service positions rotate), we recommend creating a Gmail account specifically for your meeting along with the Zoom account.
  - a. The secretary should have a written record of the login information for both accounts, and you will need to pay for the Zoom Pro account from your 7<sup>th</sup> Tradition takings; currently a Pro account costs about \$12.50 per month.
  - b. The Host should be given the Zoom Pro account information so s/he can start the meeting with host administrator permissions.
2. From Device B, the Host starts the Zoom meeting 30 minutes prior to the actual meeting starting. During this pre-meeting phase, all users are allowed to unmute themselves and interact freely with Zoom and in-person attendees.
  - a. Device A should be unmuted with audio playing through the television (the HDMI cable carries both visual and audio signals). Zoom software should be set to “speaker view” with participants and chat windows closed. The screen on Device A should be mirrored on the television.
  - b. Device B should be muted with headphones plugged in and volume turned low enough that there is no audio feedback from the television. The “participants” window should be open.
  - c. Device C (if used) should be muted with the volume turned as low as possible.
  - d. Zoom administrators: Device A should be given co-host permissions, and the meeting’s Co-Host should also be given co-host permissions.
3. At the formal start time of the meeting, the Host mutes all Zoom attendees (excluding Device A).
4. The Chairperson starts the meeting from Device A. In addition to our standard A.A. meeting preamble and introductory comments, we also have a short paragraph relevant to the Zoom format that:
  - a. asks virtual attendees to direct questions during the meeting to the Host or Co-Host via private chat;
  - b. find the “raise your hand icon” on their device for future use;
  - c. informs virtual attendees that usernames will be changed to protect anonymity in

keeping with the traditions (e.g., James Peterson will be changed to James P); d. asks virtual attendees to keep their microphone muted unless sharing with the group; and e. informs in-person attendees that they may put money in the 7<sup>th</sup> Tradition basket at any time.

5. Throughout the duration of the meeting, as speakers alternate between in-person and Zoom, the Host should “spotlight for everyone” the Device A screen on Zoom whenever anyone is speaking from the podium, then “turn off spotlight” when a Zoom speaker is active. This small courtesy shows the in-person speaker’s face on the television screen rather than leaving the last active Zoom speaker on the screen. We have found that Zoom users often forget that they may be on another user’s screen, and their actions can be distracting.
6. Five minutes after the meeting has started, the Host “enables waiting room.” This feature helps to filter out “Zoom bombers” (non-A.A. members who login to random Zoom meetings specifically to disrupt the meeting). The Host and Co-Host are thereafter responsible for monitoring latecomers as they enter the waiting room and granting them access to the Zoom session, changing usernames and kicking Zoom bombers out of the session.
7. Per the City at Seven format, after the Chairperson has concluded introductions (including having How It Works and The 12 Traditions read by volunteers), the Secretary uses Device A for announcements and birthdays.
  - a. The Secretary should proceed through birthdays slowly to allow Zoom attendees time to respond and unmute themselves.
  - b. The Host also asks Zoom attendees in the chat feature if anyone is celebrating a birthday, and communicates those responses to the Secretary as appropriate.
  - c. In-person birthdays are shared from Device A.
  - d. Zoom birthdays are shared from the user’s device, and the device is re-muted by the Host after the share concludes.
8. After the Secretary has concluded her/his business, the Chairperson resumes from Device A. The Chairperson can then introduce a topic for a sharing format, introduce the night’s speaker, etc.
  - a. Prior to introducing the topic, the Chairperson should share a prepared statement about the hybrid format: all users will be muted, and Zoom attendees should use the “raise your hand” feature if they wish to share, and that Zoom attendees have been approved to share when they see the “host has asked you to unmute” pop-up.
  - b. At this point in the meeting, the Host disables “allow users to unmute themselves.” This allows the Host and Co-Host to dictate whether Zoom users can share. Having more than one administrator and being unable to unmute yourself are further deterrents to Zoom bombers. Be sure that Device A has not been muted.
9. If the meeting is an “open share” meeting where attendees can approach the podium without being called on, the Host must facilitate alternating between in-person shares and

online shares.

- a. The “raise your hand” feature on Zoom shows users with their hands raised in the participants window, and those users are listed in chronological order (e.g. the top hand-raised user that appears in the participants list was the first to request to share).
  - b. The Host should indicate that an online user is ready to share after an in-person share has concluded by raising his/her hand. The Host then asks the Zoom attendee to unmute; once the Zoom share has started, the Host should click the “lower hand” button for that user. Once a Zoom share has concluded, the host should re-mute the user.
10. If the meeting uses a sharing format but calls on attendees rather than having an open floor, the Host should alternate between in-person and Zoom attendees. We recommend calling on home group members first (though not more than once a month if possible) and alternating between genders.
  11. The Host is responsible for closing the meeting in a timely manner. If a share goes past the meeting’s designated end time, the Host should remind an in-person share with a polite whisper to wrap things up, or remind a Zoom share via private chat.
  12. At the close of the meeting, the Chairperson returns to the podium to read the closing remarks. At City at Seven, the host also clicks “ask all to unmute” on Zoom so that online users can join in the Serenity Pray we use to end the meeting.
  13. The Host leaves the Zoom meeting open for a few minutes in case Zoom attendees wish to stay for “the meeting after the meeting” and interact with friends, speak about sponsorship and service positions, etc. The Host should end the Zoom meeting before packing up her/his equipment.

#### **Additional Notes:**

- The positions of Chairperson, Secretary and Host could all be performed by the same person if your group does not have enough home group members to fill out so many service positions. City at Seven keeps the Greeter and Chairperson positions to provide service opportunities for newcomers; each of these positions only has a 60-day sobriety requirement.
- The Host and Co-Host positions are longer commitments as it takes about a month to get comfortable with the Zoom/hybrid format. This commitment could be reduced to 3 or 6 months but should also carry a longer sobriety requirement (as it’s critical that the Host be at the meeting every week). This mid-length commitment is also a good stepping stone for those early in sobriety who are wary of a longer-term service position such as GSR, secretary or treasurer (as money handlers, those positions are often two year commitments).

- Your meeting may elect to set up a Venmo or other online payment account for 7<sup>th</sup> Tradition donations. Please consult with your District or Area treasurer for more information.
  - o If your meeting has a Venmo account, the Host should have a digital image on Device B that they can “share screen” during the 7<sup>th</sup> Tradition announcement.
- The Co-Host is generally available throughout the meeting to help Zoom users navigate the software. S/he should be available to respond to chat questions, kick out Zoom bombers, mute users, and help the Host generally identify and respond to users who are having difficulty.

This is a lot of information. If there are any points we can help to clarify, please don't hesitate to reach out to us.