

Area 15 Hybrid Meeting Participation Guide

There is a newer version of this document available at area15aa.org/hybrid

This guide gives virtual participants clear instructions for joining and participating fully in a Hybrid Area 15 Business Meeting. This includes tips on how to prepare, finding the sign-in information, joining the meeting, using the Zoom tools, and participating effectively.

Contents

Pre-Meeting Checklist	1	Voting	6
Entering the Meeting	1	Virtual Etiquette	2
Participating in the Meeting	2	Hybrid Responsibilities of In-person Attendees	7
Essential Zoom Controls	3	Hybrid Responsibilities of the Chairperson (or	
Renaming Yourself	4	Alternate in their stead)	7
Telephone Access for Accessibilities	2	Responsibilities of Hybrid Meeting Hosts.....	6

Pre-Meeting Checklist

- **To avoid delays on Zoom**, please register before entering the meeting.
 - If you attend in-person, register at the registration table.
 - If you attend at least one meeting on Zoom, go to area15aa.org/register
- FOR THE BEST EXPERIENCE ON ZOOM: Use a PC or Mac for full compatibility and functionality.
 - Mobile devices are supported, but the experience is not optimal.
- Be sure Zoom is installed, and on the latest version ([link to Zoom's download center](#))
- Join from a quiet, well-lit space with minimal distractions.
- Test your microphone, camera, and speakers before joining.
- Know how to use Raise Hand, Mute/Unmute, Chat, and Select Language.
- Have the meeting agenda printed out or the file open in another window or tab.

Entering the Meeting on Zoom

- Sign-in information can be accessed on our virtual meetings page (area15aa.org/area-15-virtual-meetings-2 password required).
- Please be patient in the waiting room. We might be admitting groups of 10 to 20 at a time instead of one-by-one.
- Upon entering the meeting, you will be moved to a breakout room to be checked in and renamed. **Please enter early** as we cannot anticipate how many virtual participants will join.
 - Zoom access opens **40 minutes** before the beginning of the meeting.
 - Sign in at least **30 minutes early** to ensure on-time admission into the meeting on time.
 - Join the Sunday morning business meeting at least **15 minutes early** to be counted as a voting member.
- Listen for any instructions from the meeting host and pay attention to the Chat.

Participating in the Meeting

- Open our Assembly documents page (area15aa.org/assembly-docs) to access the agenda and other documents for the meeting.
 - The assembly docs link and password will appear in the Chat, or you can ask for it (before the meeting or Chat to the meeting host).
- Raise your virtual hand to be recognized to speak. You will be muted except when you are recognized to speak.
 - Having your camera on is not required but is preferred when you speak.
- Please respect our traditions regarding non-affiliation and avoiding controversy when selecting your background and clothing.
- Stay focused during voting. Keep the Zoom app on top so you can address polls in a timely manner.

Telephone Access for Audio Accessibility

A dial in number will be provided for accessing Zoom audio.

- Please use the dial-in number, not the zoom app.
 - Please use your own cell signal to dial in. We need hotel wi-fi bandwidth for Zoom hosts and accessing files through our QR codes.
- **Make sure your cell phone and headphones/hearing aids are fully charged.**
- The dial-in number will be provided alongside the Zoom sign-in link.
- If you go to the microphone, reduce the volume of your hearing device to avoid feedback
- An audio accessibility flyer and help person will be made available at the assembly.

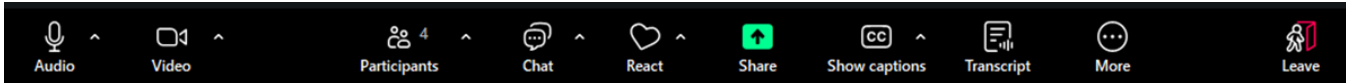
Virtual Etiquette

We attempt to bestow the same rights and responsibilities to virtual and in-person attendees.

- In an Area 15 business meeting, please behave as you would at a casual office meeting.
- Arrive early as instructed for renaming and vote count verification.
- Stay focused. Avoid the distractions and the temptation to multitask.
- Please don't show any non-AA affiliations or anything potentially controversial in your background or your attire.
- Please limit your use of reactions other than properly raising or lowering your hand. Particularly avoid expressing opposition or support of opinions expressed during motion discussions or candidates in a contested election.
- Though not required, please keep your camera on unless you need to step away or are doing something that might be distracting, like eating or attending to your child or pet.
- Do not interrupt a speaker. Turn on Closed Captions to verify that the microphone is not picking someone up *before interrupting* to say you cannot hear someone.
 - This also applies to chatting with hosts. Please adjust the volume of your headphones or speakers and check closed captioning before chatting your audio concern to the Chat host.

Essential Zoom Controls

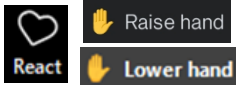
- **Zoom controls hide themselves** after a brief period of inactivity. Move your mouse or tap your touch screen to bring up the control bar at the bottom of the screen.
 - On a tablet or mobile device, you might need to **swipe left or right to get to the “gallery view”** (more than two video tiles appear) to access the control bar.
- On a wide screen, the Zoom control bar generally looks like this:



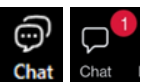
- Depending on the width of your screen, you might see fewer controls. Any controls which do not appear can be found under the **More control**  (they will be listed textually with no icons).



Use the **Audio control** to **mute or unmute** yourself. When you are muted, the Audio control will appear with a red line through it.




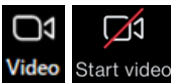
Use the **React control** to access the **Raise hand** option. When your hand is raised, a **Lower hand** option appears in the React menu.



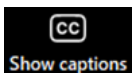
Use the **Chat control** to access the Chat panel. When the Chat control shows a **number inside a red circle**, this indicates how many unread chats you need to review.




If you see a message saying “Chat disabled” or “The host has disabled group chats,” you can only chat with hosts. Use the **New Chat control**  to select the “Chat host” who can answer your questions.



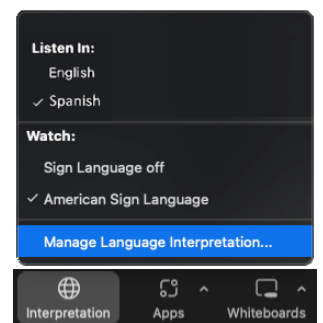
The **Video control** turns your **camera on or off**. When your camera is off, the Video control will appear with a red line through it.



Use **Closed Captions** to turn on captions if you are having difficulty hearing someone. Turn on Closed Captions **before interrupting** to say you cannot hear someone.

The **Interpretation control** should appear on the toolbar or under  options during the business meeting because Spanish and ASL will be available. Select your language and whether or not you want to see ASL pinned in your view.

Note: Although you might be hearing English from the start, it is best to select it anyway if that is the language you want.





Tips for Telephone Users: (Accessibility needs are addressed later in this document)

- Dial-in participants are **assumed to be listening only**.
 - If you wish to **participate** with questions or comments, **arrive early and speak with the host in the breakout room**.
- **Mute/Unmute:** Use *6 on your phone keypad to mute or unmute.
- **Raise Hand:** Use *9 to raise or lower your hand.

- You **cannot vote** with dial-in attendance.

Renaming Yourself

1. Access the **Rename option** by using the **Participants control** opening the Participants  panel, then find your own name (it should be near the top). **On a computer**, hover the mouse over your name then click on the three-dot menu  and click on “Rename.”

On a mobile device, press and hold your own name until the rename option appears.

2. Rename yourself using the following naming convention:

[1 or 2][D#orA15][Voting Position]-[First Name Last initial]-[non-Voting Position]-Home Group

Detailed Description:

[1 or 2] - Voting members use a 1 and non-voters use a 2. Voting members include Area Officers, Area Committee Chairs, District Chairpersons, DCMs GSRs, and *Alternate DCMs/GSRs if their DCM/GSR is absent*.

[D#orA15] - Use A15 if you have an Area 15 voting position or if you are a past delegate of Area 15. Use D# (replacing the # with your district number) if you are any other voting or non-voting A.A. member in Area 15. Guests from outside of Area 15 please use A# to denote your area or otherwise indicate your GSC affiliation.

[Voting Position] - If you are a voting member, indicate your voting position. Please abbreviate and don't use spaces, such as GSR instead of General Service Representative.

-[First Name Last initial]- Indicate your first name and the first letter of your last name with no spaces and with a dash before and after to make the name legible, such as -JaneD-.

[non-Voting Position] – Indicate your non-voting position or additional position (optional) if you are a voting member. If you don't have a service position, “guest” or “AAMember” is fine.

-Home Group - Indicate your home group preceded by a dash to make it legible. This is particularly important for GSRs and voting AGSRs so we can verify

Examples:

Example of a district voting member: 1D11GSR-JohnD-11th Step Group

Example of an Area 15 voting member: 1A15Website-JeanS- Daily Reflections

Example of an Area 15 past Delegate: 2A15-GaryG-A15P69Delegate-Living Sober

Example of a non-voter in Area 15: 2D22-MikeB-Group Treasurer-Early Risers

Example of a non-voter outside Area 15: 2A14-JaneD-Guest-Grapevine

3. Some members might have multiple positions. A voting member should use their **voting position** for their virtual name.

For more detailed instructions about Zoom controls, consider [Zoom instructions on YouTube](#)*

* Our links to outside organizations do not constitute or indicate review, endorsement or approval. We have no knowledge of, or control over, how external organizations might track your activity or collect, use, or disclose information related to your visit.

Voting and Sense of the Body

Sense of the body and some votes will be conducted by show of hands. Raising and lowering your virtual hand was covered in the [essential Zoom controls](#) section.

- **Pay attention, be prepared to raise your virtual hand, and express your preference without delay.**
 - There is no specified delay for raising hands and a sense of the body can be over quickly.

When a Zoom poll is used for elections or motions, non-voting members will be moved to a breakout room while the poll is active.

- When a poll is used, it will pop-up on top of the Zoom app. Selecting an option will “activate” the submit button (it should turn blue).
 - **Keep the Zoom app on top during voting.** If you are active in another app, you might have trouble finding the poll in time for your vote to be counted.
- Submit your vote in a timely manner. Polls can be closed with little notice, especially if the in-person vote visually appears to represent clear substantial unanimity.

The following responsibilities are best practices for hosts and in-person attendees.

Responsibilities of Hybrid Meeting Hosts

- Set up the Zoom account for the meeting, including:
 - Preparing polls in advance
 - Having a waiting room
 - ASL and Spanish interpretation are enable
 - “Alternate Host” is enabled (in addition to the typical Co-host option)
 - Attendees may not unmute themselves except when invited to
 - Attendees cannot rename themselves
- Set up the room Audio/Video system.
- Coordinate camera and microphones to always allow in-person members to participate on or off camera.
- Require registration.
- Rename all virtual attendees and check them in on the registration sheet.
- Provide vote counts to district chairpersons in a timely manner.
- Watch the screen for raised hands among virtual attendees and alert the chairperson.
- Watch the closed captioning and indicate when the microphone is not picking up the speaker.
- Police disruptive behavior and remove any “meeting bombers” when needed.
- Manage “Chat” to give information to virtual attendees.
- Screenshot to facilitate the meeting (in coordination with in-person projectors).
- Ask virtual attendees to unmute when called upon and mute them as needed.

Hybrid Responsibilities of In-person Attendees

- Give reports from the microphone.
 - If questions are taken from the floor, repeat them as needed before responding.
- Participate in discussions from the microphone.
- Limit side conversations to “whisper” level.

Hybrid Responsibilities of the Chairperson (or Alternate in their stead)

- Oversee meeting participant responsibilities and repeat them when necessary.
- Observe both in-person and virtual participants for raised hands.
 - Or designate a Virtual Host to indicate when virtual participants raise their hands.