

# Temporary Electronic Meeting Format Example

## Meeting Chair Suggested Instructions (for completion before meeting starts):

1. Before the meeting starts, determine volunteers for the meeting readings (the Welcome, Closing, etc.). Inform meeting attendees that the Welcome and Closing readings can be found either in the *How Al-Anon Works for Families & Friends of Alcoholics* book or in the *Al-Anon/Alateen Service Manual* (manual can be viewed for free online at the web address below). [Meeting Communications Co-Chair will post the *How Al-Anon Works for Families & Friends of Alcoholics* book page numbers and the website address and information for the *Al-Anon/Alateen Service Manual* listed below in the chat box for meeting attendees].

<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/>

- The **Welcome** reading can be found on pages 11 and 12 of the *Al-Anon/Alateen Service Manual* or in the *How Al-Anon Works for Families & Friends of Alcoholics* book on pages 8 and 9.
- The **Closing** reading can be found on page 20 of the *Al-Anon/Alateen Service Manual* or in the *How Al-Anon Works for Families & Friends of Alcoholics* book on page 396.

Inform meeting attendees where other meeting readings can be found (as applicable).

2. Please state something like “If you are new to attending Zoom meetings and want more information on using the Zoom meeting platform, the Zoom website offers several free tutorials and videos that you may find helpful. You do not need a Zoom account to participate in this Al-Anon meeting. In keeping with the Al-Anon Traditions, AFG is not affiliated with Zoom and thus does not provide customer service for the Zoom platform.”
3. Inform meeting attendees of the following information items (as applicable based on Zoom settings):
  - All recording and chat-saving features have been disabled so these features cannot be used during this meeting (These features can be disabled by the group’s Zoom account holder under their Zoom settings).
  - When you first join the meeting, your own video camera will be turned off and your microphone will be muted. You can select Start Video at the bottom of your screen if you want to turn your video on. You can select Unmute at the bottom of your screen to unmute your microphone. During the meeting, it is requested that attendees keep their microphone muted unless they are called on by the Meeting Chair (These features can be enabled by the group’s Zoom account holder under their Zoom settings).
  - If you click on Participants, you will find options to rename yourself (to manage your anonymity) and to use the Raise Hand feature. Please use the Raise Hand feature to indicate that you would like to share during the meeting (These features can be enabled by the group’s Zoom account holder under their Zoom settings).
  - The Meeting Chair and other trusted servants will assist meeting attendees privately via the chat box with any problems or technical questions during the meeting. If you find the chat to be distracting, you can close the chat box on your screen.
  - It is requested that you use headphones and shield your computer screen from being viewed by anyone around you who is not an Al-Anon member if you are not alone while attending this

## **Temporary Electronic Meeting Format Example (Cont'd)**

meeting to protect our anonymity and ensure that our sharing remains confidential.

4. Request that during the meeting attendees keep their microphone muted unless they are called on by the Meeting Chair.

## Temporary Electronic Meeting Format Example (Cont'd)

### Meeting Chair Suggested Instructions (during the meeting):

1. Start the meeting promptly at the scheduled meeting time with a moment of silence followed by the Serenity Prayer.
2. Read the Welcome.
3. Ask if anyone is attending their first Al-Anon meeting. If so, inform the newcomer(s) of the following: “For those attending their first Al-Anon meeting, please stay after the meeting, and there will be several of us to answer your questions and provide you with other Al-Anon Resources. Also, Al-Anon newcomer(s) can visit our WSO website at <http://al-anon.org/welcome> (which will be posted in the chat box) to receive a one-time email with more information about Al-Anon that may be helpful.” Then, give an extra welcome and have *one person share briefly* about what Al-Anon has meant to them.
4. Ask if anyone is celebrating an Al-Anon birthday. If so, congratulate them.
5. Note who signed-up to be Meeting Chair and Meeting Communications Co-Chair at the next meeting.
5. Please state something like: “Please keep your microphone muted until you are called on by the Meeting Chair. Please indicate that you would like to share by using the Raise Hand feature which can be found by clicking on Participants. If you find the chat to be distracting, you can close the chat box on your screen. Please use the rename function to manage your anonymity. Please use headphones and shield your computer screen from being viewed by anyone around you who is not an Al-Anon member if you are not alone while attending this meeting to protect our anonymity and ensure that our sharing remains confidential. To support sharing and meeting participation of attendees who call-in by phone since they do not have the Raise Hand or chat box options for communication, we request that phone attendees simply wait for a pause in the sharing and then verbally inform the Meeting Chair of their desire to share. The Meeting Chair and other trusted servants will assist attendees privately via the chat box with any problems or technical questions during the meeting.”
6. Read other meeting readings (as applicable).
7. Read the Twelve Steps (ask one volunteer to read all Twelve Steps), Twelve Traditions (ask another volunteer to read all Twelve Traditions) and Corresponding Concept (ask another volunteer to read the corresponding Concept).
8. Introduce the topic with one or two short, focused readings and a brief personal sharing. Make every effort to begin discussion by <insert time here>, using a gentle request --something like: “Please keep your comments brief so the most people can share.”

Close the discussion no later than <insert time here>. Include a reminder about Tradition Seven contributions and inform attendees that while we are temporarily holding AFG meetings on Zoom, one available option for our group members is to go to the WSO website to contribute directly to WSO on behalf of the this group by visiting <https://al-anon.org/contributions/member/>. Then, you can select and proceed with your preferred payment method for making your contribution and enter your AFG Group ID# (if you wish to designate that your WSO contributions are made on behalf of your Al-Anon group).

## Temporary Electronic Meeting Format Example (Cont'd)

### Meeting Chair Suggested Instructions (during the meeting) (Cont'd):

Each Al-Anon group has an AFG Group ID# assigned by the WSO. Your Group Representative should have this information. If you need more information, you may contact WSO or the Memphis Area AIS, by phone or email. (This information can be posted to the Zoom chat box, if enabled).

**9.** Ask for any Al-Anon announcements.

Some meetings may wish to announce the following info about finding other local temporary electronic Al-Anon meetings:

“To find a meeting schedule and additional info about other local Al-Anon meetings that are currently holding temporary electronic meetings, you can visit the new Memphis Area Al-Anon website located at <https://memphisareaal-anon.org/>”

Some meetings may also wish to announce the following info about attendees being added to your Al-Anon group's email list:

“If you would like to be added to this Al-Anon group's email list, please email your request to be added to (provide the group's email address here.)”

**10.** Read the Closing. Close the meeting with a long moment of silence and the Serenity Prayer.

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## Temporary Electronic Meeting Format Example (Cont'd)

### **Meeting Communications Co-Chair Suggested Instructions (for completion before meeting starts):**

1. When the Meeting Chair informs meeting attendees that we will be using either the *How Al-Anon Works for Families & Friends of Alcoholics* book or *Al-Anon/Alateen Service Manual* for some of our readings, cut-and-paste the following *How Al-Anon Works for Families & Friends of Alcoholics* book page numbers and the website address and information for the *Al-Anon/Alateen Service Manual* in the chat box for meeting attendees.

<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/>

- The **Welcome** reading can be found on pages 11 and 12 of the *Al-Anon/Alateen Service Manual* or in the *How Al-Anon Works for Families & Friends of Alcoholics* book on pages 8 and 9.
  - The **Closing** reading can be found on page 20 of the *Al-Anon/Alateen Service Manual* or in the *How Al-Anon Works for Families & Friends of Alcoholics* book on page 396.
2. Cut-and-paste the following items listed below into the chat box (as applicable):
    - If you are new to attending Zoom meetings and want more information on using the Zoom meeting platform, the Zoom website offers several free tutorials and videos that you may find helpful. You do not need a Zoom account to participate in this Al-Anon meeting. In keeping with the Al-Anon Traditions, AFG is not affiliated with Zoom and thus does not provide customer service for the Zoom platform.
    - All recording and chat-saving features have been disabled so these features cannot be used during this meeting.
    - Though your own video camera is turned off when you first join the meeting, you can click Start Video at the bottom of your screen if you want to turn your video on.
    - If you click on Participants, you will find options to rename yourself (to manage your anonymity) and to use the Raise Hand feature. Please use the Raise Hand feature to indicate that you would like to share during the meeting.
    - Please keep your microphone muted unless you are called on by the Meeting Chair.
    - The Meeting Chair and other trusted servants will assist meeting attendees privately via the chat box with any problems or technical questions during the meeting. If you find the chat to be distracting, you can close the chat box on your screen.
    - It is requested that you use headphones and shield your computer screen from being viewed by anyone around you who is not an Al-Anon member if you are not alone while attending this meeting to protect our anonymity and ensure that our sharing remains confidential.

### **Meeting Communications Co-Chair Suggested Instructions (during the meeting):**

1. If anyone responds that they are attending their first Al-Anon meeting, cut-and-paste the following info into the chat box: “For those attending their first Al-Anon meeting, please stay after the meeting, and

## Temporary Electronic Meeting Format Example (Cont'd)

### Meeting Communications Co-Chair Suggested Instructions (during the meeting) (Cont'd):

there will be several of us to answer your questions and provide you with other Al-Anon Resources. Also, Al-Anon newcomer(s) can visit our WSO website at <http://al-anon.org/welcome> to receive a one-time email with more information about Al-Anon that may be helpful.”

2. During the meeting, monitor the chat box and respond to chats from meeting attendees as indicated.
3. If possible, consider posting in the chat box the reading info (book and page number) of the Conference Approved Literature used by the Meeting Chair for the meeting reading(s).
4. Inform the meeting chair of any meeting attendees who indicate they want to share during the meeting (if applicable).
5. When the Meeting Chair closes the discussion and mentions the reminder about Tradition Seven contributions, cut-and-paste the following information into the chat box:

“While we are temporarily holding AFG meetings on Zoom, one available option for our group members is to go to the WSO website to contribute directly to WSO on behalf of your Al-Anon group by visiting <https://al-anon.org/contributions/member/>. Then, you can select and proceed with your preferred payment method for making your contribution and enter your AFG WSO Group ID# (if you wish to designate that your WSO contributions are made on behalf of your Al-Anon group). Each Al-Anon group has an AFG WSO Group ID# assigned by the WSO. Your Group Representative should have this information. If you need more information, you may contact WSO or the Memphis Area AIS, by phone or email.”

6. If needed, post the following info about finding other local temporary electronic Al-Anon meetings:  
“To find a meeting schedule and additional info about other local Al-Anon meetings that are currently holding temporary electronic meetings, you can visit the new Memphis Area Al-Anon website located at <https://memphisareaal-anon.org/>”
7. If your group has a group email address, you may post the following info about attendees being added to the group’s email list:  
“If you would like to be added to this group’s email list, please email your request to be added to (provide the group’s email address here.)”