

Virtual Meeting Basics for Fall 2020 Assembly

Thank you for being willing to participate in this grand experiment!
and
For loving us in that *special Al-Anon way* when there are *speed bumps*!!

MEETING MATERIALS TO HAND READY

- **Al-Anon/Alateen Service Manual**
- **WIUPMI Area 61 Policy Manual**
- This **Virtual Meeting Basics sheet** for reference
- Documents emailed and/or listed on Website under Assembly Materials for this meeting:
 - **Agenda**
 - Fall 2020 Virtual Assembly Agenda
 - Pre-Assembly Discussion Submissions as of 2020-09-21
 - **Fall 2019 Assembly Unapproved Minutes**
 - [Unapproved Fall 2019 Assembly Minutes](#)
 - **Financial Reports & Proposed Budget:**
 - [2019 EOY Financial Report](#)
 - [WIUPMI 2019 Budget vs Actual Final](#)
 - [WIUPMI Area 61 2020 Mid-Year Income-Expense Details](#)
 - [Wisconsin Al-Anon/Alateen, Inc. Balance Sheet as of June 30, 2020](#)
 - [2021-Proposed-Budget-amended-2020-08-01-1](#)
 - **Delegates WSC Report**
 - [2020-WSC-Delegate-Report-2-PDF-1](#)
 - [Delegate-Intro-to-COVID-Appeal-PDF](#)
 - [WSO Treasurer COVID Appeal](#)
 - **Policy Proposals**
 - [Proposed-Policy-Addition-Election-Requirement-2020-08-02-version-1](#)
 - [Proposed-Policy-Changes-to-Attendance-2020-08-02-version](#)
 - **Various Reports & Proposals**
 - [Consolidated-Officers-Rpts.-Fall-2020-Assembly-](#)
 - [Consolidated-Coord.-Liaisons-Rpts.-Fall-2020-Assembly](#)
 - [Consolidated-DR-Rpts.-Fall-2020-Assembly](#)
 - [Active-Past-Delegate-Task-Force-Report-2020-04-2](#)

CHECK-IN/ WAITING ROOM

- Please plan to check in Check-In Times:
 - **8:15-8:30** – First time attending Assembly **-or-** not comfortable using Zoom, have not used Zoom on the device they will use
 - **8:30-8:45** – Have attended Assemblies before - **&** - comfortable with Zoom
- When you connect you will enter a “waiting room” and you will stay there until we can admit you (this could be *many* minutes). You will think you are by yourself, but this is a virtual registration line, please have patience as we work through our first attempt at an online Assembly check-in.
 - If you are joining the meeting late or must be readmitted (your connection was lost) you may have to wait for a few minutes.
- Next, you will be admitted to a breakout room where you will be checked in, your voting status verified, and your screen name renamed (if you haven’t already done so).
 - **Renaming format:** First name Last initial (*space*) Area Position (*space*) Dist Number
Samples: Frank R GR 22 Jack S Voting Alt GR 22 Ann J Chairperson 9
John M DR 22 Molly B Member 10
- After checking-in you will join the Main Session (Assembly) screen; you can either:
 - visit with other members already checked-in - or -
 - go do something else (*be sure to leave the meeting open, turn the video off and mute yourself*) – **be back by 8:55.**

CONFIDENTIALITY

- Maintain confidentiality
- Use headphones, if possible
- Be careful to keep your screen private, out of view from family and friends

MUTE

When not muted, we can hear everything you say or hum plus all background noise including the dog, kids, toilets flushing and the tea kettle. This can be very distracting.

- Everyone should have themselves muted unless speaking
- If you forget to mute yourself and there is distracting noise, we will discreetly mute you (you will be able to unmute yourself as needed)

CHAT (USE FOR QUESTIONS)

Use Chat for clarification questions. Send them to the *Cathy T - Chat Host*. **DO NOT SEND TO EVERYONE.**

- If you need clarification use the Chat window and type “SM” for Service Manual, followed by your question.
 - If the Chat Host feels the answer is specific to you only, they will answer back in the Chat.
 - If the Chat Host feels the answer would be useful to the entire Assembly or does not know the answer, they will bring it to the attention of the presenter.
- *If you are unfamiliar with the Chat feature be sure to ask for help to try it while waiting for the meeting to start.*

RAISE HAND (USE FOR DISCUSSIONS)

- If you would like to participate in a topic’s discussion, use the Raised Hand.
- At the end of the topic presentation, members will be called in order they raised their hand. (The Raised Hand Host does see them in order.)
- You may only speak once per discussion (one time at the mic). If you raise your hand a second time the Raised Hand Host will lower it as a reminder.
- You will have two minutes to speak, a timer will sound 15 seconds before your time is up to help you wrap-up your comments.
- *If you are unfamiliar with the Raise Hand feature be sure to ask for help to try it while waiting for the meeting to start.*

DIAL-IN (Audio Only)

- If you are a Voting GR, please make sure the Check-In person knows that. You will need to vote verbally when each vote is shown, you will be asked for your vote by the Chairperson.
- Dial-In members will not have the Chat or Raise Hand feature, please politely ‘interrupt’ as appropriate if you have a clarification question or want to participate in the discussion.

VIDEO REMINDER

If you have chosen video, your smiling faces are very comforting which adds to the feeling of closeness just remember we can see everything you are doing and what's behind you.

TECHNICAL DIFFICULTIES

If you are experiencing technical difficulties contact *Dan (Tech Help)* via text or call at 847-212-2948 to communicate your problem. If he doesn't answer, he may be helping someone else. Leave a message and he'll get back to you.

- Ideas to aid with a “choppy” connection
 - Keep your device plugged in
 - Move to a stronger Wi-Fi signal or use an ethernet cable
 - Turn off your video
 - Use a dial-in audio
 - When all else fails, sign in again