**Tips for a positive, well-run PA-A Zoom meeting**

* • \_If you are starting a new Zoom meeting, consider starting with (modifying) an existing PA-A Zoom meeting format. You can find examples here PA-A.org
* • \_Meeting hosts are encouraged to log into Zoom 10-15 minutes early and use the host code to ensure they have the capability to mute/unmute and moderate the meeting effectively. PA-A Zoom meeting rooms may be subjected to inappropriate material from time to time. The person with the host code can control what is displayed on the screen, can determine who can share in the chat window, and can mute/unmute all or individual participants. Be prepared to remind people that the chat window can be distracting and encourage people to listen to whomever is speaking. To familiarize yourself with host capabilities, visit https://support.zoom.us/
* • \_**All PA-A sponsored Zoom meetings are set up to permit multiple co-hosts and waiting rooms**. Co-hosts and waiting rooms are established by the host. Co-hosts can help let people in from the waiting room, and can mute/remove participants as needed. Visit zoom for more details.
* • \_Use your Fellowship Time. Each Meeting has a 10-15-minute block before and after the 75-minute meeting for fellowship and or questions. We suggest that secretaries and attendees check in early. Before the meeting, the secretary can ask for volunteers to help with meeting readings, and there is usually time for people to discuss if there are items of concern before the meeting starts. The block of time after the meeting is reserved for outreach to newcomers, for those who need to share and did not get a chance, for fellowship generally, and for Group Conscience meetings where people work together to make decisions about matters that affect the group.
* • \_We suggest each PA-A group, including Zoom groups, hold a regular Group Conscience meetings. Group Conscience meetings are held once a quarter to consider items of concern to group members. The Group Conscience decides topics such as whom to elect as secretary and any other service positions. Format, sharing time and other concerns can be brought up as well.
* • \_Do your best to ensure everyone gets a chance to talk. Use a timer for shares. If there is enough participation request a volunteer to help with timing before the meeting. Encourage participants to keep shares short so others have a chance to share. Service is an incredibly important part of recovery consider stepping back to give others the opportunity to be involved and be of service. Service can help address isolation and esteem issues.
* • \_Like excessive chat window use, video feeds can be distracting. Remember to turn off your camera if you are doing anything that is likely to bother others and help others to do the same.
* • \_Do your best to treat each and every participant with the same care and concern, whether you know them or not (and whether you can see them or not). We are all deserving of the same respect, time, and support. Thank you for being there!