

START ZOOM & FELLOWSHIP

SET UP THE ROOM

- **ENABLE: Waiting Room**
- **ENABLE: Allow Participants to Unmute**
- **ENABLE: Mute Participants on Entry**
- **CHAT: Host Only** (*option to open to everyone if you feel Zoom Bombing is not high risk*)

MANAGE ADMISSIONS

- **SCREEN and ADMIT participants into Fellowship**
- **RECOMMENDED ZOOM BOMBER SCREENING PROCESS:**
 - **LOW RISK: PEOPLE YOU KNOW**
 - Admit as they join
 - **MEDIUM RISK: PEOPLE WITH NAMES/PHOTOS**
 - Leave in waiting room for several minutes
 - IF they still remain in waiting room - Admit
 - **HIGH RISK: STRANGE/VAGUE/NO NAME and/or PICTURE**
 - Leave in waiting room (*will be admitted after unmute/chat is disabled*)

PRE-MEETING HOUSEKEEPING

- **Make Secretary Co-host**
 - **Notify Secretary of today's Moderator Name to announce for Attendance Verifications**
 - **Update "Attendance Sheets" chat with Moderator Name and today's date**
 - **Confirm list of Readers with Secretary**
 - **Confirm who will Mute/Unmute and Raise/Lower hands**
 - **Open "Readings" From NA-In-Place**
 - **Adjust/Increase text display size for ease of reading**
 - **Make sure "Favorites" & "Bookmarks" are hidden on browser**
 - **Open "Chimes" From NA-In-Place in a separate window** (*keeping Chimes in separate window increases the display space for Readings*)
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SECURE & BEGIN MEETING

FOLLOW BELOW SEQUENCE

1. **MUTE ALL on chat + DISABLE: Allow Participants to Unmute**

2. ADMIT ALL from Waiting Room

3. DISABLE: Waiting Room

(you can re-enable later if you wish and monitor for re-admits)

4. Inform Secretary they are OK TO BEGIN

(unmute Secretary if they have not done so themselves)

SECRETARY: Welcome (**SEND CHAT**)

WELCOME FROM LOS GATOS HOME GROUP.

This meeting is brought to you by the members of Los Gatos Home Group in Los Gatos California, for humans who are addicts and addicts who are humans to gather and share their experience, strength, and hope, and to help carry the NA message to the addict who still suffers.

Our meeting schedule is posted here: <http://lghg.org/>

MEETING GUIDELINES

- We ask that you please refrain from smoking or vaping while on camera
- Please silence your TV, radio, stereo, and any other sources of noise that are close-by
- When you introduce yourself, we invite you to also state where you're calling from
- Please keep your line muted unless you're sharing

Please note that the Host runs the technical portion of this meeting (readings, sounds, etc.) and may not be able to respond to questions during it. Thanks for your understanding.

BEGIN SHARE: Serenity Prayer

SHARE: What is Narcotics Anonymous?

STOP SHARE

SECRETARY: Welcome Newcomers (**SEND CHAT**)

NEWCOMERS RAISE HAND

If you're in your first 30 days of recovery and would like to introduce yourself please raise your hand in Zoom.

To do so, click the participant icon at the bottom of the Zoom screen. A box will appear on the right with some options. Then click the "Raise Hand" button.

On a phone line *6 to mute/unmute and *9 to raise your hand.

- **Raise/Lower hands**

- Mute/Unmute
-

SECRETARY: Readings

BEGIN SHARE: READINGS

READING	NAME
WHO	
WHY	
RECOVER	
HOW	
TWELVE	

- Mute/Unmute readers

STOP SHARE

SECRETARY: Anniversaries (*SEND CHAT*)

ANNIVERSARIES RAISE HAND

If you've celebrated a recovery milestone in the last week and would like to announce it please raise your hand in Zoom.

To do so, click the participant icon at the bottom of the Zoom screen. A box will appear on the right with some options. Then click the "Raise Hand" button.

- Raise/Lower hands
 - Mute/Unmute
-

SECRETARY: Announcements

SECRETARY: JFT Reading (*SEND CHAT*)

REMINDER: MEETING GUIDELINES

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- Please keep your line muted unless you're sharing

- **Unmute speaker**

READING	NAME
READING	

BEGIN SHARE: Just for Today Reading

- **Update & Send "TODAY'S READING" (SEND CHAT)**

TODAY'S READING

Just for Today, page ___ : ___

Just for Today: ___

- **Update "Thank You" Chat with Speaker names**

STOP SHARE WHEN SPEAKER FINISHES READING

ENABLE CHIMES: SHARE → ADVANCED → SOUND ONLY

SECRETARY: Shares (SEND CHAT)

RAISE HAND TO SHARE

If you would like to share, raise your hand in Zoom.

To do so, click the participant icon at the bottom of the Zoom screen. A box will appear on the right with some options. Then click the "Raise Hand" button.

SECRETARY: 7th Tradition (SEND CHAT)

SEVENTH TRADITION

We are now collecting 7th tradition during this meeting, which pays for online costs, buys literature, and supports the fellowship of Narcotics Anonymous Worldwide. Send your contributions via Venmo to @lghg7th. Detailed instructions are available on the Los Gatos Home Group website at <http://lghg.org/> under Contributions.

SECRETARY: Attendance (**SEND CHAT**)

ATTENDANCE SHEETS

If you need an attendance sheet validated, leave a private message to the moderator **NAME** using the following format:

Hi, I'm **NAME (FIRST AND LAST)**. I attended the online meeting on **TODAY'S DATE** at 6:00am. I need an attendance slip for this meeting. My email address is **EMAIL ADDRESS**.

- **Raise/Lower hands**
- **Mute/Unmute**
- **CHIME @ 3min** (*recommended using offline timer and not online "stopwatch"*)
- **If possible, while a speaker is sharing give the next speaker a heads up (**SEND CHAT**) that they speak next - they cannot see where they are in the queue.**

SHARING: Just a heads up, you are the next hand raised to speak.

- **OPEN CHAT TO EVERYONE** (*only if meeting was started "host-only"*)
(**SEND CHAT**)

CHAT

Hi everyone. Chat is now open to all group members.

SECRETARY: Time to end shares

- **Lower All Hands**

STOP SHARE

SECRETARY: Closing Thoughts

SECRETARY: Thank You (**SEND CHAT**)

Thank you everyone for joining.

Thanks to today's readers:

Special thanks to all who shared and to ___ for kicking us off!

Keep coming back!

Los Gatos Home Group
<http://lghg.org/>

SECRETARY: Just for Today

- Unmute speaker

READING	NAME
JFT CLOSE	

BEGIN SHARE: JFT

- **ENABLE: Allow Participants to Unmute Themselves**
([SEND CHAT](#))

After *Just for Today*, please unmute yourself if you would like to join the Secretary in reading the Third Step Prayer.

SHARE: Third Step Prayer

SHARE: Keep Coming Back

STOP SHARE

POST-MEETING FELLOWSHIP

- Save Chat Transcript
 - Email Chat Transcript to: nainplace.attendance@gmail.com
 - End Meeting (*after 15 min or if no active participants*)
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REPLIES TO COMMON REQUESTS

IF SOMEONE REQUESTS ATTENDANCE VALIDATION:

ATTENDANCE VALIDATION: Thank you. Your request has been logged and an email will be sent.

IF SOMEONE IS SMOKING/VAPING DURING MEETING:

Good Morning! We ask that you turn off your camera while smoking/vaping. Several folks have mentioned that vaping and smoking can be triggering. Also it's not permitted at our home group meetings. Thanks for your understanding.

ANSWERS TO COMMON QUESTIONS

WHY IS CHAT NOT OPEN?

Multiple LGHG meetings have been "bombed" by people flooding the group chat with profane and/or disturbing content. We limit contact to moderators in the beginning to help prevent this. Thanks for your understanding.

SMOKING/VAPING

Thanks for your question. Several folks have mentioned that vaping and smoking can be triggering. Also it's not permitted at our home group meetings. Given it's very simple to disable the camera, or to smoke off-camera, we made the call to request folks don't vape on camera. Thanks for your understanding.

WHERE IS LOS GATOS HOME GROUP?

This link shows it: [Where is Los Gatos Home Group.](#)