

Best Practices for Electronic Meetings

(Suggestions from your OAOCI Board)

1. Keeping Traditions

Anonymity. We suggest you read a statement such as the following as part of your meeting:

To preserve our eleventh tradition of anonymity, we request no recording or screenshots of any kind at this meeting, and no screen display of last names. If others can hear what is being said, please use headphones.

7th Tradition. We suggest you read a statement such as the following as part of your meeting:

We are self-supporting through our own contributions. 7th Tradition and "Just4OCI" contributions may be made via PayPal, credit or debit card at oaoci.org. Checks may be mailed to the Orange County Intergroup office, and are assumed to be Just4OCI unless otherwise specified. Indicate, where applicable, for what meeting you are making the contribution.

2. Participating in Zoom meetings

- Be prepared to mute and unmute yourself; in general stay muted to improve sound quality unless you are speaking.
- Rename yourself so that only your last initial is displayed. A fellow member can help you do this, or you can learn how with this link: <https://aasfmarin.org/maintain-anonymity-online-zoom-meeting>.
- It is courteous to stop video if you are moving around a lot, need to eat or leave the room. You can be seen by others if video is on, even if you cannot see yourself.
- Members may request a group conscience to address matters that arise because of the transition to electronic format. These may include matters affecting anonymity, how best to handle 7th tradition, meeting format, security, and how to welcome newcomers.

3. Welcoming Newcomers: Carrying the Message

Our primary purpose is to carry the message of recovery to the still-suffering compulsive eater.

- We suggest you read a statement such as the following as part of your meeting (Tradition 5): *If you are new, we welcome you to stay after the meeting ends to answer any questions you may have about the program and literature.*
- Members who accept newcomer calls may put their phone numbers after their name.
- Chat function may be used to list phone numbers, for both newcomers and willing members.

- Remind everyone to go to oaoci.org regularly for up-to-date meeting access and other information.
- Remind everyone that World Service, oa.org, is still selling literature. It also lists virtual meetings around the world. The OCI office is not currently able to sell literature.

4. Meeting Security

- Use a Password. We urge you to use a password for Zoom meetings. Even a simple, easy-to-remember password prevents automated intrusions.
- Do not publicly display one-click meeting links.
- Zoom accounts should have the following security settings:
 - Disable all recording.
 - Disable screen sharing for participants (can be enabled only when needed.)
 - Mute and stop video on meeting entry.
 - Disable Allow Removed Participants to rejoin.
 Please avoid waiting rooms. They do not improve security and are not friendly to newcomers.
- Please tell the E-media manager (emediamgr@oaoci.org) if you experience any unpleasant intruders in your meeting so that we can tighten security if needed.

5. Hosting a Zoom meeting:

- For larger meetings, we suggest the Zoom host and the leader be two different people. Meetings may want to make the Zoom host a service position.
- Host should make sure participants without video get to participate fully (i.e. vote, share, and raise their hands.) *9 is the “raise hand” function for audio-only Zoom.
- Hosts should know how to mute, stop video, and remove participants.
- Host should consider renaming people whose names display only as phone numbers.
- We recommend that the host open the meeting 10-15 minutes before the start time, and invite people to join early to resolve technical challenges.
- When asking a new person or substitute to host a meeting, or when a meeting number is changed, make sure the host test-runs a meeting well before the actual meeting. It can be challenging to host a meeting for the first time, or to use a different account than your own.

Notes:

- Training videos for just about every feature can be found at zoom.us.
- The Virtual Intergroup has instructions for virtual meetings and sample formats that you may find helpful.

<https://www.dropbox.com/sh/dot6r3vpqn2kujk/AActi6mQ438ewiPykITFKQlaa>