

Hybrid Meeting Tips

Key ideas

- Location- Does the meeting have quality Internet Access? It is not recommended to use a hotspot off a phone – they are too unstable. #1 priority
- Hosting- Do you have a consistent Zoom account to use?
- Equipment- this may vary from high tech to simple
 - Small meetings may simply use a tablet or laptop at the onsite location and pass it around to each speaker.
 - For larger meetings, consider purchasing a:
 - Web Cam – (if not using the laptop or tablet camera)
 - Speaker- may need a small speaker to project the sound
 - Microphone – some webcams have one included.
 - Laptop capable of hosting a meeting (most will have this capacity; one meeting uses an OA member's old laptop she donated to the meeting. It was first wiped clean of all personal information)
 - Preferably the meeting room will have a monitor or television with HDMI attachment from laptop you can share video with everyone in the meeting. This makes it easier to see as compared to people in the room looking at a laptop or tablet screen.
- Gate Keeping
 - In person Secretary to run the meeting and set up laptop.
 - Zoom Secretary to be Host – To run the meeting as normal.
 - Security – To check who is allowed in the meeting and promptly remove anyone that isn't complying with meeting guidelines for safety
 - Video on to verify each online participant
 - Control who gets the passcode for the meeting. You may list a contact person on OA.org who may be contacted by OA members interested in attending the meeting for a brief screening before giving out the password.
 - Host to put Zoom on Speaker View- this highlights the person speaking and makes their Zoom box bigger- easier to see for everyone in person and attending in Zoom
- Tone
 - Try to have equal participation between people in the room and in the Zoom Room. Suggest 2 weeks a month in-person members complete the readings and 2 meetings a week - Zoom members complete all readings. Volley back and forth between Zoom and in-person for shares.
 - Set up the room to allow people in person to sit in a semicircle facing the screen.
- Seventh Tradition
 - Collecting your 7th tradition to donate to the recommended distributions: 50% goes to intergroup, 40% to World Service OA, 10% Region
 - Cash Apps attached to an email specifically to the meeting is the best option. You can create an email such as Tuesday7PMTexasOA.gmail.com This allows you to move who manages the email as you rotate service. This allows the meeting to donate to the suggested
 - Examples of Cash Apps: PayPal, Vemo, Zelle

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- Literature
 - Online newcomers may be sent a link to OA's Virtual Welcome Room – <https://oa.org/documents/virtual-welcome-room/> This is an interactive PDF that helps acquaint people with OA.
 - In the room, you may want a selection of literature for people to browse and purchase. Encourage people to buy their own copies and not acting as a library.
- Decisions your meeting will have to decide in a group conscious meeting
 - What type of meeting will it be? – Literature, Open Discussion, Speaker
 - Rotation of duties. What are the term times for service positions?- recommend positions be for 6 months with people backing each other up.
 - Participation in meetings.
 - Announcements- Allow announcements form both in person an online members; Zoom host may post fliers by sharing screen for announcements.