

NA Virtual Recovery Meeting Best Practices

Meeting Access:

There is no charge to attendees to join our virtual online recovery meetings nor is there any charge to attendees to use the Zoom software platform. All costs are paid are covered by our service bodies. However, it is important to honour the 7th Tradition and consider offering a contribution to help cover these expenses as well as continue to fund our service structure in the important work they do.

Joining the meeting can be done using a number of different devices. There is some software feature difference with various devices. Here is the order in which you can control the most features easiest;

Computer, Laptop, tablet, cell phone, landline (landline will offer the least number of features)

You can use the Zoom app, a web browser or phone call to join the meeting. It is a good idea to read the [Join A Meeting](#) overview on the Zoom site. You can access our meetings using this link if you are using any device except a landline; <https://zoom.us/j/6263384647>

If you are using a phone to call in be sure you have a national phone plan to avoid potential long-distance charges for calls within Canada. Use the following Canadian numbers to call in to the meeting and then use the meeting code to join the meeting;

- [1 778 907 2071](tel:17789072071)
- [1 438 809 7799](tel:14388097799)
- [1 587 328 1099](tel:15873281099)
- [1 647 374 4685](tel:16473744685)
- [1 647 558 0588](tel:16475580588)

Technical Assistance:

We do not have the capacity to offer **any** technical assistance relating to the software platform used, your hardware devices nor any functionality. We recommend you visit the [zoom website](#) for information.

Privacy:

Anonymity is an important spiritual principle. This is no less important when it comes to attending an online meeting. The sharing that takes place needs to be in a confidential and safe environment. To help ensure this happens we suggest you are aware of your surroundings and who might be listening. To best ensure privacy we would recommend you use a headset or ear piece when listening to shares so others around you cannot hear the sharing. Though you may not mind people around you hearing you share, other people in the meeting are expecting they

are sharing only to those in the meeting. And like face to face meetings, please keep what you hear in the online meetings to yourself.

Sharing:

If you to share at an online meeting use the [raise your hand button](#) when the Chair Person asks who would like to share. The Chair Person will see the hands of everyone interested in sharing and will call upon the people to share. Because of time constraints, it is quite possible you do not have an opportunity to share. If you do get selected to share, you will be given 5 minutes as which time you must end your share or the Chair Person will ask you to close your sharing or mute your microphone.

We would ask that while you are sharing you do not offer cross talk or use profanity and that you focus on the topic(s) of the meeting whenever possible.

Note that attendees considered to be causing a disturbance can expect to be removed from the meeting room and may be banned from attending future meetings should the service body determine that is the best course of action for the safety and serenity of the meeting space.

Video & Audio:

When you are not sharing you are asked to keep your microphone muted at all times. Background noise can be extremely annoying and may also cause feedback.

You can generally use your video option to display a live picture of yourself. However, be mindful that movement and multi-tasking on your part can be very distracting to others in the meeting. If you need to move around you are asked to turn off your video during that time and start it again when you have stopped moving.