



# Hybrid Meetings

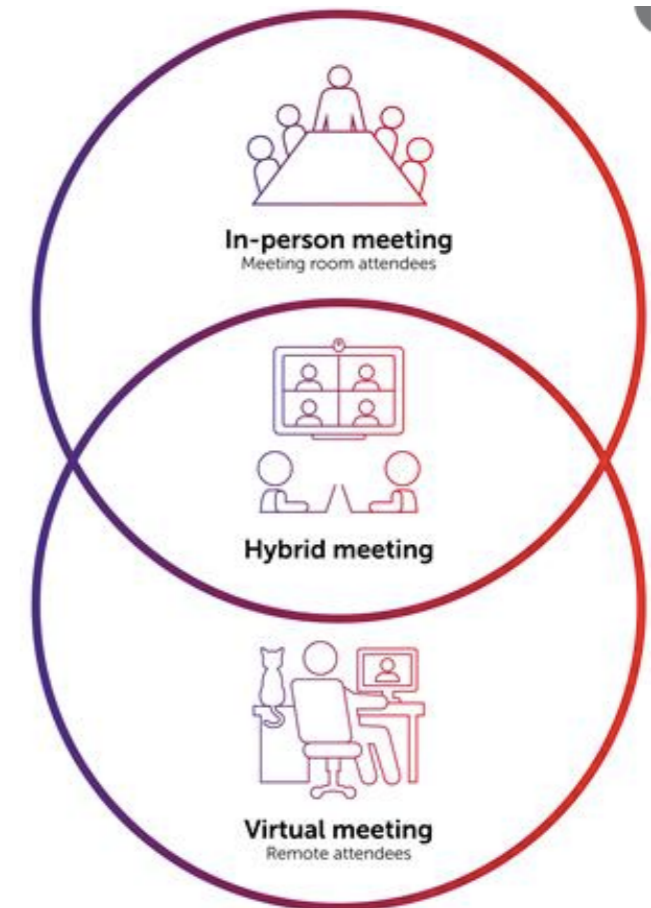
## **Families Anonymous Education Committee Presentation**

September 24, 2022

# Definition

## Hybrid Meetings

- Feature at least one set of in-person / face-to-face attendees
- Connecting virtually
- With other remote attendees



While hybrid events have been around for a number of years, their importance grew during and following the COVID-19 pandemic.

# Benefits

- No need to travel to meeting (bad weather and traffic are not obstacles)
- Geography is not an issue (attendees can be located anywhere)
- Relationships built during virtual meetings continue – members who joined groups from other locations remain a part of the group
- Can attend a meeting even if you're feeling "under the weather"
- Allows you to attend your group meeting even when you're out-of-town
- Can attend a meeting at a time convenient for you / when you need it most
- Provides the opportunity to meet in person for those who find that most beneficial

# What You Will Need

- Laptop Computer with Internet Access
- Meeting Application (such as Zoom, GoTo)
- Camera (computer or external)
- Conference Microphone / Speakers for Computer  
(\$30 - \$200)
- USB Cables to connect to external microphone / speakers



# “Nice to Have” Equipment



- Wide-Angle Webcam with Microphone (\$40 - \$50)



- Meeting Owl – microphone/speaker/camera unit (\$900 - \$1,200)

If you're looking for a meeting location ... consider venues that offer amenities such as these and large screen TV monitors.

# Advice on Equipment

- **Be Creative!**
  - Lazy Susan - (allows computer camera to be directed toward speaker)
- Expect to **Troubleshoot!**
  - Obstacles to strong connectivity
  - Ambient noise (fans, etc.)
  - Feedback if volume is too high

# FREE Downloadable Resources

#5003V Families Anonymous Suggested Meeting Format with Basic Readings for Virtual Meetings *(contains the following pages, which may also be downloaded separately:)*

#5003V-1 Families Anonymous Suggested Meeting Format for Virtual Meetings

#5003-1A Families Anonymous Meeting Introduction

#5003-2 About Substance Use Disorder

#5003-3 The Four Destructive Forces

#5003-4 The Twelve Steps of Families Anonymous

#5003-5 The Twelve Traditions of Families Anonymous

#5003-6 Helping

#5003V-7 Special Considerations & Group Positions for Virtual Meetings

#5003V-8 Using Zelle to Donate to the Fellowship

# Best Practices

- A day or two before meeting, send out an **email reminder with link** to meeting
- If meeting room has a **TV monitor**, connect to it with an **HDMI cable** *for the benefit of those attending in-person* – very simple to do
  - **HDMI Port**: almost all TVs/Screens/Laptops come with HDMI ports now
  - **HDMI Cord**: typical cost is \$10 or less (many meeting sites have HDMI cords available for use free of charge)
- Post links in the chat to the following FA website pages:
  - **FA Website**: [familiesanonymous.org](http://familiesanonymous.org)
  - **Free Downloads of FA Material**: [familiesanonymous.org/literature/free-downloads](http://familiesanonymous.org/literature/free-downloads)
  - **FA E-Store for Literature Purchases**: [familiesanonymous.org/shop](http://familiesanonymous.org/shop)
  - **Donations to World Service Office via Zelle**: [donate@familiesanonymous.org](mailto:donate@familiesanonymous.org)
  - **Other Ways to Donate**: [familiesanonymous.org/donate](http://familiesanonymous.org/donate)
  - **Email Address for Zelle Donations to Local FA Group #\_\_\_**: \_\_\_\_\_



# Best Practices (cont'd)

- Other uses for the chat area:
  - A place for people to enter their first name and phone number if they are **willing to be contacted between meetings**. This is a convenient way for newcomers to take someone's number.
  - For people to express **interest in leading an upcoming meeting**.
  - For members to express **interest in either being a sponsor or seeking a sponsor**.

# Best Practices (cont'd)

- Keep remote attendees engaged!
  - Use **Screen Share to display Readings on the screen** for those attending virtually
  - **Invite online members** to read the Readings
  - **Provide opportunity** for remote members to share
  - Set up **break-out rooms** so people have an opportunity to interact on a more personal basis during or after the meeting

# Newcomers

- **Send Newcomer an Email with:**
  - Meeting information (date / time / link to meeting)
  - Instructions on how to install meeting application (eg. Zoom, GoTo)
  - FA links to required readings and literature page
- **Invite the Newcomer to Stay On After the Meeting so that you can:**
  - answer any questions
  - allow them to share their story in a more intimate environment
  - arrange for a “welcome kit” to be sent
  - determine how they heard about the group (this can help with further outreach efforts)

# Other Considerations

- **Set Up a Shared Drive** (e.g., Google Drive, iCloud Drive, etc.) for Group Members
  - Place **Suggested Meeting Format** and other **Free Downloadable Meeting Materials** on the drive for easy access. **Include a link to the shared drive** in the weekly e-mail to group members and newcomers.
  - Include **Sign-Up List for Leading Meetings**. For example, create a spreadsheet using applications like Google Sheets.
  - Keep a list / spreadsheet of attendees with First Name & Last Initial, phone, email and most recent attended date. Sort by date from most recent to oldest, then first name. This serves as a **list for members to contact others**.

# Helpful Roles

- **ON-SITE Technology Administrator** – attends meeting **in-person**
  - Sets up the computer and other equipment in the meeting room
- **VIRTUAL Technology Administrator** – typically operates tech **from home**
  - Adds information to chat area
  - Opens the webpage for the meeting, and admits members as they come on
  - Sets up and opens Breakout Rooms (if used)
  - Closes the webpage at the end of the meeting
  - Maintains information on a Shared Drive (if using)
- **Group Secretary** – *If group is small, the secretary can perform both Technology Admin tasks plus:*
  - Sends the URL to members each week for logging on virtually. May also include the topic for the week so members can prepare in advance
  - Forwards the “Suggested Meeting Format” to newcomers
  - Asks for volunteers to lead the next meeting

# Additional Responsibilities for Existing Positions

- **Treasurer**

- Sets up Zelle account for remote donations
- Assists members if they have questions about how to donate

- **Literature Chair**

- Mails new-member packets to newcomers
- Recommends literature for specific issues, and assists members with questions

- **Greeter**

- Greets members as they come on the call
- Makes newcomers feel welcome
- Stays on the call after meeting closes to answer questions for newcomers

# Q&A

- How can we help you?
- Do you have ideas to share with other groups?



# Need More Help?

## Contact Us:

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