

## **Saturday 8pm - Technical Information**

### **For the Secretary/Chair to read before leading a phone bridge meeting**

**As the Secretary/Chair for this meeting you will be given a “leader code” that will give you more features on the key pad than other members.**

**Here is some information that will help before dialing into the meeting once you have been given the leader code.**

- 1. Dial the phone number and then use the regular pin number followed by the # sign that everyone else uses.**
- 2. There will be a voice prompt after entering the regular pin # that says “IF YOU ARE THE MODERATOR PLEASE PRESS 1.”**
- 3. Follow the prompt and Press 1.** The word “moderator” and “leader” mean the same thing.
- 4. The voice prompt will again say “PLEASE ENTER THE MODERATOR PIN (Leader Code) number FOLLOWED BY THE # SIGN”.**
- 5. You will join the phone meeting muted after entering the leader code and # sign. Press \*1 to unmute yourself and then introduce yourself as the Secretary/Chair of the meeting. Press \*0 for a menu of all features.**

**Probably one of the most important** services you can give as the Secretary/Chair is **to have the highest sound quality** on the phone bridge system. This means without background noise and weak sound quality. **“Sound”** is all we have for the phone meeting to work.

**Background noise can be taken as disrespectful or interruptive while members are speaking. As a trusted servant you can guide the meeting without background noise or interruptions to the best of your ability.**

**Along with your own skills; here are a few tips and a few pieces of information to help you:**

- 1. Technically the phone bridge system is built for “only” one person to be unmuted at a time. This of course would include, You (the Secretary/Chair) as well as the Timekeeper to stay muted by using the \*1 keys. The timekeeper only unmutes to say “time”. The Secretary/Chair unmutes a few seconds before the member is done sharing to welcome the next share. You can remind the timekeeper to please stay muted except to say “time”. (Only one line unmuted at a time).**

2. **As the Secretary/Chair** (with the leader code) you **are encouraged to use the \*5** to clear the line to address the noise. This ensures that members will be able **to speak so their share can be heard**. Then the member can press the \*1 keys to continue sharing without the previous background noise. **We call this “Cycling Through”**. (Most of the time people forget to mute and don't know they are not muted). This can be done by saying **“Excuse the interruption, I'm going to clear the line”** and then **press \*5 keys**. You then could say, **“Whoever** was sharing please press \*1 and begin again,” or **“Whoever** would now like to share please press \*1 to unmute yourself.”
3. Some meetings have multiple readers. The extra unmuted lines will cause the reading to be heard by some but not by other members. Here are some suggestions.
  1. Organize the readers so they know the order they will be reading.
  2. Then tell the rest of the readers to mute until a few seconds before it is their turn to read.
  3. After each member reads remind them to mute again.
  4. **(AS A Rule of Thumb)**, just because you can hear does not mean that other members can. These phone meetings have global coverage. Not all phones have equal sound. **Only one line unmuted at a time will keep a clear worldwide phone line for everyone during the meeting.**

These 4 technical points can promote safety, warmth and recovery similar to face to face meetings. This was written to assist you to know and understand the phone bridge technical features.

**Thank you** for taking the time to read these suggestions. If you need help, just ask. Congratulations on doing service and beginning the flow that opens our heart to what it already knows---that we all need each other.

Sincerely,  
Your Web Coordinator

# The Meeting Format Starts Now

(This is the part you read out loud)

## FORMAT:

### Saturday Evening Sunset Speaker 8pm Meeting

## INTRODUCTION:

Hi, my name is \_\_\_\_\_, a grateful Al-Anon member and your secretary for this meeting.

## PHONE ETIQUETTE

- a. Prior to joining the meeting, we ask members to temporarily disable their call waiting by dialing \*70 before calling the number to the phone bridge (example \*70-1-712-432-8733). If a member does not disable their call waiting, we may hear your conversation or beeping.
- b. When you dial in, you will start the conference being muted.
- c. Stay muted at all times unless you are sharing. You can un-mute by pressing your \*1 keys. You will hear a voice saying "you are now un-muted". Some phones do not have a long enough beep for the muting and un-muting to happen. You may have to press \*1 several times for this function to work. When the voice comes on, you will know that the \*1 keys have worked.
- d. We ask members to use the \*1 keys to mute even if they have a mute function on their individual phones. The \*1 keys ensures the greatest sound strength for the entire phone line and provides the greatest service to all members of the phone bridge during the meeting.
- e. Please do not use a speaker phone for sharing or we will all hear an echo. Some speaker phones will not mute even when pressing your \*1 keys.
- f. To hear a menu of all the features--such as volume control or member count--simply press \* by itself.

## 3.) SERENITY PRAYER:

Let's open with a moment of silence for those family members still suffering inside and outside of these rooms, followed by the Serenity Prayer.

God grant me the serenity  
To accept the things I cannot change,  
Courage to change the things I can,  
And wisdom to know the difference.

(Al-Anon/Alateen Service Manual pg. 10)

**4.) SUGGESTED AL-ANON/ALATEEN WELCOME Chairperson or Volunteer reads:** (found in How Al-Anon Works pg 8 or Al-Anon/Alateen Service Manual pg. 10 - 11)

**5.) Volunteers needed to read:**

- a. Suggested Preamble to the 12 steps (found page before Jan 1 in all daily readers)
- b. Al-Anon 12 Steps(found in page after Dec 31 in all daily readers)
- c. Al-Anon Tradition and Concept of the month ( found after the steps)

**6.) Let's go around the globe and introduce ourselves.**

Hi, I am (Name) from (State)

### **Announcements**

- A. **7<sup>th</sup> Tradition:** Al-Anon is fully self-supporting, declining outside contributions. Although we have no expenses related to this phone bridge, we ask that you send your contributions to WSO or make donations at face to face meetings. (WSO# for this meeting is 30592440.)
- B. Do we have any available **Al-Anon sponsors**?
- C. Do we have a volunteer who will **stay of the line after the meeting** to answer questions about Al-Anon or to explain the phone etiquette? Are there any **newcomers** on the phone bridge today and you can press your \*1 key to unmute yourself and state your name so we may greet you? We reserve the last ten minutes of the meeting especially for newcomers to share or for members who normally are quiet so that everyone on the phone bridge has an opportunity to share.
- D. Are there any Al-Anon related **announcements**?
- E. All meeting schedules will be read after the meeting closes after telephone #'s are given.
- F. Business meeting is on the first Saturday of the month.

**8.) MEETING TOPIC:**

This meeting is a speaker meeting. The speaker will speak for approximately 10-15 minutes on a topic or step of their choice. After our speaker is finished we will open up the meeting for 3 minutes shares on a topic picked by the speaker.

Can our speaker-seeker please introduce our speaker for this evening? (Note to the Leader: If speaker-seeker is not present on the line, ask: "Is the invited speaker on the line?")

**9.) After they are done speaking:**

Thank you \_\_\_\_\_ (speaker) for your share and all the people that read. Would you (the speaker) like to give out your phone number?

**10.) Anonymity Statement:**

. In Al-Anon, this is a gentle reminder that we speak from our own experience and ours is derived from living with the effects of alcoholism. We ask those who are members of other anonymous programs not to break their anonymity and to try and identify with the Al-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation.

**11.) Spiritual Timekeeper:**

. We have three minute shares. Do we have a volunteer to be our spiritual timer? Would the spiritual timer like to share first?

**12.) 15 MINUTES TOP OF HOUR** we now offer sharing time especially for newcomers or those members that don't regularly share.

**13.) CLOSING (Five minutes before the top of the hour):**

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**14.) SUGGESTED AL-ANON/ALATEEN CLOSING** (found How Al-Anon Works pg. 380 old or pg. 396 new)

**Chairperson or Volunteer reads Closing. All who care to, join in saying:**

**15.) AL-ANON DECLARATION ( pg IX(9) Paths to Recovery or Service Manual pg 22)**

**16.) SERENITY PRAYER.**

**17.) NAMES and TELEPHONE NUMBERS** (ask members to call out names and then ask for numbers from those individuals also ask if safe line and times best to call)

**Meeting schedule** and phone bridge information can be accessed on the web at [www.alanonphonemeetings.org](http://www.alanonphonemeetings.org). Format changes, determined by the group conscience of each autonomous meeting, can be emailed to [alanonphonemeetings@yahoo.com](mailto:alanonphonemeetings@yahoo.com). As per group conscience, proposals for new **meetings** and format drafts ideas can be

brought to the Group Conscience Meeting on the 4<sup>th</sup> Saturday of every month at 1:30 EST.

## MEETING SCHEDULE

All Eastern Time Zone, same phone and pin number as you dialed in for this meeting.

<b>8am</b>	<b>Saturday and Sunday</b>
<b>9am</b>	<b>Weekdays (Monday ----- Friday)</b>
<b>10am</b>	<b>Saturday</b>
<b>11am</b>	<b>Sunday</b>
<b>Noon</b>	<b>Monday ----- Saturday</b>
<b>2pm</b>	<b>Sunday</b>
<b>4pm</b>	<b>7 days a week</b>
<b>6pm</b>	<b>Saturday</b>
<b>8pm</b>	<b>7 days a week</b>
<b>10pm</b>	<b>Monday, Tuesday, Thursday, Friday, Saturday and Sunday</b>
<b>12 midnight</b>	<b>Thursday</b>

We now open up this space for anyone to announce any **other Al-Anon Meetings** on different phone #'s and pins. Is there any that someone would like to announce?

Does anyone want the detailed (books and topics) list of the meeting schedule?

Secretary turns the meeting over to the newcomer greeter. The phone bridge will remain open for fellowship until the next scheduled meeting

**All Eastern Time Zones on the same phone and access code you dialed.**

8:00am

**Sunday**, Early morning Rise & Shine Step Study

**Saturday** Early Morning Speaker Meeting

9:00am

**Monday** 3 Daily Meditation Books ODAT/Courage to Change/Hope for Today

**Tuesday** Step 1 How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

**Wednesday** Step 2 How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

**Thursday** Gratitude 3 Meditation Books

**Friday** Step 3 How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation

11:00am

**Sunday** Step/Tradition/Concept/3 Mediations Paths to Recovery

12:00 Noon

**Monday** Day A Topic from the 3 Meditation Books

**Tuesday** Al-Anon 12 & 12

**Wednesday** From Survival to Recovery

**Thursday** Al-Anon 3 meditation Books

**Friday** Speaker Meeting

**Saturday** Hope for Today Meditation Book

2:00pm **Sunday** Paths to Recovery Book Study

4:00pm

**Monday** Beginners Meeting 3 Meditation Books/How Al-Anon Works/Beginners Pamphlet

**Tuesday** 10<sup>th</sup> Step How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Meditation Books

**Wednesday** 11<sup>th</sup> step Guided Mediation Paths to Recovery/ How Al-Anon Works/3 Med

**Thursday** Slogans How Al-Anon Works/3 Mediation Books

**Friday** 12<sup>th</sup> step

**Saturday** Opening our Hearts

**Sunday** Transforming our Losses

6:00pm

**Saturday** The Eleventh Step Study Meeting

8:00pm

**Monday** From Survival to Recovery

**Tuesday** Topic discussion from 3 meditation books

**Wednesday** Beginner's meeting How Al-Anon works

**Thursday** Step/Tradition/Concept/3 Mediations Paths to Recovery

**Friday** How Al-Anon Works

**Saturday** Speaker meeting

**Sunday** Steps and Traditions How Al-Anon works

10:00pm

**Monday** 4<sup>th</sup> Step WRITING Workshop Blue Print for Progress

**Tuesday** Discovering Choices LBGTO

**Thursday** 4<sup>th</sup> Step WRITING Workshop Blue Print for Progress

**Friday** Recovering in Al-Anon The Dilemma of the Alcoholic Marriage

**Saturday** Traditions Meeting How Al-Anon Works/Paths to Recovery

**Sunday** Sharing Our Recovery using The Forum Al-Anon's Magazine

12 midnight

**Thursday** 3 Daily Readers 3 Mediations Books