

CNMI Suggested Guidelines for Transitioning to Hybrid Meetings

NB: There is no requirement that any meeting become hybrid. This is the choice of the meeting and its group conscience. CNMI is simply providing this suggested information for those who may need it.¹

Preliminaries

- Has your meeting had a group conscience about becoming a hybrid meeting, and do you feel you have the personnel necessary to produce a hybrid meeting consistently (consistency is important so that newcomers can count on your meeting!)?
 - Required personnel:
 - Meeting chair
 - Zoom and audio/visual host (someone to run the remote part of the meeting, operate the laptop, microphone, and/or web cam)
- Make sure your meeting location has a dedicated internet network, and that you have permission to use it as part of your room rental.
- Do you have a valid Zoom license (1 license per person, though multiple people can be made co-hosts)?
 - If you do not use Zoom, do you have another video conference platform in mind such as freeconferencecall.com?

Equipment

- (minimum) 1 element -- a laptop or iPad with a camera and microphone
 - This requires that the Zoom and audio/visual host turn and reposition the laptop every time they admit someone or need to see the chat or the participants on zoom.
- (better) 2 elements -- a laptop with an added webcam and/or surround sound microphone/speaker.
 - This enables the webcam and microphone/speaker to remain stable while the Zoom and audio/visual host runs the laptop.
- (best) 3 elements -- a dedicated TV monitor with wireless capability or a projector with wireless capability, a surround sound microphone/speaker, and a laptop
 - This enables the webcam and microphone to remain stable while the Zoom and audio/visual host runs the laptop.

Meeting Procedures

- Zoom and audio/visual host arrives at least 15 minutes before the start of the meeting, in order to log into the network, get on Zoom, and make sure the camera and microphone are working. They then admit people remotely.
- Meeting chair comes 10 minutes before the meeting and prepares to lead the meeting.

¹ Tradition Four: Each group should be autonomous except in matters concerning other groups or OA as a whole.

- The format should be changed to reflect the hybrid format (that is, people both in person and remote)

Best Practices for Hybrid OA Meetings²

1. Health: In a group conscience meeting, discuss what (if any) health protocols the group wishes to set up in the physical meeting room. These will vary from group to group. Do members wish to require masks, social distancing and/or sanitizing of surfaces? Note: OA cannot guarantee any member's safety at the meeting.
2. Update info: Submit your updated information to both oacnmi@gmail.com and to <https://oa.org/add-a-meeting/edit-a-meeting/>
3. Prepare: Test all equipment in the room in advance of each meeting.
4. Plan B: Have a backup plan in case the equipment does not work. (Ex: A plan could be to sign on to Zoom from a cell phone if the laptop or tablet does not work.)
5. Format: Adapt the meeting format so it covers all information needed for face to face component and virtual component of the meeting.
6. Seventh Tradition: Plan how 7th Tradition will be conducted in both the room and virtually. How will funds donated in both online and face to face component reach your Treasurer?

Approved by OA CNMI July 7, 2021

Questions or need help: contact Taylor at taycdc@hotmail.com or (646) 996-6515

² Alcoholics Anonymous handout, "Organizing a Hybrid AA Meeting," Cape Atlantic Intergroup of AA, "Hybrid Meeting Guide," Nassau County Intergroup of OA, "Hybrid Meetings"

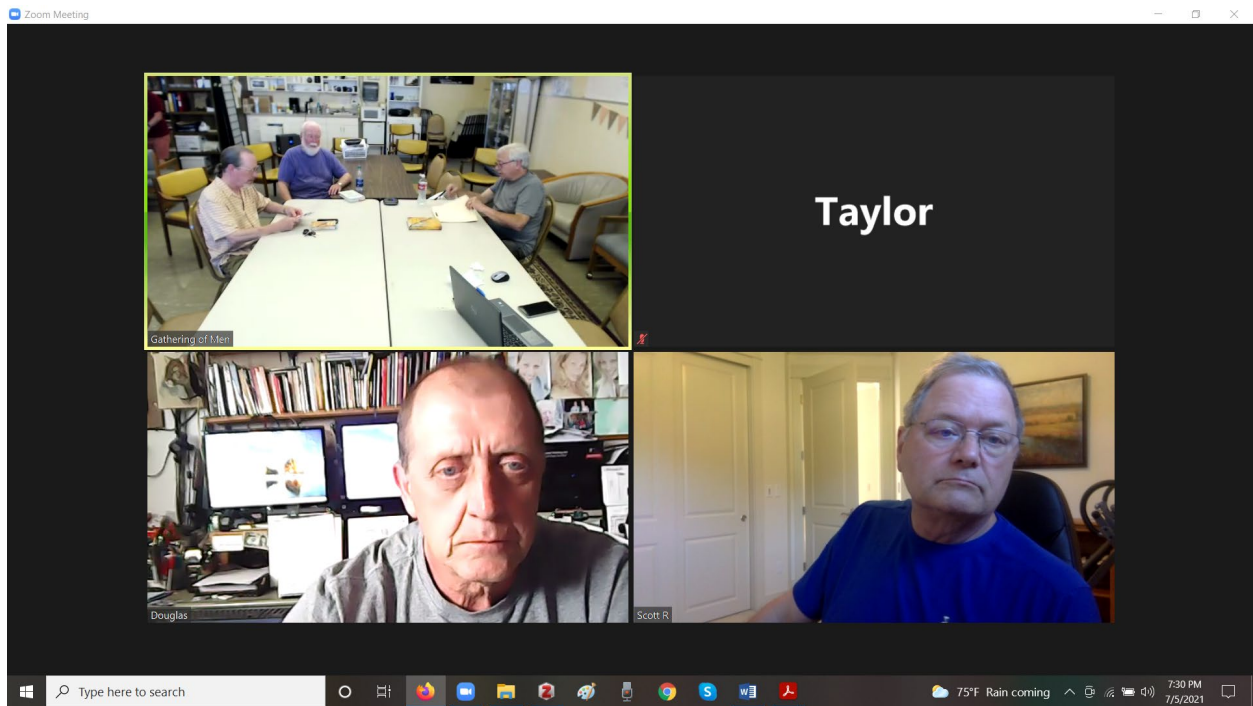
Hi All,

I asked the guys permission to use these photos. These images were from a hybrid meeting I attended. It worked like a treat.

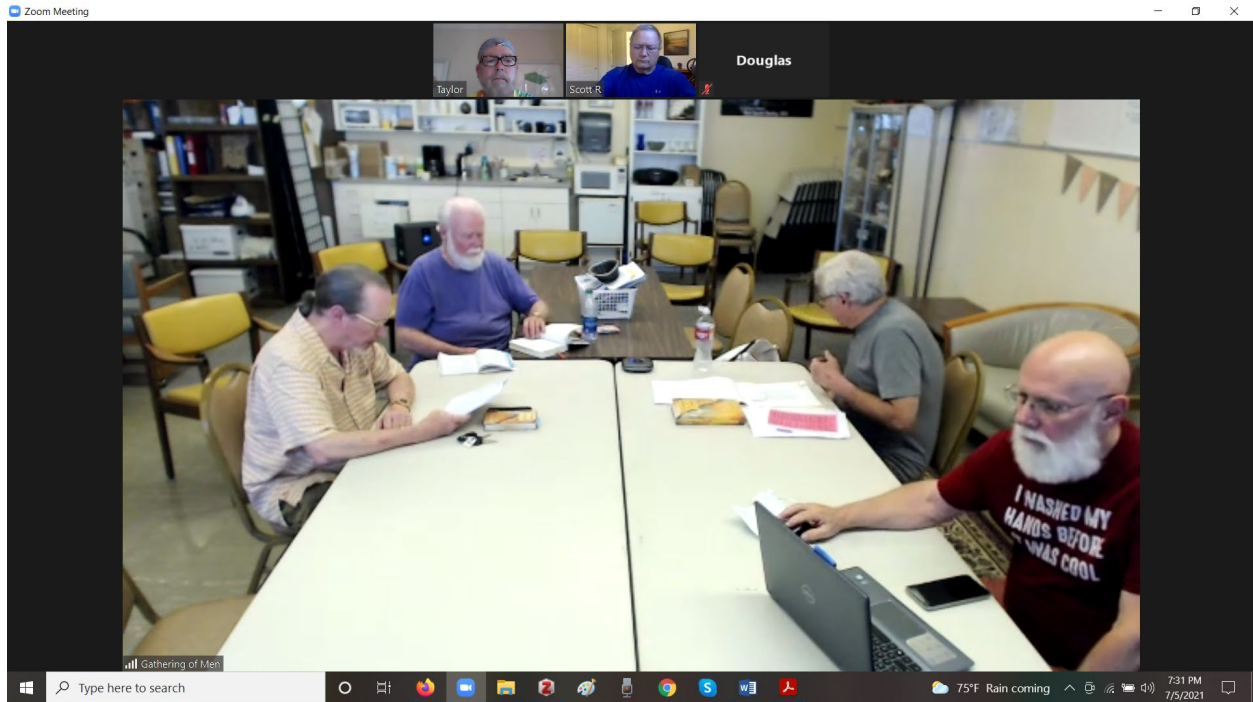
This hybrid meeting used:

- An old laptop with wireless and Bluetooth capabilities
- A Bluetooth microphone/speaker with 6 mics
- A wireless TV
- A Zoom account
- Wireless in the church
- 1 host to run the zoom
- 1 chair for the meeting

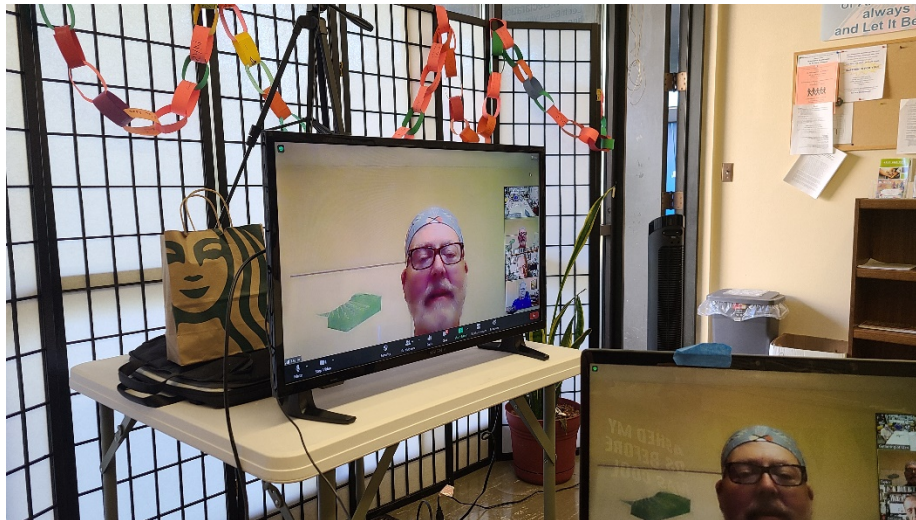
This is how my screen looked. You can see in the upper left corner the “live” room. The mic/speaker is at the head of the TV. This is gallery view.



Here you see the zoom host bottom right running the meeting live. This piece is required to be live. This is in speaker view. When someone in the live room speaks, the pictures enlarges.



This is how it looked from the perspective of the Zoom host. Speaker view.



This is how the TV looked for the live meeting attendees. Gallery view.

