

Sunday 8am - 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.

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 unmuted”. 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.**

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:

Arise and Shine Sunday Morning 8:00am (Eastern Standard Time)

Please disable call waiting by using*70 before dialing or we may hear your conversation. *1 to mute and unmute. Stay muted unless sharing. Do not use speaker phone, this will cause an echo. Press * by itself for menu (such as volume control and member count).

Paths to Recovery Step Study:

1. Hi, my name is _____, a grateful Al-Anon member and your secretary for this meeting
2. 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.
3. Secretary reads:

THE AL-AL-ANON/ALATEEN WELCOME:

Secretary reads or asks a volunteer to read Al-Anon's Welcome that can be found on page 8 in How Al-Anon Works, or pages 10-11 in the 2010-2013 Service Manual.

Secretary asks:

4. Would someone please read?
 - A. **The Preamble to Al Anon's 12 Steps**, which can be found 2 Pages before January 1 in all three meditation books
 - B. **Al-Anon's 12 Steps**, which can be found one page after December 31 in all three meditations books

C. **The 12 Tradition's**, which can be found one page after the 12 Steps in all three of the meditation books

5. Let's go around the globe and introduce ourselves.

Hi, I am _____(Name)_____ from (_____State/Country)

Secretary asks:

6. Are there any AI-AI-Anon related announcements?

7. The Group Conscience Business Meeting for this meeting is the 3rd Sunday of the month

8. 7th Tradition: AI-AI-Anon is fully self-supporting, declining outside contributions.

We ask that you send your contributions to the World Service Office address:

AI-AI-Anon Family Group Headquarters, Inc.

1600 Corporate Landing Parkway

Virginia Beach, VA 23454-5617

with "Arise and Shine Sunday 8am Step Study phone bridge" **WSO ID 00504113** noted in the memo line of your check, or give to local Inter-group or make donations at face to face meetings

9.. In this meeting we read from "Paths To Recovery" and share as we go along. We suggest that if you wish, give your name again at the end of your share.

(Note to Secretary: When reading a Step we read 2 paragraphs at a time and then pause until everyone who wants to has had a chance to share. At the end of the Step we then go through the questions, one question at a time until everyone who wants to has shared)

Ask for a **volunteer to read: page 4** starting with the last paragraph, which begins with "The Steps Suggests four primary ideas..." read #1 through 4.

Read the Step we are currently studying

Ask for a volunteer to read: 2 paragraphs from the current Step or the Secretary reads a question following the current Step, if the current Step has been completed.

10. In AI-AI-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 AI-AI-Anon approach for the family illness. Ours is a different experience and calls for a different interpretation. Please resist the desire to directly comment on another person's share. Your intention may be to show support, but

directly commenting on another's share could be misinterpreted

11. Request a **spiritual timekeeper** to time 3-minute shares. The timekeeper will say time.

(Note: Read and **share until 5 minutes** till the top of the hour (then begin closing)

12. Secretary asks:

Do we have a **volunteer who will stay on the line after the meeting**, to answer any questions about Al-Anon or to explain phone meeting etiquette?

13. Phone # requests: take down names, numbers will be given out after closing

14. Al-Anon's Suggested Closing

Secretary reads or asks a volunteer to read Al-Anon's closing found on page 396 in How Al-Anon Works or Page 380 in the old version of How Al-Anon Works

Secretary asks:

15. Will all who care to press *1 to un-mute and join in 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)

16. Exchange phone numbers.

17. Secretary asks, would anyone like the meeting schedule, or information about Phone Etiquette?

MEETING SCHEDULE

Meeting schedule can be accessed on the web at www.phonemeetings.org. Format changes and website related requests can be emailed to phonemeetingsweb@yahoo.com. All other general questions can be sent to phonemeetingsinformation@yahoo.com.

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

6am	7 days a week
8am	Saturday and Sunday
9am	Weekdays (Monday thru Friday)
10am	Saturday
11am	Sunday

2pm	Sunday
Noon	Monday ----- Saturday
4pm	7 days a week
6pm	Saturday and Sunday
8pm	7 days a week
10pm	Monday, Tuesday, Thursday, Friday, Saturday and Sunday
12 midnight	Monday and Thursday

Long version of meeting schedule:

All Eastern Time Zone

6:00am

Saturday Just For Today Three Meditation Books

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 Books

10:00am

Saturday Paths to Recovery Tradition Meeting

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's 3 meditation Books

Friday Speaker Meeting

Saturday Hope for Today Meditation Book

2:00pm

Sunday Paths to Recovery Book Study Meeting

4:00pm

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

Tuesday 10th Step How Al-Anon Works/12 and 12/ Paths to Recovery/ 3 Med.Books

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

Thursday Slogans How Al-Anon Works/3 Mediation Books

Friday 12th step

Saturday Opening our Hearts

Sunday Transforming our Losses

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 4th Step WRITING Workshop Blue Print for Progress

Tuesday Discovering Choices LBGTQ

Thursday 4th 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 The Forum Stories

12 midnight

Thursday 3 Daily Readers 3 Mediations Books