

Tuesday 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.

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.

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:

AI-Anon's TUESDAY 8pm Topic Meeting

INTRODUCTION:

Welcome to the Tuesday 8 PM Topic Meeting

1) My name is _____, a grateful AI-Anon member and your chair/secretary for AI-Anon's TUESDAY 8pm Topic Meeting

2) This meeting is an hour and fifteen minutes.

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.

3) READINGS: READINGS: Will the Secretary or volunteer please read **AI-Anon's Suggested Welcome** (found in How AI-Anon Works pg.8 or pg. 10 in the AI-Anon/Alateen Service Manual.)

Ask volunteer to read:

- a. Preamble to AI-Anon's 12 Steps** 2 pages before January 1 in all three meditation books
- b. AI-Anon's 12 Steps** found one page after December 31 in all three meditation books

c. **One Tradition & One Concept** of the month (one and two pages respectively after the 12 Steps in all three of the meditation books)

4) All meeting schedules will be read after the close of the meeting after phone numbers are given out.

5) INTRODUCTIONS:

Are there any newcomers on the bridge? If you would like to introduce yourself, please press *1 to unmute so that we may greet you.

Let's go around the globe and introduce ourselves. Hi, I am _____(Name)_____ from (_____ State _____)

6) ANNOUNCEMENTS:

6a) **7thTradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO and state that it is from Tuesday Night's Topic Meeting WSO ID 30510645 or make donations at face to face meetings.

6b) Do we have a **volunteer who will stay of the line** after the meetings to answer questions about Al-Anon or to explain the phone etiquette?

[Business Meeting is the 1st Tuesday of the Month]

7) Are there any **Al-Anon related announcements? Group conscience requests that all announcements be universal, i.e. not tied to land-based meetings.**

MEETING TOPIC:

8) **Please disable your call waiting before dialing into the meeting and do not share on a speakerphone or we will all hear an echo. And please stay muted unless you are sharing**

9) This is a topic meeting. We will be using the 3 daily mediation books One Day at a time, Courage to Change, Hope for Today as reference readings. **At this meeting we choose one topic by suggestion. Keeping in mind Concept #4, that participation is the key to harmony, we would encourage someone who has not shared a topic in the last three weeks to suggest a topic.**

10) We ask for one volunteer to choose a step or topic, from the index, in the back of any of the 3 daily readers.

11) So the topic is _____. We will now look for this topic in the

Indexes found at the back of the of AL-Anon's three mediation books and read one or 2 before we start our shares on the topic. Will someone please begin the reading? **Pick one or 2 for the group....**

12) 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.

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

14) Fifteen minutes before the meeting closes (at the top of the hour): We are now at fifteen minutes before the close of the meeting; we will now open up the sharing for newcomers or for those members who do not regularly share.

CLOSING: (Five minutes before the close of the meeting: ten minutes after the hour)

Names & Telephone Numbers: Ask for members to call out names of individuals they want telephone numbers for and ask those members to stay on the line after the Al-Anon Declaration and give out their phone numbers.

Will the secretary or volunteer please read Al-Anon's Closing (found on page 380 in How Al-Anon Works or pg. 22 in Al-Anon/Alateen Service Manual.)

Recite The Al-Anon Declaration: (It can be found in *Paths to Recovery* Roman Numeral page IX (9))

Will all who wish to please recite 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)

15) Hello is _____ still on the line. Would you like to give out your number? What time zone are you? Is it safe to leave a message on your machine?

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 on the phone number and pin you dialed in for this meeting.

6am	7 days a week
8am	Saturday and Sunday
9am	Weekdays (Monday thru Friday)
10am	Saturday
11am	Sunday
Noon	Monday ----- Saturday
2pm	Sunday
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

- 16)** We now open up a space for people to announce other Al-Anon meetings with different phone numbers and pin numbers. Do we have anyone that would like to announce a different Al-Anon meeting?
- 17)** Does anyone want the more detailed (books read and type of format) version of the meeting schedule? (Long version of the Meeting Schedule is also on the website)
- 18)** Secretary turns the meeting over to the newcomer greeter for approximately 25 minutes after the meetings closes.

Suggested Format for each Individual Group Conscience Meeting

- 1. Lets open with a moment of silence followed with the serenity prayer:**
- 2. 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.**

OLD BUSINESS

- 3. Secretary do we have any old business to revisit from last meeting?**
- 4. We open up the floor for discussion on these items.**
- 5. Do we have a motion on this item?**
 - 5a. Do we have a second?**

5b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

5c. We now go to voting...

5d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.

5e. Any opposed? Say "nay one" and so on.

5f. Any abstentions? Say "abstaining one and so on.

5g. The motion is now carried or opposed with ___#___ in favor, ___#___ opposed and ___#___ abstentions.

NEW BUSINESS

6. Is there any new business that the group wants to bring up?

7. (if so) So our first order of business is _____.

8. We open up the floor for discussion on this item.

9. Do we have a motion on this item?

9a. Do we have a second?

9b. Secretary please read the motion.

Ask if there is any further discussion before we vote.

9c. We now go to voting...

9d. All in favor say "I" and state the order of "I's...like, "I one" and then "I two" and so on.

9e. Any opposed? Say "nay one" and so on.

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14f. Any abstentions? Say "abstaining one and so on.

15g. The motion is now carried or opposed with ___#___ in favor,
___#___ opposed and ___#___ abstentions.

Are there any other things someone would like to add before closing?

Serenity Prayer

Meeting is now closed.

All Eastern Time Zones

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 LBGTO

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