



Any- Lengths Online Group

Serving as Tech Host

1 Quick Glance:

- 2 1. [host/leader - set trainees up as co-hosts]
- 3 2. Work w/ your day's chairperson to help members edit their sign-in names
- 4 whenever people display devices, email addresses, inappropriate or odd names;
- 5 ex: **Sally L – Tucson** → [name, locale (*optional*)]; avoid last names
- 6 3. Minimize background noise from unmuted mics during the meeting,
- 7 a. Muting people individually whenever appropriate (mute all will prevent
- 8 people unmuting);
- 9 b. Help members unmute if they are having difficulty by pressing the "ask to
- 10 unmute" button on their image.
- 11 4. Turn Chat to "Hosts & co-hosts" during the daily readings; re-enable it to
- 12 "Everyone and anyone directly" again as the last person of the day is sharing so
- 13 that it's back on for the last few minutes of the meeting for phone # exchanges,
- 14 etc.
- 15 5. Be attentive to any special requests from the chairperson or other members
- 16 6. Ensure raised hands are un-raised by the time a member's share is wrapping up
- 17 (unless the chairperson prefers to lower hands on their own – good to ask)
- 18 7. You have the lead role in driving out Zoom-bombers - be sure to familiarize
- 19 yourself with [this defense quick-guide](#); it's also good to assign a 'side-kick'
- 20 co-host to help you if you'd like, either someone on (or not) the day's roster
- 21 8. Help train other Tech Co-hosts
- 22 9. 90-day sobriety minimum, 2 month commitment
- 23 10. During training session:
- 24 a. do a run through - including what to do if Zoom-bombed
- 25 b. throughout the week, make all trainees co-hosts for experience
- 26 c. each should get a mentor

27 The following Tech & Chat Host tasks are copied from the Service Descriptions found in our
28 [Constitution, By-Laws, and Job Descriptions of the Any-Lengths Group of Alcoholics Anonymous](#)
29 [Approved Nov 2023](#) Document.

30 IV.4.12 Tech and Chat Host

- 31 1. 90 Days of sobriety.
- 32 2. Tech-Host and Chat-host duties be shared.

33 Tech Host

- 34 3. Sign in to claim the host role, found in the "participants" sidebar.
- 35 4. Assign other service members of that day as co-hosts.
- 36 5. Assist attendees in changing their names as needed. (First Name; Surname
37 Initial: Location - Optional.)
- 38 6. Be familiar with the platform features (such as the 'mute all' button).
- 39 7. Monitor the waiting room to allow participants to enter.
- 40 8. Ensure all participants are mute when not sharing, reading, or greeting.
- 41 9. Lower raised hands once invited to share.
- 42 10. Promptly remove disruptive members.
- 43 11. Zoom's instructions for managing participants found here
44 [https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-](https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting)
45 [in-a-meeting](https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting).
- 46 12. Open and close the meeting room 15 - 20 minutes before and after the meeting
47 begins and ends.

48 Chat Host

- 49 13. Post timely group messages and announcements between shares. Avoid
50 distracting comments, focusing chat posts on what needs to be shared rather
51 than conversations or individuals.
- 52 14. Turn "Chat" to "Host Only" during the daily readings, re-enabling after sharing
53 ends.