

# Welcome to the Hybrid A.S.C.

You can join the A. S. C. virtually by using the Zoom app on any device.

- Your device may require installing the Zoom app.
- You can log into the A.S.C. by clicking the link on the P.C.A.N.A. website.
  - (By clicking on the link you will also discover whether or not your device requires the app to be downloaded.)
- The Meeting I.D. and Passcode will always be on the main page of the website.

## When you join

- Arrive a few minutes early.
- When you enter the Zoom room you must:
  - Turn your camera on when you enter the Zoom room.
  - Rename yourself with your position then your name. For example:
    - Noon Book Study G.S.R- Jimmy K.
    - Noon Book Study Alt G.S.R-. Jack W.
    - P.R-. Chair John A.
    - Member- Cherokee

If you do not enter a name when you login by default Zoom will say the device type (iPhone user, Galaxy A20 or Zoom user, ect)..

- If your name is not correctly formatted OR your camera is not on you may be placed in a breakout room by one of the online moderators. In the room select the ask for help button in the top left corner to ask why you have been placed there or to be returned to the meeting room. You may also ask to rejoin by selecting ask to rejoin if you have addressed the issue.
- **WARNING-** If you arrive after A.S.C has started and your camera is not on OR your name is not visible YOU WILL be sent to the breakout room. You will remain there until one of the online moderators has a chance to re-admit you. You may miss the roll call.
  - If you have been moved to a breakout room, a moderator will join you or you can change your name & hit the ask for help button to be returned to the main room.
- After A.S.C. has been called to order you may turn your camera off.
- Familiarize yourself with Zoom before you arrive.

### About the moderators-

**One of the tasks of our moderator is to protect the anonymity of our members to the best of their ability.**

- During A.S.C. The online and in person moderators are in constant contact. When audio or video problems occur the moderators will sort them out. Please do not unmute to let us know.
- If you are not sure if the moderators are aware of any problems please use the chat to communicate with them.
- Moderators **do not have** the ability to turn on your camera or unmute you.
- **Please, Please** learn how to use the chat function. Moderators use them to contact you with information and you can ask questions that others can answer.
- The moderators may mute you or turn off your camera. If you have questions about why this may have happened use the chat box to ask them. Users on cell phones often accidentally unmute, this is the most common reason you have been muted. If your camera has been turned off or you have been muted and wish to know why please message the moderators in the chat. Mistakes happen.
- Moderators have the ability to change your name to match the format or if you are unsure how to name yourself.

### Other things to know

- The moderators are in constant contact with each other. If there are problems or concerns, use the chat to communicate them.
- During voting you may be asked to raise your hand. Do not lower your hand until asked to do so by the Chair or Vice Chair.
- Committee chairs, the R.C.M.1 or 2, or any A.S.C.officer and presenters may call for a straw poll please follow the instructions to be included.
- The Closed Captions are available at all times. The option to turn them off or on should be the top option under the CC in participant controls. Iphone users may have to leave the meeting to turn them off or on from the device settings.
- The A.S.C. may be recorded via Zoom at the Secretaries request to assist them with the minutes.

- Raise your hand to give a report, read a reading, participate in the open forum discussion or any time you wish to speak. One of the online moderators will call on you or use the ask to unmute feature when it is your turn to share.
- The agenda for the upcoming A.S.C. is posted on the website. If you know what is going to happen it becomes easier to participate.
- If your connection is bad you may be asked to turn off your video. Moderators may also turn it off for you.
- If you have been kicked, try rejoining again. Technology can be strange.
- If you are behaving in an obscene manner or repeatedly disrupting the course of business by consensus of the moderators and either the chair or vice chair you may be moved to the waiting room. If this happens, we suggest you say the serenity prayer or call your sponsor before rejoining. You may also be removed from the meeting. When this happens, you will be unable to rejoin. You may then attend in person or join us at the next A.S.C.

All members of Narcotics Anonymous are welcomed at the Area Service Committee. When we all work together to help the service committee function, we help keep the doors open for the addict who still suffers to hear the message. The P.C.A.S.C. & I.T. subcommittee encourage you to give us feedback and make suggestions about how we can improve the meeting for both in-person and virtual attendees.

*Every member, inspired by the gift of recovery,  
experiences growth and fulfillment through service.  
-A vision for NA service*

**Thank you for being of service!**