

## Organizing a Hybrid A.A. Meeting

A hybrid A.A. meeting is one in which some of the attendees are in-person and other attendees join using video conferencing such as Zoom (a virtual meeting.)

Considerations include having the in-person attendees agree to the hybrid meeting. Those that do not want to be on the virtual meeting could sit in a portion of the room that is off camera or the meeting would only be available to in-person attendees.

Ideally the meeting would have both a chair person and a separate virtual meeting host. The virtual host should verify the Internet connection and equipment are functioning prior to the start of the meeting. The checklist should include:

- A stable connection to the Internet. Ideally using wi-fi. (A mobile hotspot using a phone could also work, should have an unlimited data plan.)
- A dependable virtual conferencing account (Zoom charges around \$15/month, their free accounts are limited to only 40 minutes.) Other video conferencing options exist.
- Using a laptop with the accessories below would provide a better experience for the virtual attendees rather than a hand-held phone or tablet.
- Omnidirectional microphone - \$30-\$90 (higher end models may include speakers)
- Speakers - \$20 - \$50 (if not included with microphone)
- Swivel USB Camera - \$45 - \$100
- (Optional – a separate monitor or projector. This would allow the in-person attendees to see the virtual attendees.)

Adapt the meeting format to include both in-person and virtual sharing.

Update your group in the Area 52 Meeting Guide listing to reflect that you now have Hybrid meetings.

Consider how to collect 7<sup>th</sup> Tradition for virtual attendees. (Each group is autonomous) –

[Frequently asked questions on practicing the Seventh Tradition at Virtual meetings](#)