

# Virtual meeting FAQ's

## General Announcements

The Chat function will be used for administrative purposes. Please message "CHAT WCRAASC" with questions. To speak on an agenda item or in any sharing session, please raise your "virtual hand" and you will be put in "line". Speakers will be called on in order of received request. When you are called on, please unmute & share.

"CHAT WCRAASC" is the chat that will be able to respond to inquiries. Other WCRAASC accounts are for functional purposes.

If you wish, please rename and/or introduce yourself: Name, Position or Home Group, Area  
Zoom backgrounds that are offensive or in violation of our Traditions will be asked to be changed or you will be removed.

**Here's a link to the Agenda items listing and all other documents you may need for the conference.**

**<https://aanorthdakota.org/wcraasc-docs/>**

Background for agenda items you will need to get from your Delegate or DCM.

The Zoom room will open Friday at 5:15 pm CST for the First time attendee's orientation and Sat. and Sun at 7:45am CST, with opening starting at 8am.

If you have **Ask-It-Basket** questions for the Sunday @9am session, please send them to "CHAT WCRAASC" and designate them with AIBQ.

When you leave the session today/tonight & probably tomorrow, a survey will open in your browser. This is a West Central Evaluation Form. Please fill it out and share your input to help those with future planning. Please only fill out one Evaluation for the whole conference, not for each session.

**Reminder:** the Zoom screen is being shared on the big board here in the big room; if you are uncomfortable you are definitely O.K. to turn off your video.

If your connection is bad, turning off your video may help.

Please keep your background noise to a minimum when speaking and mute yourself when not speaking.

If the meeting ends or you are logged out, just log back in again.

When there are "in person" breaks, zoom will be on break also.

## Announcements

### General Announcements:

#### Order of items:

Report & Charter

Corrections

Literature

Trustees

Archives

CPC

PI

Grapevine

Finance

International Conventions & Regional Forums

Agenda

Policy/Admission

Treatment & Accessibilities

Although any item is actionable in the committee at conference, these are some general understandings of terms.

-**REVIEW:** We are reviewing progress of something specific. We are focused on one thing. May result in action.

-**DISCUSS:** We are reading over a report, a list of ideas or discussing ideas. May result in action.

-**CONSIDER:** We are considering someone else's work, idea or proposal and deciding if we should take action.

#### Program & Flyers:

WCR Program: <https://westcentralhome.files.wordpress.com/2024/01/wcraasc-schedule-2024.pdf>

WCR Website: <https://westcentralregion.org/>

WCR Guidelines: <https://westcentralhome.files.wordpress.com/2021/12/wcraasc-guidelines-.pdf>

Current Flyer : <https://westcentralhome.files.wordpress.com/2023/10/2024-wcraasc-registration-flyer.pdf>

WCRAASC 2025 Save the Date: <https://westcentralhome.files.wordpress.com/2024/01/2025-save-the-date-wcraasc.pdf>

Regional Forum, 2025 Area 41 Nebraska

Registration: <https://www.aa.org/regional-forum-registration-planning>

Save the Date: to be announced

# BASIC ZOOM FUNCTIONS

## CHANGE NAME

### Computer

- Select “Participants” at the bottom of the screen. It will open on right side.
- Hover over your own name in the Participant screen.
- Select “More”
- Select “Rename Yourself”

### Mobile

- Tap video to open menu
- Select “Participants” at bottom
- Select your own name
- Select “Rename”

## CHAT

### Computer

- Activate beneath video @ bottom center. Will open at right of screen.

### Mobile

- Tap the video to open menu.
- Select “Participants” at bottom
- Select “Chats”

### iPad

- Find at top right under “More”

## RAISE HAND

### Computer

- Select “Participants” & it will open on right side
- Click “Raise Hand” on lower right

### Mobile

- Tap video to open menu
- Select “More” on the bottom right
- Select the “Raise Hand” option

### Phone Call

- \*9

## MUTE/UNMUTE

### Computer

- Activate beneath video @ bottom left.

### Mobile

- Tap video to open menu
- Bottom left

### Phone Call

- \*6