

OA FOOT STEPS: MEETING QUICK-START GUIDE

Instructions and additional information on each step below can be found by continuing on to read the **OA Foot Steps: Leadership Training Worksheet** which follows this checklist.

APPLY TO RUN A MEETING

- If it's a **New Meeting**: Visit <http://www.oafootsteps.com/meetings/> and choose an available timeslot
- If it's an **Existing Meeting**: Hold a Group Conscious vote to ensure there is agreement that the meeting will be taken over by new leaders and who they will be
- **Then**, go to <https://oafootsteps.com/add-a-meeting/> to fill in the application for a new meeting on the OA Foot Steps VIG platform. If you have any questions about this application, please email meetings@oafootsteps.com.

WAIT FOR APPROVAL FOR YOUR MEETING

Now is a good time to go read through the **OA Foot Steps: Leadership Training Worksheet** and familiarize yourself with the different aspects of leading an OA Foot Steps Meeting.

ONCE YOUR MEETING IS APPROVED, REGISTER (OR UPDATE) YOUR MEETING ON OA.ORG

Visit <https://oa.org/add-a-meeting/> Please carefully follow the instructions on the **Leadership Training Worksheet**

SET THE FORMAT (SCRIPT) FOR YOUR MEETING

OA Foot Steps has resources to help you, found at <https://oafootsteps.com/meeting-templates/>. Of course, you are welcome to create your own template, but if you wish, these templates are essentially all you need to run a full meeting with little customization

IMPORTANT: MANDATORY SECTIONS

We ask all leaders to please keep the link to the "Announcements" intact as it connects to the main pages on the website directly and is updated frequently. If you use this precise links, you will always have updated information.



JOIN THE WHATSAPP GROUP FOR OA FOOT STEPS MEETING LEADERS

Use this link to join: <https://bit.ly/2069XeK>

JOIN OTHER RELEVANT FOOT STEPS WHATSAPP NON-REAL TIME MEETINGS GROUPS

Groups can be found here <https://www.oafootsteps.com/meetings/non-real-time/>

The OA Footsteps I, II and III groups are general topic groups for all OA Foot Steps members

PROMOTE YOUR MEETING

In the week leading up to your first meeting, promoting your meeting several times in the Facebook or general topic WhatsApp groups will help attract attendees. After your first meeting, please promote your meeting **ONCE ONLY** in the hour leading up to your meeting

UPDATING THE OA FOOT STEPS MEETINGS CALENDAR:

Our new meetings calendar allows meeting leaders to sign into update their information. You can add links to images and files. It is an ideal place to keep track of any Group Conscience decisions that have been made specific to your meeting. It is also easily shared as a 'web page' to other groups to promote your meeting. To access the calendar go to:

<https://www.teamup.com/>

Sign in as: leader@oafootsteps.com

Password: 12Steps!

OPENING YOUR MEETING

As of January 15th, 2021, any member of OA can join our meetings using the following **password: 1212** As a Leader, you can 'Claim Host' by clicking the button under the participant list. The **Claim Host code is: 121212** Please note: Only one person can claim host, and they would need to 'co-host' other leaders in the room. We still suggest that maybe you, or one of your co-hosts, could arrive 10-15 minutes early to open the meeting, and greet newcomers.

ELECT A VIRTUAL INTER GROUP (VIG) REPRESENTATIVE

Once you have an established meeting, elect a VIG meeting representative via Group Conscious vote (see **VIG MEETING REPRESENTATIVE**, under **ASSIGNING MEETING ROLES**).

In order to stay up-to-date on all the latest info, your VIG Rep should be encouraged to join the OA Foot Steps VIG WhatsApp Group at <https://chat.whatsapp.com/HksVuX1kLKFCz8g2V5WHYI>

Please email meetings@oafootsteps.com to let us know your elected rep's name, email address and phone number

GOOD LUCK WITH YOUR FIRST MEETING AND THANK YOU FOR YOUR SERVICE!

OA FOOT STEPS: LEADERSHIP TRAINING WORKSHEET

Thank you very much for your interest in creating, co-leading, and/or taking over the leadership of an existing meeting on OA Foot Steps Virtual Intergroup! Prior to applying to run/take-over a meeting, please do familiarize yourself with the Twelve Traditions of Overeaters Anonymous which demonstrate how “*these twelve suggestions have worked to help individuals, groups, and OA as a whole solve problems, thrive, and be effective instruments for carrying the message of recovery to those who still suffer.*” – OA 12 & 12, p. 89. We also recommend that you read through the Handbook for Members, Groups and Service Bodies: Recovery Opportunities – Available for free from OA.org: <https://bookstore.oa.org/images/OA%20Handbook%202019.pdf>

APPLYING TO RUN A MEETING: OA Foot Steps real-time meetings are run through the Zoom group meeting platform, and are normally one-hour in duration. In OA, any two people who come together in a meeting place can create a meeting. The same is true here in OA Footsteps. There is no abstinence requirement to lead a meeting in OA, or here in OA Foot Steps, unless a meeting chooses themselves, by Group Conscious (GC), to create one for their individual meeting.

1. **STARTING A NEW MEETING:** To start a new meeting, please visit our <http://www.oafootsteps.com/meetings> website to choose an available time slot that is suitable to your own time schedule. The meeting times that are currently available are shown in green. Some slots have been reserved by those who are already working through this process and are marked as “Pending”. Check back often as the schedule is subject to change as meetings start and stop, leaders come and go, or as a reserve is lifted if the pending meeting did not transpire. We also encourage you to find other co-hosts to help start up.

NOTE: There is no abstinence requirement to start your own meeting. Any two people can start an OA meeting, at any time. There are no stipulated requirements in starting a meeting listed anywhere in OA Foot Steps, nor in OA as a whole. Some meetings may choose, by group conscience, to employ an abstinence requirement, but this is not the norm.

2. **TAKING OVER AN EXISTING MEETING:** New leaders can also take over existing meetings. Meetings that are looking for a new leader will normally be indicated on the calendar. The members of that meeting will normally conduct an informal GC vote, to ensure the unanimity of the decision that their meeting is to be taken over by a new leader(s).
3. **CONTACT OA FOOT STEPS MEETING COMMITTEE:** Then, go to <https://oafootsteps.com/add-a-meeting/> to fill in the application for a new meeting on the OA Foot Steps VIG platform. If you have any questions about this application, please email meetings@oafootsteps.com.

4. **ASSIGNING MEETING ROLES:** The terms: “*Meeting Leader*” and “*Host*” and “*Co-Host*” are all terms that are used in this document. These roles are not necessarily the same thing. Not all meetings utilize all of meeting roles listed below.

NOTE: The OA Foot Steps website is designed to adjust meeting times according to the time zone of the user. Click on the left margin, on the actual time that is listed, in EST. It will direct you to a page which will convert the EST time of that meeting into your own time zone.

- a. **MEETING LEADERS and CO-LEADERS:** Meeting “Leaders” are those who read the script and distribute readings in a meeting just as they would in a face-to-face meeting. Often the leader is the one who manages the queue of those who are sharing at the meeting.

- b. **HOST and CO-HOST:** A meeting “Host” or “Co-host” might be the person who helps run the Zoom platform and/or navigate any security measures during the meeting. The Meeting Leader and the Host are often the same person(s), but these duties are often shared during the meeting according to the group conscience of the meeting.
 - c. **TIME-KEEPER:** Another role that is often crucial to help keep a meeting on track is the “Time-Keeper” who might be a volunteer who will monitor the length of shares and gently remind members when they have gone over their allotted time.
 - d. **VIG MEETING REPRESENTATIVE:** A member your meeting who was voted into this role by an informal Group Conscience by all those present at the GC meeting (the meeting leader can be elected as the VIG Representative). This representative will represent your meeting at the OA Foot Steps Virtual Intergroup meetings, held on the third Sunday of each month, at 3pm EST on ZOOM: <https://zoom.us/j/93865281291>. As an elected representative, they will have full voting privileges at the intergroup level and be eligible for elected committee roles as they might arise. A VIG meeting representative can only represent ONE MEETING at the Virtual Intergroup Level. There is only ONE representative per meeting, but a back-up representative can be voted in, by Group Conscience at their meeting, if the regular rep is unable to attend the VIG meeting. All voting rights and privileges would be transferred to this back-up representative for the duration of that meeting. There is NO ABSTINENCE requirement to be a meeting rep, although there may be abstinence requirements in place to take on officer roles in the VIG. **Once a VIG Rep is elected**, please email meetings@oafootsteps.com to inform us of your meeting rep’s name, phone number and email address.
 - e. Other meeting roles might include:
 - i. **Announcers** – who announce the meeting in the general WhatsApp groups, and otherwise promote the meeting.
 - ii. **Newcomer Representatives** – who might stick around after a meeting to help answer questions and provide resources to newcomers.
 - iii. **Other Roles** – As deemed appropriate by a Group Conscience decision by the meeting members, and designated accordingly.
5. **APPROVAL OF YOUR MEETING:** Normally the Meetings Committee can facilitate the approval of your meeting. For features or requests that deviate outside the confines of the hour allotted to your meeting, or a special topic or interest that might need further discussion or development, the request may need to be approved by the OA Foot Steps Virtual Inter Group (VIG) before we can proceed. An example might be, if a meeting requested an additional fifteen minutes prior to the normal start time, to allow members a meditation time before their regularly scheduled meeting. Since our meetings are normally only one hour in length, we would need to submit a request for these kinds of changes at the intergroup level.

NOTE: Please inform meetings@oafootsteps.com if there is a change in leadership, new leadership, or a new meeting representative for your meeting. We encourage you to also update oa.org with any updates to the meeting.

Once you have been approved as new leaders, it is recommended that you attend an OA Footsteps meeting leader workshop (if available and offered), or thoroughly examine this document for pointers on how to lead a Zoom meeting on the OA Foot Steps platform. This document is a supplement/substitution to that workshop.

6. **REGISTERING (OR UPDATING) YOUR MEETING ON OA.ORG:** For new meetings, once you have been approved, and have picked a time slot, and have a Meeting Buddy/Cohost in place, you will need to register your meeting on the OA website. New meetings are required to be registered with the OA website, according to the WSO Agreement. This should be done prior to the launch of your meeting, but it is OK to being your meeting while waiting on the acknowledgement email from OA regarding its registration. Once OA sends your meeting number, please contact meetings@oafootsteps.com so that your meeting number can be updated on the meetings schedule.

Please note: Existing meetings with new leadership taking over might already be registered, but the new leader should edit their meeting's information on the OA website, by choosing the 'edit' function and ensuring all fields are filled in with updated information.

- OA.ORG WEBSITE:** Go to www.oa.org and click "Find a Meeting".
- ADD MEETING:** Once there, click "Add a Meeting." {Or "Edit" if you are updating the meeting info}
- WSO AGREEMENT:** You **MUST AGREE** to the WSO Agreement. Please make sure to read the agreement in full and take measures to ensure that your meeting will abide by the requirements outlined therein. You must agree that you will abide by Tradition Three, even if it's a special focus meeting, so that all those who have the desire to stop eating compulsively are welcome in the meeting. This agreement also ensures that all meetings associated with OA Foot Steps are run according to the Overeaters Anonymous Twelve Steps and Twelve Traditions, guided by the Twelve Concepts of OA Service.

WSO Agreement

By submitting this form to the WSO, your group is agreeing to comply with Tradition Three and the OA Bylaws, Subpart B, Article V as listed below.

TRADITION THREE: The only requirement for OA membership is a desire to stop eating compulsively.

ARTICLE V – OVERTEATERS ANONYMOUS GROUPS
Section 1 – Definition
These points shall define an Overeaters Anonymous group:
a) As a group, they must to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
b) All who have the desire to stop eating compulsively are welcome in the group.
c) No member is required to practice any act that, in order to remain a member or to have a voice (share at a meeting),
d) As a group they have no affiliation other than Overeaters Anonymous.
e) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

Section 2 – Composition
a) A group may be formed as set forth in Article V, Section 1, by two or more persons meeting together, either:
- in the same physical location (land-based);
- through some form of electronic device (virtual); or
- both.

START FILLING IN THE OA.ORG APPLICATION:

- MEETING TYPE:** Choose Online Meeting from the drop-down menu.
- EFFECTIVE DATE:** Once you have confirmed your start date with OA Footsteps, insert that start date on this application.
- SUBMITTER DETAILS:** Fill in your first name, last name, email and phone number. This information will NOT be displayed online.
- MEETING DETAILS:** Indicate if it is an OPEN or CLOSED meeting, and fill in the
- MEETING DAY & TIME:** All of OA Foot Steps meetings are listed according to EST time zone.
- LANGUAGE:** Indicate the main language that will be used at the meeting.

OA MEETING DEFINITIONS

OPEN MEETINGS: Open to OA members and non-OA visitors. All meetings are considered open unless otherwise indicated. These meetings allow guests from outside OA such as family, friends, visitors, etc. to attend the meeting. **NOTE:** Thus far, there is only one meeting on OA Foot Steps that is currently listed as an "Open" meeting. That is our Newcomer's meeting on Sundays at 11AM EST.

CLOSED MEETINGS: Closed meetings are meant for compulsive eaters only. These meetings are restricted to those who have a desire to stop eating compulsively. This includes newcomers, OA members and others who think they have a problem with food. **NOTE:** We would normally encourage you to choose the closed meeting option, unless otherwise indicated on your application process.

SPECIAL FOCUS: Special Focus meetings are composed of individuals who feel they can more readily identify with fellow OA members with similar attributes.

SPECIAL TOPIC: Special Topic Meetings are meetings that have chosen a specific topic or format.

- g. **MEETING NOTES:** Using up to 250 characters maximum, please write a introduction to your meeting. You might include other notes such as: “Bring Big Book,” “Speaker’s Meeting,” “Literature,” etc. or anything else that would welcome members to join your meeting.
 - h. **AVERAGE ATTENDANCE:** Generally, in OA Foot Steps we anticipate an average attendance of around 35 to 40 people per meeting. In some of the more popular meetings, attendance can rise to over 100. This number is guesswork at best. If your estimated meeting attendance changes, it can always be edited later.
 - i. **ONLINE MEETING DETAILS:**
 - a. **SERVER NAME: ZOOM**
 - b. **SERVER URL:** <https://zoom.us/j/293355222>
 - c. **SERVER LOGIN PROCEDURES:** {Copy and paste the following into the form} This is a Closed meeting. Only those who suffer from compulsive eating are welcomed to join in. Click on the URL link above and enter the meeting ID: 293355222, Click Join. No password is required. If you are new to ZOOM, you will be prompted to “download and open” the zoom meeting room. You may wish to download ZOOM and attempt to login, prior to the meeting, if you have any questions, please call or email the contact: meetings@oafootsteps.com or go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. For more information on other OA Foot Steps meetings, go to our website: <https://oafootsteps.com/meetings>.
 - j. **MEETING CONTACT INFORMATION:** Add your first name, telephone number, your own personal time zone, and email address. If you wish you can use the generic info@oafootsteps.com rather than put your personal email address online. If you include your contact information, you may receive inquiries from others who are typically newcomers. When these calls or emails come in, it is a great opportunity for service.
 - k. **INTERGROUP/SERVICE BOARD INFORMATION:**
 - a. **SELECT COUNTRY:** Virtual
 - b. **SELECT INTERGROUP/SERVICE BOARD NUMBER:** OA Foot Steps Virtual IG – 09670
 - c. **SELECT REGION NUMBER:** Virtual
 - l. **SPECIAL FOCUS:** You can choose only one special focus. If your special focus is not listed, or if your meeting does not have a special focus, please leave blank.
 - m. **SPECIAL TOPIC:** You can choose up to two special topics for your weekly meeting. If you have more than two special topics occurring at your meetings, week to week, the please select “VARIES”
 - n. **reCAPTCHA:** Click: “I am not a robot.”
 - o. **REVIEW:** Click to review the meeting information to verify it is correct. It will take you to a new window. Once you are satisfied with the meeting details, it is recommended that you copy the information on this page, and paste it somewhere on your computer, to keep a record of it; once you submit this meeting to oa.org, you will not be able to go back to review it until after the web page is published.
7. **GROUP CONSCIENCE:** As per Tradition Four: *“Each group should be autonomous except in matters affecting other groups or OA as a whole”*. Your meeting can be tailored to the wishes of the members attending, according to a group conscience decision. All of the group’s decisions should be determined according to its own GC vote, seeking unanimity in all decisions.

Each meeting can have its own leaders, representative, business meetings, committee, chairperson and other officer positions, and may, if they choose, to collect their own 7th tradition to help navigate the expenses of the group. Currently, all 7th Tradition contributions are collected by the OA Foot Steps VIG, but this is a reminder that each meeting can have its own if it is so deemed by a group conscience decision.

OA.ORG GUIDELINES FOR A GROUP CONSCIENCE MEETING: Read the OA Group Conscience Guidelines to learn OA's recommendations on how to run a group conscience meeting. <https://oa.org/app/uploads/2019/12/groupconscience1.pdf>

OA FOOT STEPS GROUP CONSCIENCE MEETING TEMPLATE:
<http://oafootsteps.com/meetings/gc/>

8. **MEETING TEMPLATES:** There are meeting templates which have been designed to reflect actual face-to-face meetings that can be shared directly at your meeting in Zoom using the share feature. We have provided our leaders with a variety of different tools at their disposal to set up the structure, or script, of their meeting. This includes: Full Meeting Templates, Meeting Section Templates, or you may choose to build your own CUSTOM Meeting Template. These can all be found on our website: <http://oafootsteps.com/meeting-templates/>
- a. **FULL MEETING TEMPLATES (REGULAR MEETINGS):** On the left-hand column, there is a list of full meeting templates to choose from.
 - b. **MEETING SECTION TEMPLATES (ADDITIONAL PAGES):** On the right-hand column, under ADDITIONAL PAGES, there is a list of various elements that are found in a meeting. Rather than utilizing a full meeting template, this allows you to pick and choose the readings you wish for your meeting, and it gives the meeting leader a little more flexibility to structure the meeting themselves.
 - c. **CUSTOM MEETING TEMPLATE:** If you wish, you may choose to build your own custom template for a meeting. You may wish to save your template to a Google Drive or other sharing platform, and link to it on your Event Listing on our Meetings Calendar for all your meeting leaders to have easy access to the template.

We do ask all leaders to please keep the “Announcements” link intact on your custom template as it connects directly to the website. This page is updated frequently by our webteam.

MEETING CONTENT & COPYRIGHT POLICY: An important consideration when putting a meeting together is to note that a great majority of the OA Materials are copyrighted to OA, and Alcoholic Anonymous materials are copyrighted to AA. **These materials cannot be screen-shared at online meetings.**

- d. Please read the [“Reading Literature Aloud at OA Meetings”](#) on the OA website for more detailed information.
- e. Also, in observing the Twelve Traditions of OA, **no outside literature** can be read or promoted in any OA or OA Foot Steps meetings.

9. **PROMOTING THE MEETING:** Please promote ONCE ONLY in the general WhatsApp groups in the hour leading up to your meeting. Promote as much as you want in the week leading up to a new meeting. If there is not one set up already, your meeting may wish to establish their own WhatsApp group to help promote your meeting, and to offer a way for members to connect 24/7, outside of the meeting.

10. **OPENING YOUR MEETING:**

{Updated January 1st, 2021} Our main zoom room is accessible now with a password. Any member of OA can join our meetings using the following **password: 1212** As a Leader, you can 'Claim Host' by clicking the button under the participant list. The **Claim Host code is: 121212** Please note: Only one person can claim host, and they would need to 'co-host' other leaders in the room. We still suggest that maybe you, or one of your co-hosts, could arrive 10-15 minutes early to open the meeting, and greet newcomers.

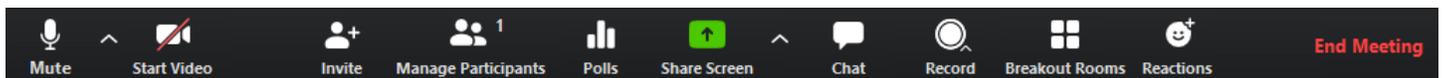
If you are unable to "Claim Host" as a leader, you would be encourage to sign into the ZOOM app using the following log-in details.

Email: leader@oafirststeps.com

Password: 12Steps!

Please note, as other people sign into this account, you will get a pop up that notifies you that you are no longer signed in. This will not impact your existing status in the meeting, nor will it end the meeting. We encourage you to sign out of the ZOOM app immediately after the meeting to avoid signing into personal meetings on Zoom as OA Foot Steps.

ZOOM ROOM FEATURES:



1. **SCREEN-SHARING:** As a host or cohost of a meeting you can utilize the screen-share feature to show what is on your computer screen.

- a. To share the screen, hit the green button at the bottom of your screen that says "SCREEN SHARE."
- b. Select the window you wish to share.
- c. Click "Share."
- d. Once you are done with sharing your screen, click "Stop Share" to go back to the regular view in Zoom.

2. **MODERATING A ZOOM MEETING:**

a. **ATTENDEES:**

- i. Can use a desktop computer, laptop, tablet, or a cellphone to attend the meetings.
- ii. Are able to mute and unmute themselves, unless this function is disabled by host.
- iii. Can turn their camera on or off.
- iv. Can chat with other attendees unless this feature is turned off by the hosts.
- v. Can save the chat to their own computer.

NOTE: If someone is using a camera on their device, then both symbols are shown, both mic and camera. If someone is using a cellphone, only a microphone symbol will appear next to their name. Cell phone users can type *6 to toggle to mute and unmute themselves and toggle *9 to raise and lower their hand.

b. HOSTS:

- i. Must use a sign in and passcode to “Claim Host” which will be given to them when they are approved to host. This code is not meant for public knowledge and should only ever be given out frugally on a need-to-know basis.
- ii. When you start the meeting, a “Claim Host” option will be visible under the Participant List. Insert the Host Code in this space to claim host. NOTE: This may not be an option if you are using a tablet. You may need to come in on another device to ‘host’ yourself if this is the case.
- iii. Can select a Co-Host to assist in moderating the meeting. To assign a co-host, in the participant screen, choose the name of your co-host, and then select “Make Co-Host” (your co-host must be logged in to the meeting in order for you to complete this step). You may have more than one co-host active in a meeting.
- iv. Can create Break-out rooms for larger meetings.

c. HOSTS & CO-HOSTS:

- i. Can share their screen.
- ii. Can mute everyone by clicking “Mute All.” They can also unmute members for group prayers or other group activities.
- iii. Can spotlight someone by clicking on their name in the participant list, or on their image in the zoom windows. This will highlight their image during a portion of the meeting, especially useful for speaker meetings.
- iv. Can stop the chat window, if desired, during the meeting, or to respect the speaker.
- v. Are able to record a meeting. If it is a speaker meeting, save to the ZOOM platform so that it can easily be added to the website as a podcast later on.

SECURITY & DISRUPTORS:

Sometimes meetings can be disrupted by people who are not a part of OA. We do recommend that your meeting holds a Group Conscience meeting to determine what would be the appropriate course for your meeting, in the event of these kinds of disruptions. Some of the safety protocols that are available through Zoom for your meeting, if this does occur, are listed as follows:

1. Enable the waiting room. From then on, the Host or Co-Hosts will have to manually admit each attendee. Once someone is in a waiting room, you can message them privately.
2. Limit chat to only Host and Cohosts.
3. Close the chat to everyone.
4. Lock down a meeting so no one can enter at all.
5. Ban the disruptor from a meeting altogether.
6. Block a disruptor to prevent anyone else from getting in; before doing so take a brief Group Conscience.
7. Report the disruptor. From the drop-down menu on their name, choose the report function and fill in the fields with as much information as possible about the disruptor and the event. If possible, include a screenshot in the report to ZOOM.
8. Remove the disruptor. Please, be mindful, that this feature is a **permanent ban** on a disruptor’s IP address. Use this feature with extreme caution, and only when there is demonstration of truly reprehensible behaviours at a meeting. If a member is accidentally removed from a meeting then the only way to bring them back in is to toggle the main dash on our Zoom account, which will also allow back in *all* the previously banned disruptors.

9. Meeting leaders can be targeted by a disrupter as well. Once a meeting has ended, it is recommended that you buddy up, and remain only as long as there is another person you know is still there. Don't leave yourself alone with anyone that you are not familiar with. If a Host or Co-Host can't stay, you can always assign someone else to host or co-host, but again, being mindful that safety protocols are in effect for all those remaining in the room, until it is completely shut down.

UPDATING THE OA FOOT STEPS MEETINGS CALENDAR:

Our new meetings calendar allows meeting leaders to sign into update their information. You can add links to images and files. It is an ideal place to keep track of any Group Conscience decisions that have been made specific to your meeting. It is also easily shared as a 'web page' to other groups to promote your meeting. To access the calendar go to: <https://www.teamup.com/>

Sign in as: leader@oafootsteps.com

Password: 12Steps!

ENDING A MEETING:

1. Always assign a host or cohost if you need to step away or leave a meeting so there is always someone in control of the meeting. If a host leaves a meeting without assigning the role to someone else, the entire meeting will end as they leave.
2. To end a meeting click: "End Meeting," then click "End Meeting for All." Please do not leave a meeting open after a everyone has left.

OA GROUP INVENTORY & OTHER RESOURCES:

1. The OA Group Inventory is a useful tool for struggling meetings. In the group inventory, you can get member's opinions on questions about the running of the meeting and to help determine anything that might be improved upon. This might constitute a meeting in itself if it is deemed necessary by members of the meeting:
<https://oa.org/app/uploads/2020/02/OA-Group-Inventory>
2. Click here for the OA Handbook for Members, Groups, and Service Bodies: Recovery Opportunities: <https://bookstore.oa.org/images/OA%20Handbook%202019.pdf>
3. Leaders-in-Training are welcome to join our Leadership Training WhatsApp group for ongoing support to get their meeting up and running. Use this link to join: <https://bit.ly/3iKFQr2>
4. Once your meeting is established, you are also invited and encouraged to join the Leadership WhatsApp Group, available for support 24/7, to help figure out any issues that might arise, to help if you are unable to lead a meeting, and to connect with others that might be able to assist. Use this link to join: <https://bit.ly/2069XeK>
5. If you want to work out some of the 'kinks' before a meeting, you are welcome to utilize the Leadership Training room to experiment and do a dry run with your fellow hosts, leaders and co-hosts. This room is normally available to use without a reservation: <https://zoom.us/j/99189444335>
6. New leaders will have a more experienced buddy to assist through the process.

Thank you for your interest in being a part of OA Foot Steps Virtual Intergroup of meetings!