

WORKSHOP: Getting the Most from a Zoom or Hybrid Meeting

Purpose: Having a better experience with Zoom and Hybrid meetings by proper settings of computers and cell phones, at meetings and at home.

June 18, 2022, 12 Noon – 3:30 PM MDT

Rio Grande Presbyterian Church
600 Coors Blvd NW, Albuquerque, NM

Zoom: 871 5994 0428; or Phone Dial-In 1-253-215-8782 or 1-346-248-7799

Schedule:

- 12:00: Introduction (Gary J., Serenity at Sunrise Group, District 3)
- 12:15: Respecting other groups' equipment (Antonio P., 6 O'Clock Irregulars, District 13)
- 12:30: Cameras, microphones, using mute, and video on/off
(Nancy T., Bring your own Doughnuts Group, District 18)
- 12:45: Hosting, Co-hosting, and watching out for bombers (Sharon T., Foothills Group, District 12)
- 1:00: Time Zones (Marion & John D., Group 3, Carmichael, CA)
- 1:15: Break (sweets and coffee provided by District 3)
- 1:30: Updating personal computers / Running updates on computers & Zoom updates
(Myron T., Cosmopolitan Group, District 3)
- 1:45: Signing in on a laptop or phone, from the Meeting Guide app or AA websites
(Sarah F., One Day at a Time Group, District 18)
- 2:00: Video, Microphone and speakers volume and muting, Video on and off
(Mac L., Progress not Perfection Group, District 11)
- 2:15: Control functions on the Zoom bottom bar and their purpose, and using Venmo for 7th Tradition
(Laura S., Area 46 Tech Chair)
- 2:30: Break (sweets provided by District 3)
- 2:45 – 3:30: Q & A (on mechanics of using the PC only)
(All panelists)
- 3:30: Close

For more information, call: (505) 610-8327