

# How to host a Zoom Assembly or Quarterly

This document is intended to be an addendum to the “How to host an Assembly or Quarterly Booklet” to provide suggestions for hosting events in a virtual environment. This should not in any way be considered the only way to host a virtual event.

Compiled March 2021

## **What you need:**

1. Coordinate with the Area Alt-Chair to plan and schedule the event three months prior to the event.
2. Schedule a run-through with the Web Team and all the volunteers.
3. Contact the Area Translation Chair to organize interpretation.
4. Create a flyer with the date and time of event along with the meeting ID and passcode that you will receive from the Web Team.
5. Have three volunteers to share for the Friday night panel.
6. Have a DCM and a GSR from the hosting district to chair the Friday night roundtables. (breakout rooms)
7. Have two people read the Twelve Traditions and Twelve Concepts for the opening of the Saturday business meeting.

## **Get the word out:**

You can submit your flyer to be included in the Area 92 Event Calendar at <http://area92aa.org/flyer-submissions/>

## **Helpful Links:**

[Zoom Help Center](#)

[Meetings & Webinars – Zoom Help Center](#)