

<p>EDRG Website Language: <u>Chair</u></p> <p>The Chair reads our format for the meeting and leads the discussion. This position has a four-month term. Learn more about this service position here.</p>	<p>EDRG Website Language: <u>Tech Host</u></p> <p>The Tech Host ensures the safety of the meeting by applying security settings and making certain that attendees remain muted when not sharing. The Tech Host also removes anyone being inappropriate/crude from the meeting. This position has a four-month term. Learn more about this service position here.</p>
<p>[Links to] 7:50 am Log on to the Zoom meeting</p> <p>Coordinate with the Tech Host to be made the Co-Host</p> <p>Ask for a volunteer to be the Timer (the Tech Host will make individual the Co-Host)</p> <p>8:00 am Read meeting format</p> <p>[Option: Mute/Unmute those reading or sharing]</p> <ul style="list-style-type: none"> - Hover over upper right corner in the Zoom Square OR in the Participants List (right panel) hover over Name - Click More and in the drop down menu Ask to Unmute <p>8:29 am Close the 30-minute meeting.</p> <p>8:30 am The room remains open for 15 minutes, read the format and answer possible questions from newcomers. Confirm that the chat host and the timer can stay.</p> <p>8:45 am Finish and close the room.</p>	<p>[Links to] 7:50 am Log on to the Zoom meeting and Claim Host</p> <ul style="list-style-type: none"> - In meeting controls click Participants (a panel appears on the right) - Click Claim Host at the bottom of the Participants List - Enter HOST KEY (6-digit number) <p>Assign Co-hosts Chair, Chat Host, Timer (once the Chair has identified the Timer)</p> <p>7:59 am Apply security settings</p> <ul style="list-style-type: none"> -In meeting controls, click Participants (a panel appears on the right) -At the bottom of the panel, click More and uncheck <i>Allow Participants to Unmute Themselves</i> <p>At 8:00 am Click Mute All, chair will then unmute self.</p> <p>[OPTION: Unmute (and mute) attendees as the Chair calls on them to read or share.]</p> <ul style="list-style-type: none"> - Hover over the upper right corner in the Zoom Square OR in the Participants List (right panel) hover over Name

- Click **More** and in the drop down menu **Ask to Unmute**

Throughout the meeting, mute anyone who is not sharing (Roll over the name in Participants list and click **Mute**)

8:29 am Undo security settings at the meeting's close for the Serenity Prayer and re-apply for 15-minutes for the "after meeting."

As needed: Remove anyone exhibiting inappropriate/crude behavior from the meeting.

-Roll over the individual name in the participant list and/or click upper corner of Zoom window and click **Remove**.