



Tech Host Training – Any Lengths Group

Quick Glance:

1. [host/leader - set trainees up as co-hosts]
2. Work w/ your day's chairperson to help members edit their sign-in names whenever people display devices, email addresses, inappropriate or odd names; ex: **Sally L – Tucson** → [name, locale (*optional*)]; avoid last names
3. Minimize background noise from unmuted mics during the meeting, muting people whenever appropriate and/or another member is sharing; help members unmute if they're having difficulty too
4. Turn Chat to "Host Only" during the daily readings; re-enable it to "Everyone" again as the last person of the day is sharing so that it's back on for the last few minutes of the meeting for phone # exchanges, etc.
5. Be attentive to any special requests from the chairperson or other members
6. Ensure raised hands are un-raised by the time a member's share is wrapping up (unless the chairperson prefers to lower hands on their own – good to ask)
7. You have the lead role in driving out Zoom-bombers - be sure to familiarize yourself with [this defense quick-guide](#); it's also good to assign a 'side-kick' co-host to help you if you'd like, either someone on (or not) the day's roster
8. Help train other Tech Co-hosts
9. 90-day sobriety minimum, 2 month commitment
10. During training session:
 - [do a run though - including what to do if Zoom-bombed]
 - [throughout the week, make all trainees co-hosts for experience]
 - [each should get a mentor – Mike, Jason, Kenny, Pat]

The next couple of pages are the primary duties of Tech Hosts, copied for your convenience from the [Service Position Descriptions document](#) on the [Any Lengths website](#).

- The Tech Co-Host or Zoom Host position requires at least 90 days of sobriety and enough time in the group to understand how a normal meeting flows. You will also need some one-on-one practice with another group member who is experienced with the position.
- You will be updated by the primary Host to meeting “Co-Host” upon entering the meeting. This will make **more features visible, but also will take some away**, like the **blue hand used for hand-raising**. This, of course, doesn’t mean you won’t be able to share in a meeting, only that you will need to just chime in rather than raising a hand to share (if/when the raise-hand function is used in large meetings).
- Before the meeting starts as people are coming in, coordinate with the day’s Chairperson (so as to not be stepping over each other) to **help guide all participants in how to edit their device’s sign-in name**, changing it to the actual person’s name followed by where the person is generally from. This helps us all get to know each other, while also helping us identify potential bad actors like “Zoom-bombers.”
- Throughout the rest of the meeting, your primary job will be to **remain vigilant in minimizing background noise from unmuted mics**, as well as muting and when needed, help unmuting members by clicking on their microphone icons (noting, however, we want members to learn how to do this for themselves). It’s best to keep your video turned on while doing this role so that others can tell that you are paying attention. Otherwise, when background noise from an unmuted mic becomes annoying, someone is likely to disrupt the meeting further by interjecting something like “Would everyone mute their mics?” This is much less likely to happen if people can see you are trying to identify and shut down the source of the background noise.

Also, please be on the **lookout for people who appear to be starting to share while still on mute**. Unmuting yourself briefly, verbally let the person know you will help unmute him/her by clicking on the muted mic button in that person’s “Brady Bunch” box, or next to their name under “Participants.”

- During the meeting, please also **remain attentive to requests from the chairperson** or other members, some of which may come to you as a text in the chat box. The chairperson may, for example, ask you to rename someone to better identify them

(this is especially helpful for participants who have dialed in from old telephones or logged in late as something like “iphone”), or simply as a way of respecting AA traditions around anonymity. The latter sometimes is necessary when participants use poor judgment in identifying themselves, or their full email shows up without their knowledge.

Offensive names, or names that include political messages like Joe “Fxxx Trump” Smith or Sally “Go Bernie” Jones, should be changed just to “Joe” or “Sally” following a brief private message to the person who needs to be renamed. It’s never a bad idea when you are about to make an edit like this to first check your judgment by sending a private chat to another trusted member of the group, like “Do you think I should rename So-and-So?”

- As the meeting grows, it is increasingly helpful to have a sidekick co-hosts, one to help with muting/unmuting members, un-raising raised hands of those who have already shared (can occur automatically if a person re-mutes correctly after sharing), and to help drive out Zoom-bombers, should they try to crash our meeting. Also, **make the chairperson a co-host**, which helps them more easily see that there are raised hands (the chairperson may want to un-raise hands on their own, but should never have to deal with muting/unmuting anyone – be on your toes).

Chairpersons should also always remain muted during the meeting when others are sharing, but it’s best for them to manage this on their own, or you risk muting them without their knowledge.

- After the meeting is over, if you need/want to leave the meeting while other members are still in the “Parking Lot,” be sure someone is still assigned as “Host” or the meeting may end the moment you exit.
- There is an option to remove/eject a person who is behaving inappropriately. This is normally an absolute last resort, except in cases where we are being Zoom-bombed. Be sure you and the other co-hosts are on the same page about removing someone unless it is clearly an intrusion, like Zoom-bombers displaying porn or someone showing lewd imagery from their device. Also be sure to familiarize yourself with [this quick guide](#). It is also a good practice to ask for a ‘side-kick’ co-host to help you in case of Zoom-bombers, either someone on or not on the daily roster.