

START ZOOM & FELLOWSHIP

- **ENABLE:** Waiting Room
 - **ENABLE:** Allow Participants to Unmute
 - **CHAT:** Host Only
 - **SCREEN** and **ADMIT** participants
 - **Make Secretary Co-host**
 - **Notify Secretary I am Moderator for Attendance Verifications**
 - **Get list of Readers from Secretary**
 - Open “**Readings**” From NA-In-Place
 - Open “**Chimes**” From NA-In-Place
-

BEGIN MEETING

- **MUTE ALL LINES**
 - **DISABLE:** Allow Participants to Unmute
 - **ADMIT ALL** from Waiting Room
 - **DISABLE:** Waiting Room
 - **Give Secretary ALL CLEAR**
-

SECRETARY: Welcome (*SEND CHAT*)

WELCOME FROM LOS GATOS HOME GROUP.

This meeting is brought to you by the members of Los Gatos Home Group in Los Gatos California, for humans who are addicts and addicts who are humans to gather and share their experience, strength and hope, and to help carry the NA message to the addict who still suffers.

Our meeting schedule is posted here: <http://lghg.org/>

SECRETARY: Meeting Guidelines (*SEND CHAT*)

MEETING GUIDELINES

- We ask that you please refrain from smoking or vaping while on camera
- Please silence your TV, radio, stereo, and any other sources of noise that are close-by
- When you introduce yourself, we invite you to also state where you're calling from
- Please keep your line muted unless you're sharing
- Please note that the Host is running the technical portion of this meeting (readings, sounds, etc.) and will not be able to respond to questions during it.

BEGIN SHARE: Serenity Prayer

SHARE: What is Narcotics Anonymous?

END SHARE

SECRETARY: Welcome Newcomers (*SEND CHAT*)

NEWCOMERS RAISE HAND

If you're in your first 30 days of recovery and would like to introduce yourself please raise your hand in Zoom. To do so, click the participant icon at the bottom of the Zoom screen. A box will appear on the right with some options. Then click the "Raise Hand" button. On a phone line *6 to mute/unmute and *9 to raise your hand.

- **Raise/Lower hands**
 - **Mute/Unmute**
-

SECRETARY: Readings

BEGIN SHARE: READINGS

- **Mute/Unmute readers**

READING	NAME
WHO	
WHY	
RECOVER	
HOW	
TWELVE	

STOP SHARE

SECRETARY: Announcements

SECRETARY: Anniversaries (*SEND CHAT*)

ANNIVERSARIES RAISE HAND

If you've celebrated a recovery milestone in the last week and would like to announce it please raise your hand in Zoom. To do so, click the participant icon at the bottom of the Zoom screen. A box will appear on the right with some options. Then click the "Raise Hand" button.

- **Raise/Lower hands**
 - **Mute/Unmute**
-

SECRETARY: JFT Reading (*SEND CHAT*)

REMINDER: MEETING GUIDELINES

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BEGIN SHARE: Just for Today Reading

- **Unmute speaker**

READING	NAME
READING	

(*SEND CHAT*)

TODAY'S READING

Just for Today, page 138: Living with spiritual experiences

Just for Today: I will seek what answers I may need to understand my spiritual experience and incorporate them into my daily life

STOP SHARE

- **LOCK MEETING**
 - **OPEN CHAT**
 - **Enable Chimes: SHARE —> ADVANCED —> SOUND ONLY**
-

SECRETARY: Shares (*SEND CHAT*)

RAISE HAND TO SHARE

If you would like to share, raise your hand in Zoom. To do so, click the participant icon at the bottom of the Zoom screen. A box will appear on the right with some options. Then click the "Raise Hand" button.

SECRETARY: Attendance (*SEND CHAT*)

ATTENDANCE SHEETS

If you need an attendance sheet validated, leave a private message to the moderator **John W** with the following format:

Hi, I'm NAME. I attended the online meeting on DATE at TIME. I need an attendance slip for this meeting. My email address is EMAIL ADDRESS

- **Raise/Lower hands**
- **Mute/Unmute**
- **CHIME @ 3min**

STOP SHARE

SECRETARY: Close

BEGIN SHARE: JFT

READING	NAME
JFT CLOSE	

- **Unmute speaker**
- **ALLOW PARTICIPANTS TO UNMUTE THEMSELVES**

SECRETARY: Thank You (*SEND CHAT*)

Thank you everyone for joining.

Thanks to today's readers.

Special thanks to all who shared and to ____ for kicking us off!

Keep coming back!

SHARE: Third Step Prayer

SHARE: Keep Coming Back

STOP SHARE

Answers to Questions

SMOKING/VAPING

Thanks for your question. Several folks have mentioned that vaping and smoking can be triggering. Also it's not permitted at our home group meetings. Given it's very simple to disable the camera, or to smoke off-camera, we made the call to request folks don't vape on camera. Thanks for your understanding.

WHERE IS LOS GATOS HOME GROUP?

This link shows it: [Where is Los Gatos Home Group.](#)