

Assembly Quick Reference Guide



HOST

If you cannot get your question answered by anyone else, the HOST is your “go-to” person.

HOST will move some into **breakout rooms for committee meetings**. You can move yourself if you update Zoom on your computer.

Registration Room Co-Host

Every attendee **must** visit the registration/check-in room to check-in for the assembly.

The registration room co-host is available to assist with registration.

If you cannot move your self to the room, contact the HOST via chat for help.

Room open:

Sat 7:15AM-5PM

Sun 7:30AM-10AM

Tech Admin

This person is responsible for **admitting people from the waiting room**.

Contact **Tech Admin** via chat for assistance.

Tech Support

This is your best friend when you **need tech help**. For example: if you can't get your sound or video to work, they can help you.

Contact **Tech Support** via chat for assistance.

Area 46 Panel 72 Elections

Our panel 72 elections will be held on Zoom at this assembly. There is a specific process that must be followed to ensure the election is properly conducted using A.A.'s third legacy voting procedure.

Please do your part and read the documents provided via email before you arrive at the assembly. This will help sure each vote is recorded properly.

Breakout Room Co-Host

Each committee breakout room will have a Zoom co-host to assist the committee chair as needed.

Contact the **Breakout Room Co-Host** via chat for assistance during the committee meeting.

Moderator Host

This person will share slides for the chair or alternate chair and **mute/unmute participants** when appropriate.

 Raise your **virtual hand** to get in line to make a comment (during appropriate times only).

The **Moderator Host** will unmute you when it is your turn.

Point Zoom Opp

During the assembly to make a:
point of order
point of clarification
point of information

Send your point IN **CHAT** to the **Point Zoom Opp** (Operator).

The Point Zoom Opp will inform the session chair (by voice) regarding the point to be made.

You will be unmuted when recognized by the chair.

Ask It Basket

If you have a question you would like answered during the assembly **send the question in CHAT to “Ask it Basket”**. The area chair and co-chair will do their best to answer your questions on Sunday morning.

Call-In Participants

*6 unmute

*9 raise hand

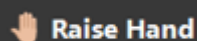
*9 to vote YES (when asked)

*9 to vote NO (when asked)

Move Yourself In and Out of Breakout Rooms

Great news! You will be able to move yourself in and out of breakout rooms. You MUST update to the latest version of Zoom in order to move yourself. If have not updated your Zoom client, then the host must manually move you.

Information on how to update your Zoom client can be found on zoom.us or click [here](#).



Click on Reaction > Click on Raise Hand Button

Assembly Check-In

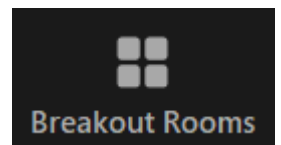
Registro de montaje



Please check-in for the Assembly!

Visit the Registration/Check-In Room (Breakout Room)

Just like you would go to the registration table at a physical assembly, please go to the registration room/check-in to check-in.



This will help our registrar get an accurate count of voters.

¡Regístrese para la Asamblea!
Visite la sala de registro/check-In
(sala de reuniones)

Al igual que iría a la mesa de registro en una asamblea física, vaya a la sala de registro para registrarse.

Esto ayudará a nuestro registrador a obtener un conteo preciso de votantes.

Traducción al español disponible

Assembly Schedule



SATURDAY

7:15 am	Registration Open – Please gather in main meeting room by 8:15 am so that the Assembly can begin on schedule.
8:30 am	CALL TO ORDER
8:45 am	Move to Breakout Room
8:55 am	COMMITTEE MEETINGS: GSR Orientation, Bilingual, Corrections, Finance, Grapevine/LV, Technology
9:45 am	Move to Breakout Room
9:55 am	COMMITTEE MEETINGS: Cooperation w/ Prof Community (CPC), <i>El Farolito</i> , Finance, Treatment, Literature, A46 Service Forum
10:45 am	Move to Breakout Room
10:55 am	COMMITTEE MEETINGS: Archives, Bridge the Gap (BTG), Public Information (PI), Young People, Ad Hoc Committee about the Books, Accessibilities & Remote Communities (ARC)
11:45 am	Move to Breakout Room
11:55 am	MEETINGS: GSRs, District Committee Members (DCMs), Area Trusted servants, Past Delegates
12:45 pm	Lunch Break — on your own — <i>(please stay logged in)</i>
1:45 pm	CALL TO ORDER – Business Meeting
2:00 pm	INTRODUCTIONS
2:10 pm	SECRETARY'S REPORT: Summary of Minutes – March 2021 Assembly – District 9
2:15 pm	TREASURER'S REPORT
2:25 pm	REGISTRAR'S REPORT
2:30 pm	DELEGATE'S REPORT
2:40 pm	ALTERNATE DELEGATE'S REPORT
2:50 pm	10-minute break <i>(please stay logged in)</i>
3:00 pm	ANNOUNCEMENTS
3:15 pm	OLD BUSINESS
	1) Post-Area 46 Convention Report: June 2021 – Virtual
	2) Assembly Report: December 4 & 5, 2021 – District 6, Raton
	3) Assembly Report: March 26 & 27, 2022 – District 13, Albuquerque
	4) Post- NM AA Service Forum Report: July 2021, District 3
	5) Ad Hoc Committee About the Books Report
3:40 pm	NEW BUSINESS*
	1) Bids for Area State Convention June 3- 5th 2022
	2) Bids for September Area Assembly September 10 & 11 2022
	3) Presentation of 2022 draft budget
	4) Other New Business
5:00 pm	Dinner Break
6:00 pm	SHARING SESSION – Bill L., Area 46 Delegate, & SW Regional Trustee- Jimmy D.



SUNDAY

7:30 am	Registration Opens
8:00 am	CALL TO ORDER
8:10 am	VOTE on previous day's bids and motions
8:30 am	ASSEMBLY MEETING REPORTS** Committees (limited), GSR, DCM, Trusted Servants and Past Delegates
9:05 am	10-minute break
9:15 am	ASSEMBLY MEETING REPORTS** (continued)
9:50 am	Ask It Basket and Sobriety Countdown
10:05 am	15-minute break
10:20 am	ELECTION for Area 46 trusted servants: Delegate, Alt. delegate, Area chair, Alt. area chair, Treasurer, Registrar, Secretary
12:30 pm	Lunch Break — on your own — <i>(please stay logged in)</i>
2:00 pm	Adjourned until December 4 & 5, 2021 – District 6, Raton
	— The Planning Meeting for the next assembly will be held on TBA —

Programa de montaje



ÁREA 46 ASAMBLEA AGENDA

Asamblea de Elecciones • 11 y 12 de Septiembre, 2021 • Distrito 4 – (Host)

VIERNES

6:00 pm Reunión con Orador (Jimmy D., Custodia Regional del Sudoeste) (Ningún negocio se llevará a cabo el viernes)

SÁBADO

7:15 am **Se Abre El Registro** – Por favor reunirse en el edificio principal a las 8:15 am para que la Asamblea comencé en horario.

8:30 am LLAMADA DE ORDEN

8:45 am mudarse a las salas del comité

8:55 am **REUNIONES de COMITÉS:** R.S.G. Orientación, Bilingüe ,Correccionales, Finanzas, Grapevine y La Viña, Tecnología

9:45 am mudarse a las salas del comité

9:55 am **REUNIONES de COMITÉS:** Cooperación con la Comunidad Profesional (CPC), El Farolito, Finanzas, (Centros) de Tratamiento, Literatura, Área 46 foro de servicios

10:45 am mudarse a las salas del comité

10:55 am **REUNIONES de COMITÉS:** Archivos, Uniendo Las Orillas (BTG), Información Pública (PI), Accesibilidad y comunidades remotas (ARC), Los Jóvenes, Comité sobre los libros (ad hoc)

11:45 am mudarse a las salas del comité

11:55 am **REUNIONES:** R.S.G.'s, M.C.D.'s, Servidores de Confianza, Delegados del Pasado

12:45 pm **Almuerzo** — Cada quien por su Cuenta

1:45 pm **LLAMADA DE ORDEN** – Junta de Negocio

2:00 pm INTRODUCCIONES

2:10 pm **INFORME DEL SECRETARIO** – Resumen de Minutos – Asamblea de marzo

2:15 pm **INFORME DEL TESORERO**

2:25 pm **INFORME DEL REGISTRADOR**

2:30 pm **INFORME DEL DELEGADO**

2:40 pm **INFORME DEL DELEGADO SUPLENTE**

2:50 pm 10-Minutos de Receso

3:00 pm **ANUNCIOS** – Eventos de A.A.

3:15 pm VIEJO NEGOCIO

- 1) Informe de la 2021 Convención: junio, 2021 – Virtual
- 2) Informe de la Asamblea: diciembre 4 y 5, 2021– Distrito 6, Raton
- 3) Informe de la Asamblea: Marzo 24 y 25, 2022– Distrito 13, Albuquerque
- 4) NMAASF Informe del Foro del Servicio: de julio de 2021- Distrito 3
- 5) Informe de la Comité sobre los libros (ad hoc)

3:40 pm NUEVO NEGOCIO *

- 1) Oferta para el Área 46 Convención junio 3-5 2022
- 2) Ofertas para la Asamblea: septiembre 10 y 11, 2022
- 3) Presentación del Proyecto de Presupuesto 2022
- 4) Otros nuevos negocios

5:00 pm **Cena**

6:00 pm **SESIÓN DE COMPARTIMIENTO** – Bill L, Área 46 Delegado y Jimmy D Custodia Regional del Sudoeste

DOMINGO

7:30 am **Se Abre El Registro**

8:00 am LLAMADA DE ORDEN

8:10 am **VOTAR** en las ofertas y mociones del día anterior

8:30 am **INFORMES DE REUNIONES DE LA ASAMBLEA**** (Comités, R.S.G., M.C.D., Delegado Pasados)

9:05 am 10-Minutos de Receso

9:15 am **INFORMES DE REUNIONES DE LA ASAMBLEA **** (continuado)

9:50 am **Preguntas de Canasta y Conteo Regresivo de Sobriedad**

10:05 am 15-Minutos de Receso

10:20 am **ELECCION** para Área 46 Servidores de Confianza: Delegado, Alt. delegado, silla de Area, Alt. silla de Area, Tesorero, Registrador, Secretario

12:30 pm **Almuerzo** — Cada quien por su Cuenta (45-Minutos)

2:00 pm **Asamblea se aplazó hasta 4 y 5, de diciembre, 2021– Distrito 6, Raton**

— La Reunión de planificación para la próxima asamblea TBA-



Attention Voting Members

Sunday Only



Please help us identify voting members for the Panel 72 Area 46 Election....

Eligible Voters

A

Zoom Participants: Place a 1 followed by your name & position

Like this:

1-Bill L-Delegate

1-Fred H-GSR

B

Multiple Voters on 1 Zoom Screen

“Group in A Room”

Like this:

1-GROUP-4-Al G (Four voting members in one group)

1-GROUP-2-Ellen R (Two voting members in one group)

C

Phone Only Voters

A co-host will rename you

Need someone to rename you?

Chat a co-host or contact the Poll Operator

Attention Voting Members

Sunday Only



Please help us identify voting members for the Panel 72 Area 46 Election....

For Non-Voters

Place use a 1 followed by your name

Like this:

2-Julie P-Observer

2-Pebbles F-Observer

2-William K-Observer

Take
Note:

Non-voting members on Zoom will be moved to an observation breakout room by the Poll Operator before the election begins.

Don't worry, you will be able to see and hear all of the action in the voting room!

Need someone to rename you?
Chat a co-host or contact the Poll Operator

Atención miembros votantes

Domingo solamente



Ayúdenos a identificar a los miembros votantes para la Elección del Área 46 del Panel 72....

Votantes elegibles

A Participantes de Zoom: Coloque un 1 seguido por su nombre y posición

Como esto:

1-Bill L-Delegado
1-Alejandro V-DCM

B Varios votantes en 1 pantalla con zoom

"Grupo en una habitación"

Como esto:

1-GROUP-4-Al G (Cuatro miembros votantes en un grupo)
1-GROUP-2-Ellen R (Dos miembros votantes en un grupo)

C Votantes solo por teléfono

Un coanfitrión te cambiará el nombre

¿Necesita que alguien agregue el "1" por usted?
Pregunte a un coanfitrión

Attention Voting Members

Sunday Only



Ayúdenos a identificar a los miembros votantes para la Elección del Área 46 del Panel 72....

Para no votantes

Coloque un 2 seguido de su nombre

Como esto:

2-Julie P-Observer

2-Pebbles F-Observer

2-William K-Observer

Tomar
nota:

Los miembros sin derecho a voto de Zoom serán trasladados a una sala de grupos de observación por el operador de la encuesta antes de que comience la elección.

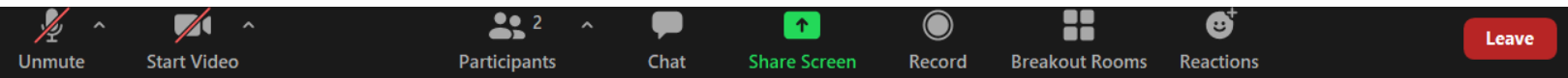
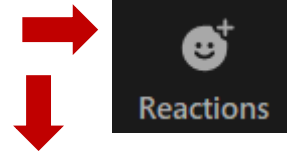
No se preocupe, podrá ver y escuchar toda la acción en la sala de votación!

**¿Necesita que alguien agregue el "2" por usted?
Pregunte a un coanfitrión**

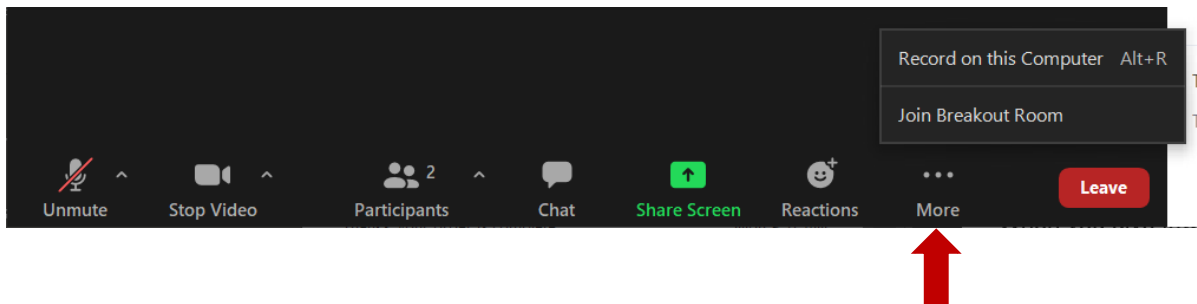
Yes Voting Button & Raising Your Hand



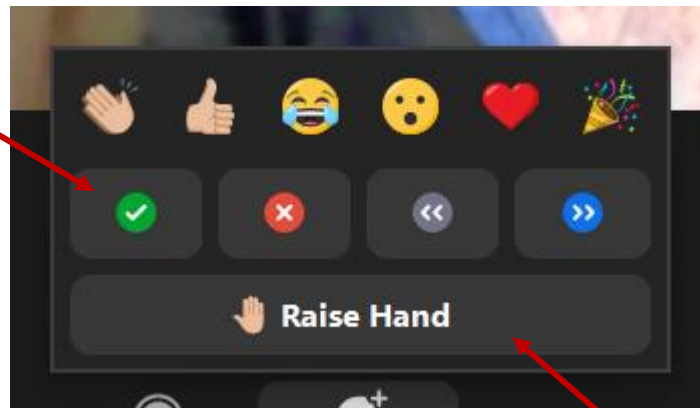
1 Locate the “Reactions” section in the black Zoom toolbar.



If you do not see the “reactions” icon then click “More”



2 Select the function you wish to use



Yes button for
voting

Raise hand
button

Note: If you do not see the Yes/No buttons and Raise hand under “Reactions” it mean your version of Zoom is outdated. Please update before the assembly.

[Update Your Zoom Now](#)

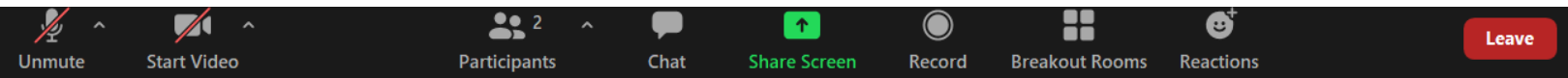
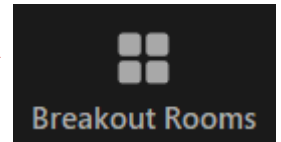
If you do not update, then Yes/No and Raise hand will still appear in the participants window.

Moving Yourself into a Breakout Room

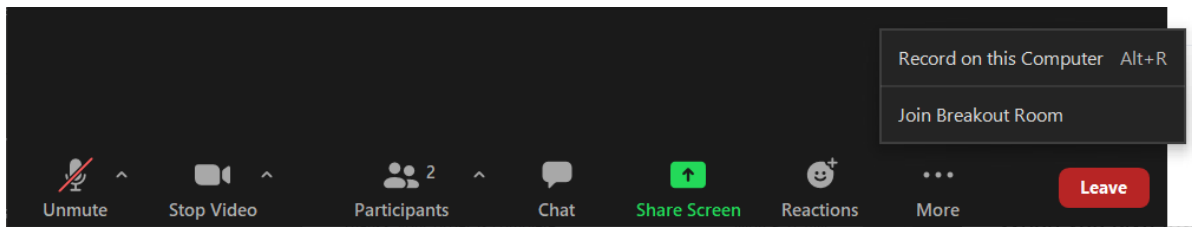


1

Locate the Breakout Rooms section in the black Zoom toolbar.

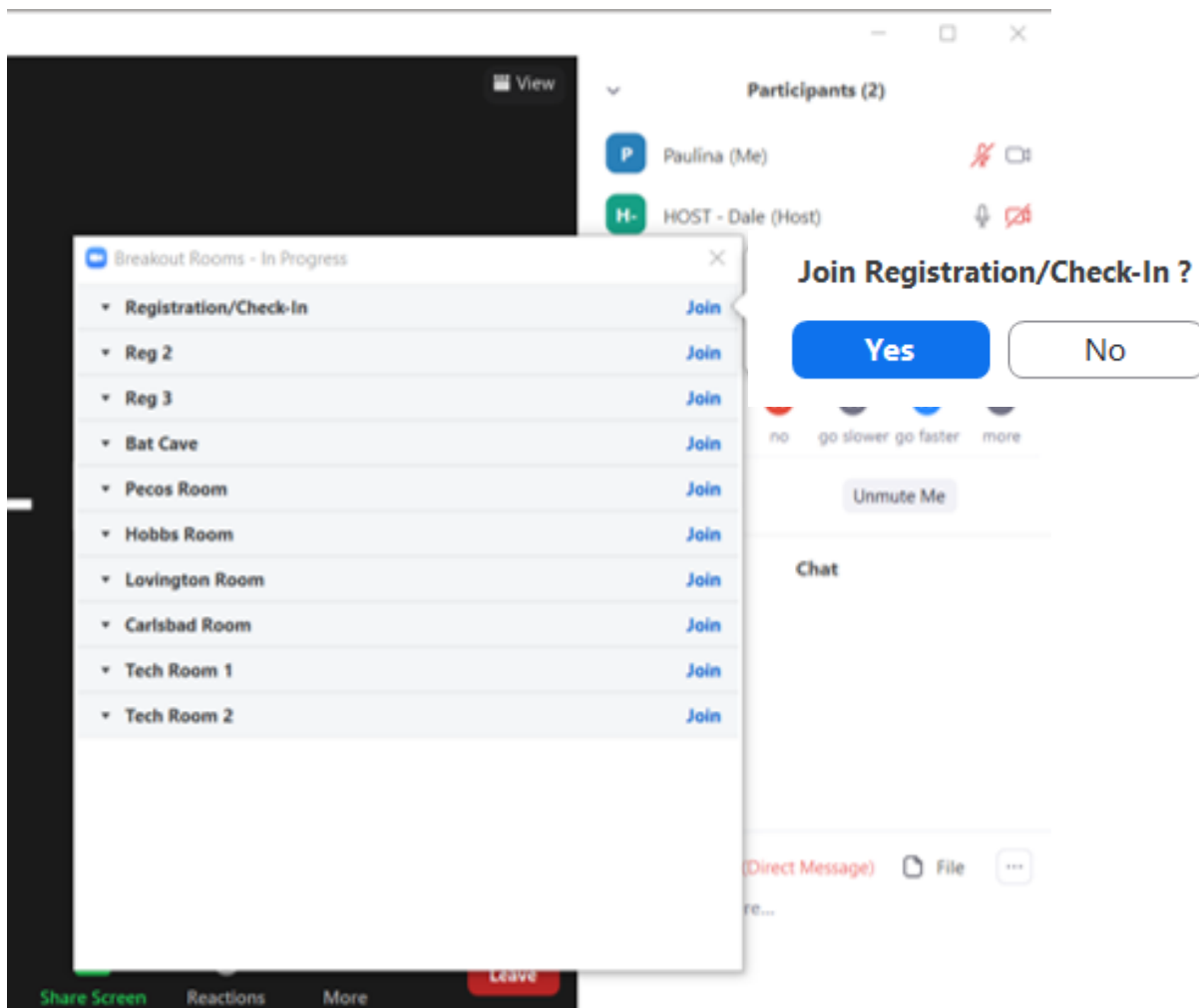


If you do not see the Breakout Rooms icon then click “More”



2

Select the Breakout Room you wish to join



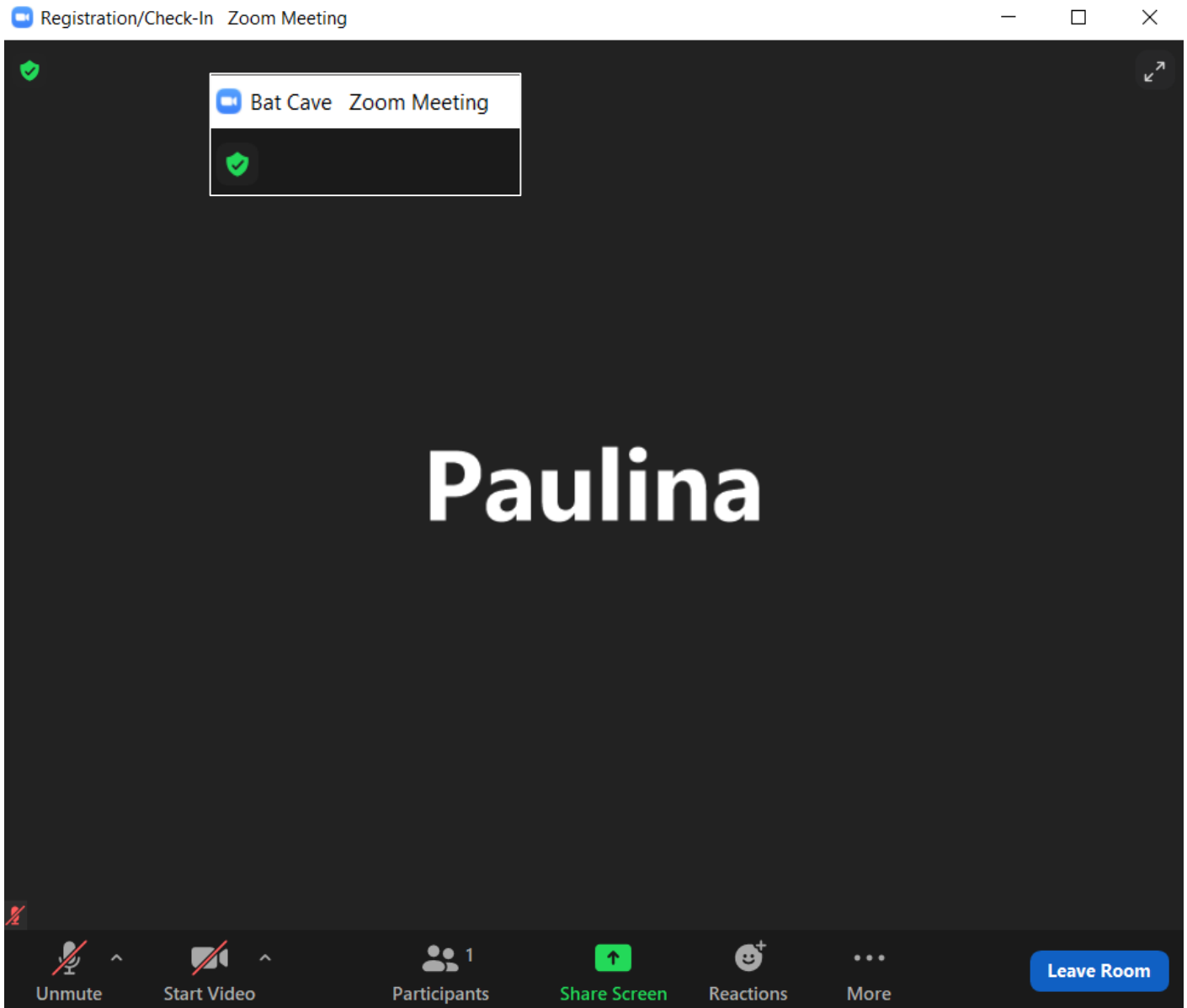
Moving Yourself into a Breakout Room



3

Identify what room you are in here.

Main Room simply says:
"Zoom Meeting"

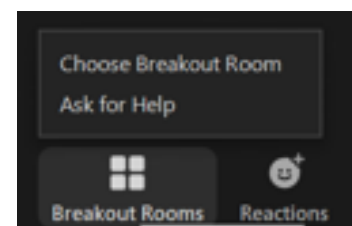


4

Leave breakout room here and return to main room.

5

To move from one breakout room to another – click Breakout Room icon.



Controlling Live Transcript / Close Caption Options



1 The Zoom host controls whether close captioning or live transcript is on or off. As a participant you can change what you see.

Live Transcript will be turned on by the host for assembly business meetings.

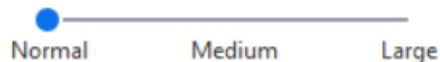
2 Click **Live Transcript**, and then select **Show Subtitle**.
The provided subtitles can be clicked and dragged to move their position in the meeting window.

3 To adjust the caption size:

1. Click the up ^ next to **Start Video / Stop Video**.
2. Click **Video Settings** then **Accessibility**.
3. Move the slider to adjust the caption size.

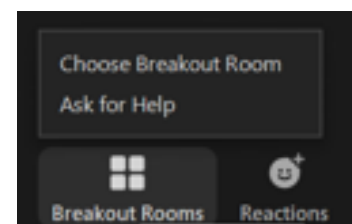
Closed Caption

Closed Caption Font Size:



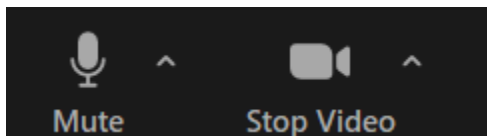
These are default (small) sized subtitles.

5 To move from one breakout room to another – click Breakout Room icon.

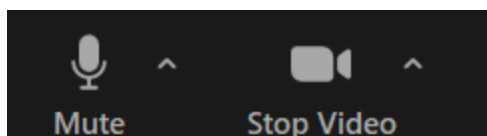


Turning Off Your Camera

Bienvenido a la asamblea



Click the **camera** to turn your camera on or off. You will need to turn camera off/on for introductions and sobriety countdown.



Haga clic en la cámara para encender o apagar su cámara. Deberá apagar / encender la cámara para las presentaciones y la cuenta regresiva de la sobriedad.