Zoom Protocols for CMI ZOOM ACCOUNT:

*These settings are designed to keep our meetings safe while honoring the 12 Traditions.
*Users may be required to upgrade to a recent version of Zoom upon entering rooms.
*Settings related to security are highlighted.
*Settings that can be changed during the meeting are in red

PERSONAL SETTINGS - MEETINGS
Security
*Waiting Room/ Off
*Waiting Room Options:
Everyone
Allow participants in the waiting room to reply to host and cohosts
*New waiting room and join before host experience/ On
*Meeting Passcode/ On
*Require Passcode for Participants Joining by Phone/ Off

Schedule Meeting
*Host video/ On
*Participants video/ On
*Audio Type/ Telephone and computer audio
*Allow participants to join before host/ Participants can join 15 minutes before start time
*Allow Zoom Rooms to start meeting with Host Key/ On
*Mute all participants when they join a meeting/ On

In Meeting (Basic)
*Meeting chat/ On
*New meeting chat experience/ On
*Meeting chat – Direct messages/ On
*Send files via meeting chat/ On/ Only allow .pdf, .doc
*Co-host/ On
*Screen Sharing/ On
*How many participants can share at the same time? One participant can share at a time
*Who can share? Host only
*Annotation/ Only the user who is sharing can annotate
*Allow removed participants to rejoin/ Off
*Allow users to change their name when joining a meeting/ On
*Allow participants to rename themselves/ On
*Allow host or co-host to rename participants in the waiting room/ On
*Hide participant profile pictures in a meeting /On

PERSONAL SETTINGS – RECORDING
Local recording/ Off
Cloud recording /Record audio-only files

Cheat Sheet for Scheduling Safe Meetings

Settings -> Schedule Meeting
Allow participants to join before host /Participants can join 15 minutes before start time
Allow Zoom Rooms to start meeting with Host Key/ On

Schedule Meeting
 Security
Passcode/ ON
Waiting Room /OFF

Options -> Show
Allow participants to join 15 minutes before start time

NOTES Obtain – or change – host key from Profile

Zoom limits number of occurrences.
 If it isn't in "Upcoming," look under "Previous" to schedule more. Occurrences can be edited, added, deleted

SAMPLE MEETING DISCLAIMER:

Welcome to our OA Meeting. Welcome home! This meeting **does/does** not allow for chatting. The chat function is **closed/open/open only to co/hosts/open to everyone**. This meeting **does/does not** allow for an open mic. If it does not, one must raise their virtual hand to be recognized by the host. If you enter the meeting with your video turned off, it will remain off for the duration of the meeting. You may/not share your screen or your profile picture.

Some language towards a virtual policy which we will work with the Policies and Procedures committee to work as we update the P&P:

Here's a policy from a region:
Virtual Region Meeting Platform Guidelines and Usage Procedures

Use of the Virtual Region Meeting Platform is managed by the Virtual Region Board and limited to: Virtual Region board, committees, subcommittees, service bodies and registered meetings for the purpose of conducting OA business or OA recovery events.
Any other use of the platform will be at the discretion of the chair and Virtual Region Board.
Non-Virtual Region Service Bodies may request use of the platform; such use will be at the discretion of the Virtual Region Board.
Non-Virtual Region service bodies given access to the Virtual Region Meeting Platform will be asked to give a contribution for the use of the meeting space.
Virtual Region Meeting Platform availability will be on a first come, first-serve basis with the Virtual Region Board and Virtual Region committee meetings taking precedence.
No member or group shall use the room for any purpose other than OA business or OA recovery events.
If misuse of the room occurs, the code will immediately be changed, and all registered users will be notified.
Any misuse of any room or of the Virtual Region Meeting Platform will be brought before the Board, whereupon the Board will consider appropriate action which may include the removal of service permissions and service access to the Virtual Meeting Platform, which may also include the need to attend training on the proper use of the Virtual Region Meeting Platform.

VRMP Scheduling

All requests for usage and training for the Virtual Region Meeting Platform will go to the Virtual Region Board
Requires a month (30 days) advance notice to be scheduled on the Virtual Region Meeting Platform calendar.
If a change of date or time is required, it would be at the discretion of the Virtual Region Board whether the change can be made.
The data coordinator will communicate to the vice-chair any changes in order to maintain the calendar.
Emergency usage will be scheduled at the discretion of the Virtual Region Board.
Technical training will be provided by the Virtual Region Meeting Platform training committee upon receiving a request from the Virtual Region Board.

VRMP Protocol

Scheduled meetings will provide trained, approved Dashboard operators.

At least two trained dashboard operators must be present at all scheduled meetings, one of whom will be designated as lead host.

If the meeting is large, three or more dashboard operators are preferred.

After using the Virtual Region Meeting Platform, the meeting must be closed by the lead host.

Before any recording may be permitted, the lead host must have received data protection training from the Data Coordinator or committee and have signed a release stating that they understand the implications of recording surrounding data protection and other such issues.

Virtual Region business meeting recordings, including assemblies, conventions, board meetings and committee meetings may be saved to the cloud by notifying the data coordinator.