



Tips for a positive, well-run EDA Zoom meeting

- If you are starting a new Zoom meeting, consider starting with (modifying) an existing EDA Zoom meeting format. You can find examples here: <http://eatingdisordersanonymous.org/phone-zoom-meetings/>.
- Meeting hosts are encouraged to log into Zoom 15 minutes early and use the host code to ensure they have the capability to mute/unmute and moderate the meeting effectively. EDA Zoom meeting rooms may be subjected to inappropriate material from time to time. The person with the host code can control what is displayed on the screen, can determine who can share in the chat window, and can mute/unmute all or individual participants. Be prepared to remind people that the chat window can be distracting and encourage people to listen to whomever is speaking. To familiarize yourself with host capabilities, visit <https://support.zoom.us/>
- **All GSB-sponsored EDA Zoom meetings are set up to permit multiple co-hosts and waiting rooms.** Co-hosts and waiting rooms are established by the host. Co-hosts can help let people in from the waiting room, and can mute/remove participants as needed. For details, see:
- Use your Fellowship Time. Each Meeting has a 15-minute block before and after the hour their meeting begins. We suggest that chairs and attendees check in early. Before the meeting, the Chair can ask for volunteers to help with meeting readings, and there is usually time for people to discuss if there are items of concern before the meeting starts. The block of time after the meeting is reserved for outreach to newcomers, for those who need to share and did not get a chance, for fellowship generally, and for Group Conscience meetings where people work together to make decisions about matters that affect the group.
- We suggest each EDA group, including Zoom groups, hold a regular Group Conscience meeting. Many groups hold Group Conscience meetings once a month to consider items of concern to group members. For example, if your meeting grows to more than 30 people and is not a speaker meeting, the Group Conscience could decide to host a separate meeting at the same time, so more have a chance to share. The Group Conscience decides topics such as whom to elect as a representative to the General Service Board (GSB), whether to have the representative vote for or against measures that GSB proposes (such as new/updated literature), and whether to amend the meeting format.
- Do your best to ensure everyone gets a chance to talk. Consider using a timer for milestones and /or shares. If your Group Conscience decides to time shares, request a volunteer to help with timing before the meeting. Encourage participants to keep shares short so others have a chance to share. Consider having some time set aside for people who are new, struggling, have attended meetings but haven't been able to share due to group size, and for those who are not able to use Zoom chat features and have just called in via telephone. Remind others of the suggestion to "step up *and* step back." The suggestion means that if you haven't been chairing or sharing, please consider contributing; if you have been sharing or chairing, please consider stepping back to give others the opportunity to be involved and be of service. Service can help address isolation and esteem issues.
- Like excessive chat window use, video feeds can be distracting. Remember to turn off your camera if you are doing anything that is likely to bother others and help others to do the same.
- Do your best to treat each and every participant with the same care and concern, whether you know them or not (and whether you can see them or not). We are all deserving of the same respect, time, and support. Thank you for being there!