



RAFT Recovery Zoom Instructions for Hosts (Including Guidance for Welcoming New Members)

Day & Time:



Meeting Times:

- Tuesday, 15th April at 20:00 UK time
(BST 20:00 | EDT 15:00 | PDT 12:00 | Wellington 07:00 on Wednesday)
- Sunday, 20th April at 18:00 UK time
(BST 18:00 | EDT 13:00 | PDT 10:00 | Wellington 05:00 on Monday)

Online Location:

Join the meeting via zoom

<https://us02web.zoom.us/j/4537777699>

You can connect manually with Zoom meeting ID 453 777 7699 and passcode '5ps'.

<https://us02web.zoom.us/j/4537777699?pwd=eFFWQ2JOSXIVNGIzTGJUYWtHR1lxZz09>

Host Key: Sent to you separately.

Claiming Host Status

1. Open the meeting URL above 15 minutes before the meeting begins.
2. Initially, you'll log in as a participant. To access admin features like muting others or sharing screens, you'll need to claim host status.
3. Steps to Claim Host:
 - Open the Participants list by clicking the icon at the bottom of the Zoom window.
 - If no host is assigned, click the Claim Host button and enter the Host Key (provided separately).
 - If the Claim Host button isn't visible, check the Participants list to see if someone else is the host. If so, politely request they make you a Co-host.
4. Assign Co-host Role:
 - Hover over a trusted participant's name in the Participants list. Select Make Co-host to share admin responsibilities.

Guidelines for Running the Meeting

Welcoming New Members

- Warm Welcome: Greet new attendees warmly. Acknowledge them by name if they feel comfortable sharing it.
- Introduce the Group: Briefly explain ELSA Recovery's purpose and structure.
- Safer Sangha Request: Kindly ask new members to turn on their camera and introduce themselves to ensure a safe and welcoming space for all. If they do not respond, it may be necessary to remove them from the meeting.

Managing the Meeting

1. Mute All Participants: At 8:02 PM, open the Participants list and click Mute All to minimize background noise.
2. Read the Opening Preamble: Use the provided script to explain the purpose and format of the meeting.
3. Introduce the Topic: Share the session's focus, including its relevance to the ELSA Recovery goals (Embrace, Let, See, or Actualize).

Safety Measures for 'Zoom Bombing'

1. Be Prepared to Remove Disruptive Attendees:
 - Go to the Participants pane. Hover over the disruptive attendee's name, click More, and select Remove.
2. Enable the Waiting Room:
 - If disruptions occur, activate the Waiting Room feature to screen participants before admitting them.

Meeting Flow

1. Serenity Breathing Meditation:
 - Begin with 10 minutes of guided meditation. Use the script provided for cultivating serenity of body and mind.
 - Ring a bell (if available) to start and end the meditation.
2. Topic Reflection:
 - Read the reflection questions related to the session's topic. Allow 5 minutes for silent contemplation.
 - Optionally, display a slide with the session's focus or reflection questions.
3. Group Sharing:
 - Encourage participants to share thoughts or insights. Remind them of sharing guidelines:
 - Speak without interruption.
 - Avoid criticism or unsolicited advice.
 - Raise a hand to indicate they wish to speak.
4. Wise-Heartedness Meditation (Optional):
 - End the session with a 5-minute meditation tied to the session's goal (Friendliness, Compassion, Joy, or Equanimity).

Closing the Meeting

- Announcements:
- Request volunteer hosts for future meetings.
- Share information about the 5th Precept Sit and Share on

Sundays.

- Thank Participants:
- Thank everyone for their contributions and presence.
- Informally leave the Zoom room open for social interaction for

up to 15 minutes if appropriate.

Important:

When ending the meeting, ensure you click End Meeting for All to release the host key and avoid locking the host function.