ROOM HOST TRAINING

Updated 2/1/25 by Kate H. & Antoinette

First, thank you for looking into becoming a Room Host (RH). Service benefits personal recovery and this training has been created to support you in your recovery. Once you have these tools, you will not only know how to become a RH, but you will also have the skills to become a Meeting Chair. Firstly things first though!

Before you decide to Room Host: Print off a *color* copy of the script or have the script open in another window, available for you to read easily. The script can be found on the acamorning website in two places:

Under the acamorning.org/mod/

[Script pdf](#)

Or under Our SMR Meeting > Script and Slides

[Script pdf](#)

Note: If you make a copy of the script and do not have access to color printing, print it off then take the time to highlight the sections in blue that pertain to what the Room Host reads starting at:

Eg: IN THE BREAKOUT ROOMS:

"Welcome. My name is_____, and I will be your Room Host today…."

Get familiar with the sections you *read* and the sections that are *notes and prompts* for you as a Room Host. Anything in blue is read aloud, and anything in black is support material.

It's the day of the meeting and you have decided you want to host a room today, firstly, thank you for your service!

Before you sign into Zoom, here are some suggested guidelines for being ready.

1. Open your browser (Google Chrome, Safari, Firefox etc.) and go to www.acamorning.org/mod/
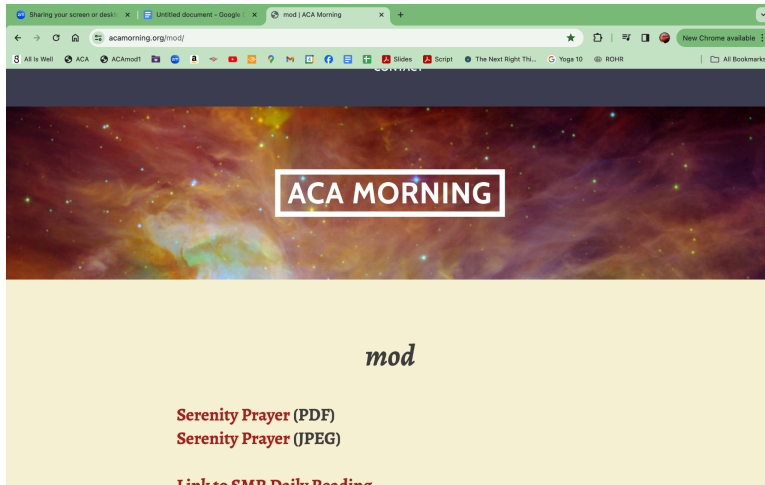
2. Scroll down to the slides.
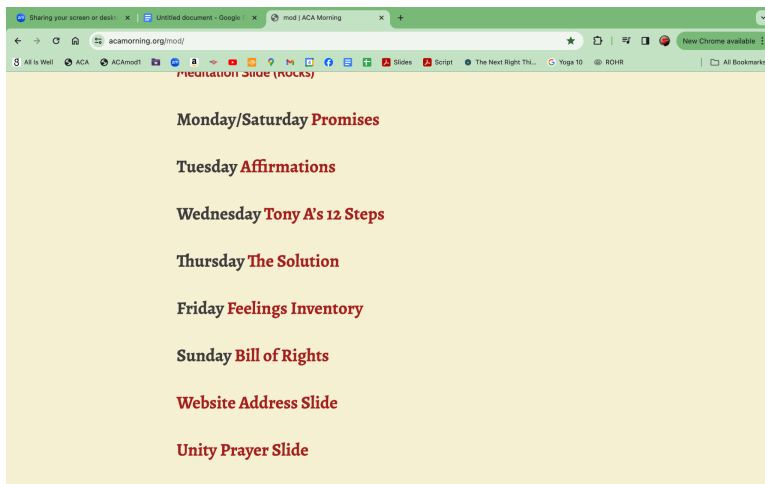
3. The *only* screen share that you will use as a Room Host will be the slide specific to the day of the week for the self-care portion of the meeting.

4. Click on the slide you will show/share for that day

5. Now, minimize this window *without closing the browser*. This slide must be open on your desktop to be accessible when it is time to share.
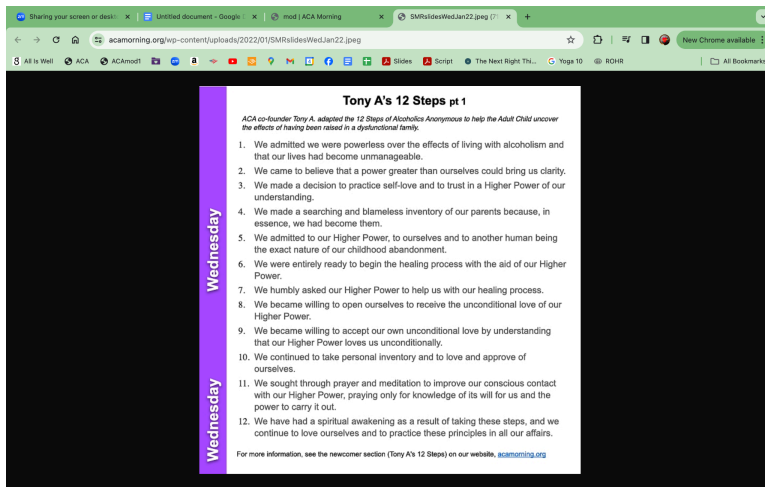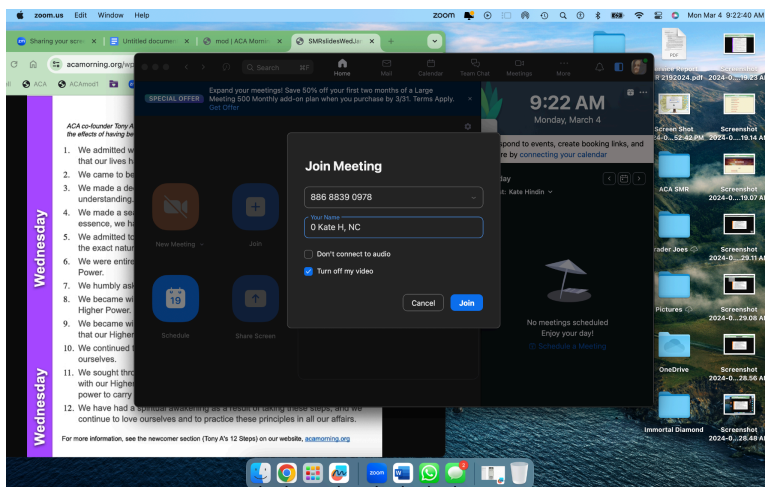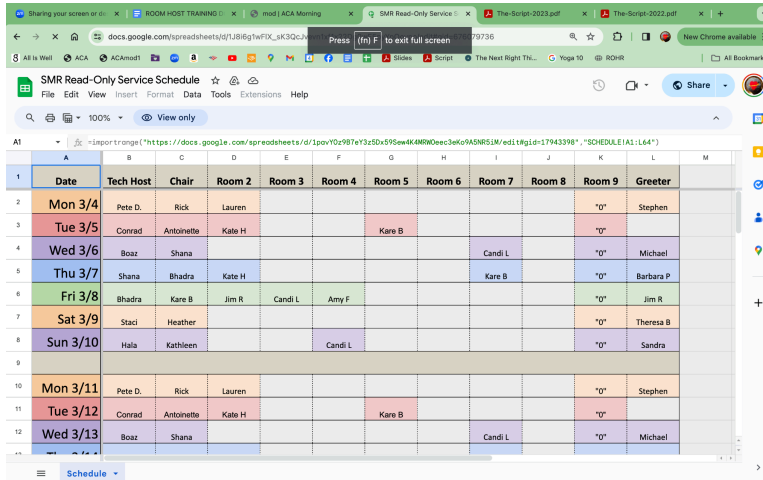6. Now join the SMR Zoom meeting, and before signing in, please rename yourself by placing a zero, "0", in front of your name, please note this is not permanent. Plan to sign in between 7:15 and 7:20 AM to allow the Tech Host plenty of time to see who is serving and if they need more RHs.

Once the Tech Host sees the "0" in front of your name, they will know that you want to give service today as a room host. As the tech host organizes the people in service, you will see your name change to the number of the room you will host that day. There is one exception: on Tuesdays & Thursdays, I am on the Service Schedule as Room 2, so I place a "2" in front of my name on that day. Only folks committed to a

regular day of the week and are on the schedule may assign themselves a room number before room hosting.

Note: There may be times when you put a "0" before your name and you may not be selected to serve as a room host. There can be a few reasons, such as the Tech Host did not see you until it was too late for them to add you because Zoom needs time to sort people into breakout rooms, or perhaps the Tech Host already has enough volunteers that day.

You can access the Service Schedule:
https://www.acamorning.org/the-smr-service-schedule/

The meeting starts:

(You may feel some anxiety/excitement, but that's normal!)

Once you are assigned a room, you will be made a "Co-Host" and this allows you now to:

- See the Waiting Room and participants coming into the meeting. There is an option to "Admit", but **_please don't admit anyone_**. Please respect this request to not admit others as the Tech Hosts may have difficulty if others are admitting. There is a lot of work behind the scenes to make the breakout rooms work.
- Mute members and turn their videos off.
- Lower hands that are raised.
- Screen Share.

Once the Chair begins the meeting with the ACA Serenity Prayer, you will have about ten minutes to prepare before the breakout rooms are activated/opened. Look at the script and see the blue text that the meeting Chair reads; in small black boxes, you will see support prompts like **_"ON SCREEN"._** This tells the meeting Chair which slide is

supposed to be up for viewing during their role. Then they read through the Opening, ACA Serenity Prayer, Introductions, Welcome, Group Comfort and Safety Rules, today's Reading (which is the slide of the reading from SMR), next is the silent Meditation slide, and there should be a black box indicating that the Meditation Slide is shared on screen at that time. Meditation slides were introduced about a year ago and the script has not yet been updated.

Following the two-minute silent meditation, the meeting Chair will hand the meeting over to the Tech Host who will introduce themselves and list the breakout room names and corresponding number. Next, we will all automatically be moved into the breakout rooms.

Room Host (that's you!) :

IN THE BREAKOUT ROOMS:

"Welcome. My name is_____, and I will be your Room Host today…." Read through to the paragraph that ends "...using the content of what another person has said."

Now the sharing begins. Sometimes you may not have any hands raised and this is a good time to look at the script and NOTE:

• When there are no hands raised, the Host may inform the members that we sit in silent meditation until someone is moved to raise their hand to speak.

Add the essence of that second bullet point: "When there are no hands raised, we sit in silent meditation until someone is moved to raise their hand to speak."

As members raise their hands, room hosts may do the following:

- Call on the member by name eg: "Kate, Welcome." or "Kate, please unmute and share"
- Agree to keep time for them, when asked. Please note that we do not time every person because we believe that is actively engaging in codependent behavior. When the time is up say "Gentle time" or "Time". Try to find a natural gap in their sharing before calling time, so as not to interrupt, holding that gentle and respectful space.
- Lower their hand (at any time after they have begun sharing) and say "Thank you for sharing" at the end of their share.

The verbiage during this time of calling on raised hands is personal to you, but keep it simple.

At 15 minutes after the hour it is time to return to the script: "If you were unable to share, or would like to talk further to another member…" read to "...we will be asked back to the main room…"

Now it is time to Screen Share.

Click the **Share Screen** located in your meeting controls at the bottom of the Zoom window. What comes up next is a new window showing all open windows and what you are looking for is the Self Care Slide that you already opened for the service, in this example, I can see the "Tony A's Steps" Slide. Click on the one you want to use and then find the blue Share button in the bottom right-hand corner. That is it. You did it.
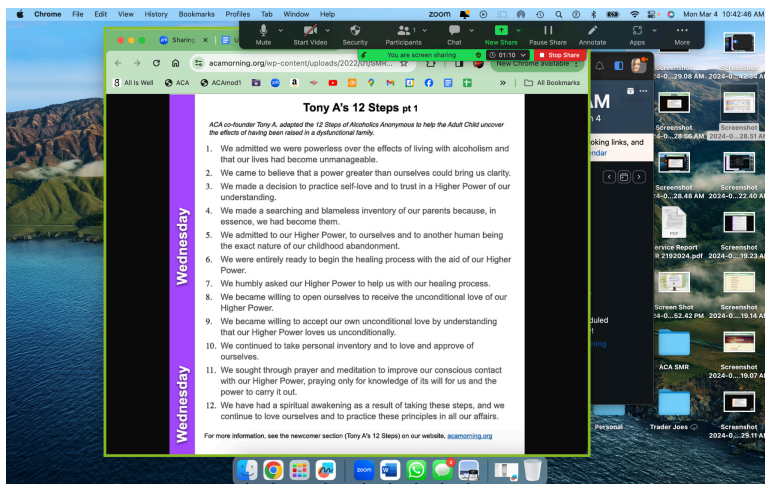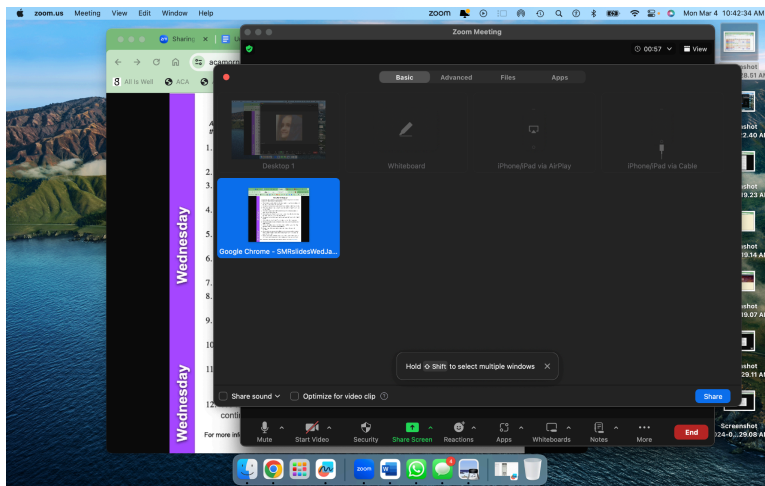
Tony A's 12 Steps pt 1

ACA co-founder Tony A. adapted the 12 Steps of Alcoholics Anonymous to help the Adult Child uncover the effects of having been raised in a dysfunctional family.

1. We admitted we were powerless over the effects of living with alcoholism and that our lives had become unmanageable.
2. We came to believe that a power greater than ourselves could bring us clarity.
3. We made a decision to practice self-love and to trust in a Higher Power of our understanding.
4. We made a searching and blameless inventory of our parents because, in essence, we had become them.
5. We admitted to our Higher Power, to ourselves and to another human being the exact nature of our childhood abandonment.
6. We were entirely ready to begin the healing process with the aid of our Higher Power.
7. We humbly asked our Higher Power to help us with our healing process.
8. We became willing to open ourselves to receive the unconditional love of our Higher Power.
9. We became willing to accept our own unconditional love by understanding that our Higher Power loves us unconditionally.
10. We continued to take personal inventory and to love and approve of ourselves.
11. We sought through prayer and meditation to improve our conscious contact with our Higher Power, praying only for knowledge of its will for us and the power to carry it out.
12. We have had a spiritual awakening as a result of taking these steps, and we continue to love ourselves and to practice these principles in all our affairs.

For more information, see the newcomer section (Tony A's 12 Steps) on our website, acamorning.org

Wednesday

At :24 minutes after the hour, a large box (larger than the one a participant sees) appears on your screen listing all the current participants and begins a countdown for the final minute of the breakout room.

Once you return to the main room, you are finished. Congratulations! We could not do this without you!