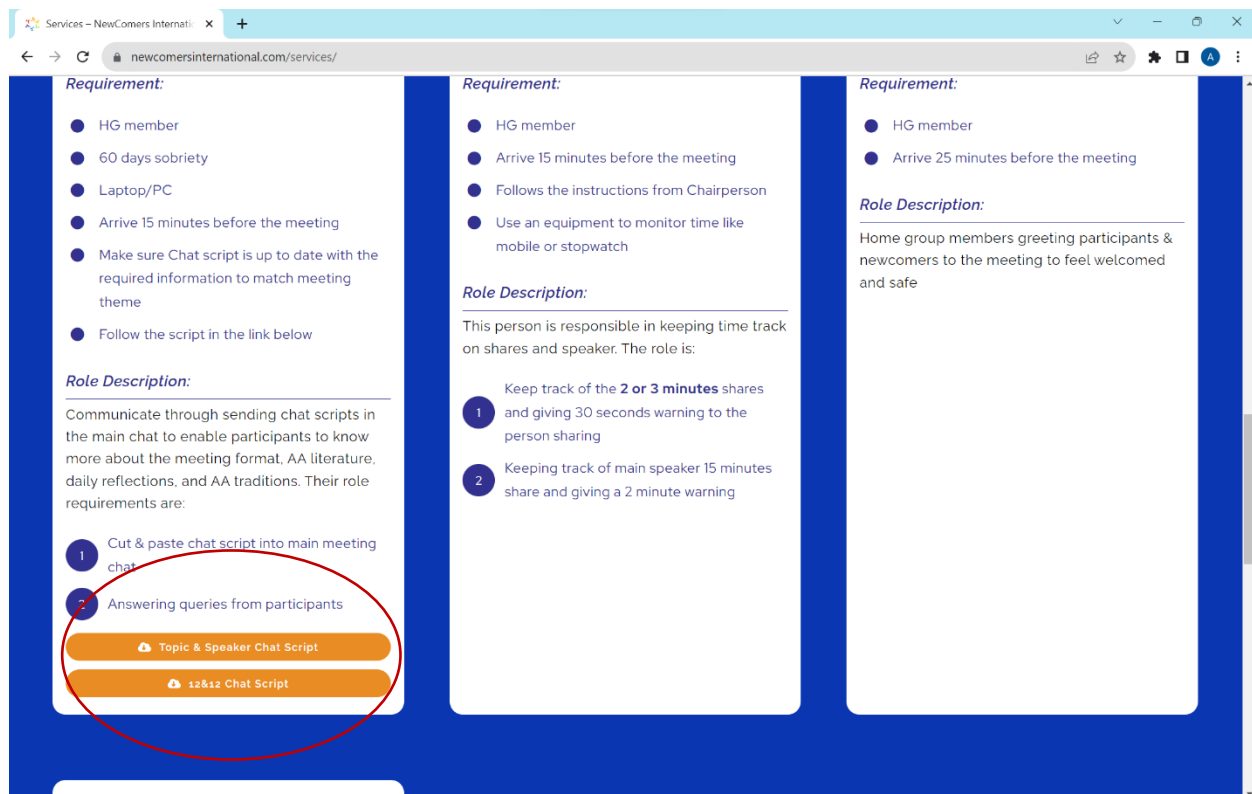




Chat Training:

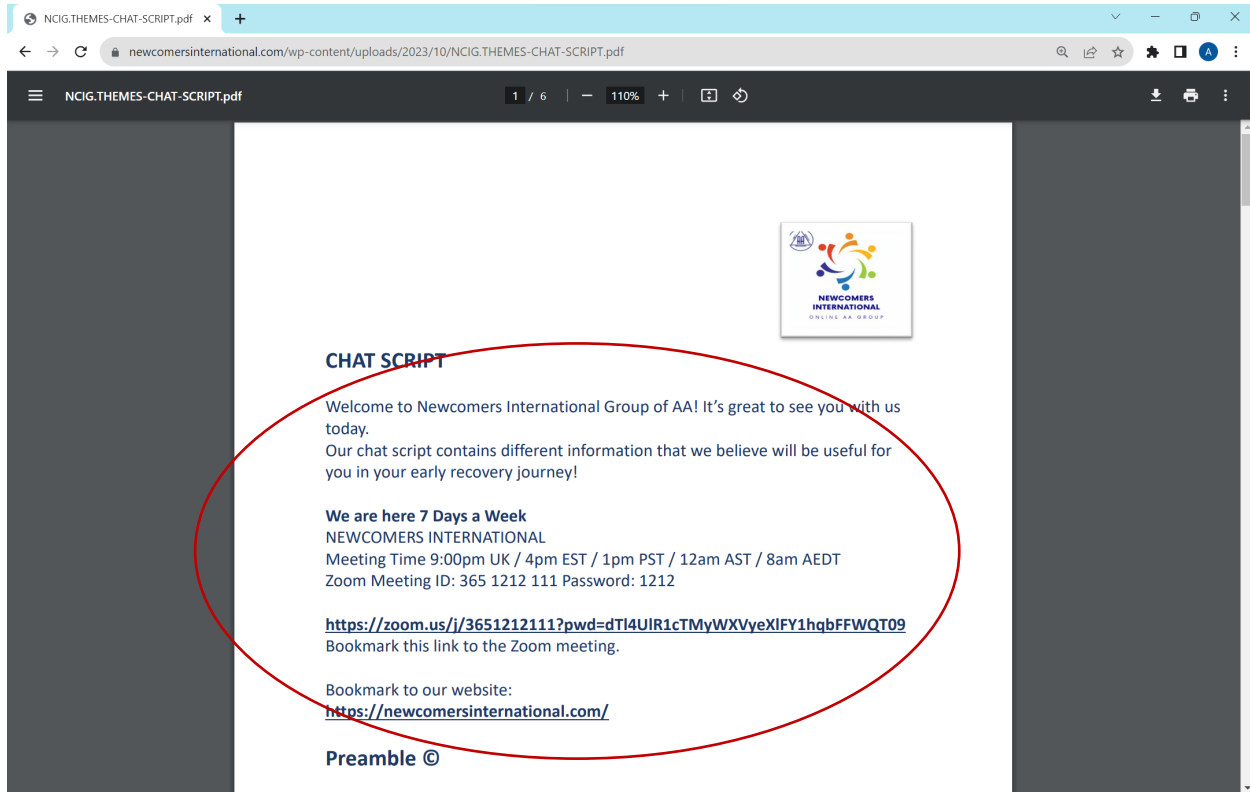
If you are the meeting **Chat person**, please note the following:

1. Choose the meeting format **Chat Script** from our website and download it to your computer desktop. <https://newcomersinternational.com/services/>



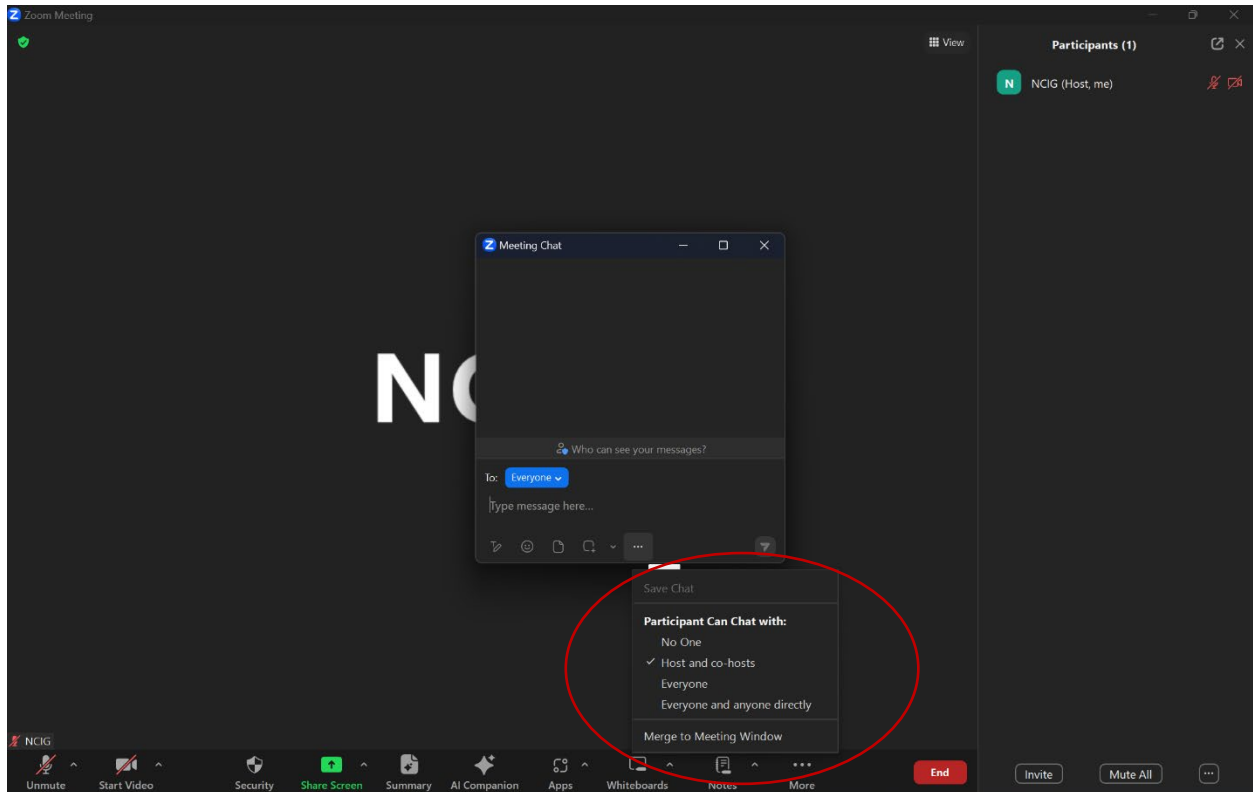
2. Update your script with the necessary information before you start the meeting:
 - a. What is the **BB reading** today? Save it to post it in chat <https://newcomersinternational.com/bb-readings/>
 - b. Who is your Speaker?
 - c. What is the topic today?

- d. Save the **Daily reflection** to post it in chat. <https://www.aa.org/daily-reflections>
3. Arrive **15 minutes before the meeting time** (8:45pm UK)
4. Copy and paste into chat the **1st block** of your chat script (welcome & meeting link & information).



5. Make sure preamble, BB reading, 10th step promises and other readings are **posted in chat at the time of service**.
6. Watch where you are posting! Make sure you are posting to **Everyone in the meeting** not another person!
7. Pasting in chat will not be allowed if the **copied block is too long**. Therefore, please make sure you **copy and paste around 10/15 lines at a time**.
8. Avoid posting in chat during the main share to avoid distracting people.
9. As the "Chat Host" people will send you private messages, make sure to reply back, and save numbers and information of people who want to join our Home Group, or be added to our Sponsorship list and share it with the chair later.

10. Repost people comments back into meeting chat addressing **Everyone** like day counts, gratitude messages and phone numbers for support
11. When the meeting is over, please change the chat setting (...) from Host & co-host to **Everyone & Anyone Directly**.



12. When the meeting is over, you are free to leave 😊

Thank you..