**How to Chair a Regular Meeting**

1 Open format on [www.aaonlinemeeting.net](http://www.aaonlinemeeting.net)

2 Read the entire format

3 Depending on what format you downloaded, the Big Book, 12 and 12, Living Sober, Came to Believe, Daily Reflection from the literature link on the website, Copy and Paste the Text.

4 Find the spot in your literature where the group will read i.e. (Chapter 2 pg. 22)

5 Highlight your reading: Start from the beginning of the reading and scroll down 4 pages then right click and copy.

6 Now paste into Skype text box: right click in text box and click paste then enter.

7 If you are doing a long reading (more than 4 pages) you have to look where the text stops then find that part in the literature where it stopped and highlight – copy – paste again.

8 Whatever you copied stays in the memory until you copy something else. So, when a new person comes into the meeting you can paste again so the new person can see the text and read it. (Don’t do this too often – think of the group)

9 When you paste the reading for a second time in Skype (duplicate) you can go back to the first text you pasted in Skype highlight a portion of it – right click – and remove message.

10 This way every member is looking at the same text on Skype and there are not so many text in the Skype text box.

11 When the meeting is silent for 30 seconds call on someone to share. We are here to learn how to stay sober and we must hear some shares in order to learn.

12 Please follow the format! You are a trusted servant voted to chair the meeting by the group. Please be responsible and follow the group conscience format.

\* These are suggestions. It is up to you how you run the meeting. Remember the group has a conscience that designed the format.