

Suggested Meeting Format for Zoom Meeting

The items listed in color are meant for the leader only, and are not meant to be read aloud, but as a guide to the leader.

Welcome to the *[day and time]* _____ meeting of Overeaters Anonymous. My name is _____. I am a compulsive eater and your leader for this meeting.

Today we will be reading from _____ (*indicate which book*). Please get your copy if you wish to read along when we get to that part of the meeting.

Will those who wish, please join me in the Serenity Prayer:

“God grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.”

As we extend the heart and hand of the OA Fellowship to those who still suffer, let us be mindful of OA’s Unity with Diversity Policy, which respects our differences, yet unites us in the solution to our common problem. Whatever problem you may have with food, you are welcome at this meeting, regardless of race, creed, nationality, religion, gender identity, sexual orientation, or any other trait.

Here are a few tips for participating in a zoom meeting: *(Read the following only if there are some attending that are new to Zoom)* Please be informed that similar to other web-based technology, Zoom collects data on its users. Please review the Zoom privacy policy to learn about how such data is used and make an informed decision about your choice to attend.”

1. Everyone please mute yourselves. Please only un-mute yourself when you are doing a reading or going to share. Then re-mute yourself. The host will mute you if you are un-muted at other times to eliminate disturbing background noise.
2. If you are calling in on the phone push *6 to un-mute and push *6 again to re-mute.

3. By clicking on the “participants” tab on your screen you will see a list of all the participants at this meeting. Please select your own name (it should be near the top of the list) and click on the 3 dots next to your name. Choose “rename” and change your name so only your first name appears.
4. If you are calling in via phone, the host will call on you based on the last 4 digits of your phone number.
5. Video etiquette recommends that if you get up and move around during the meeting or if you need to eat during a meeting that you turn off your video feed. You will still be able to hear the meeting but your actions will not be distracting to others.
6. We will ask for volunteers for the readings and later to share. Open the Participant List by clicking on “Participants” on the toolbar. To volunteer, please raise your hand by clicking on the hand icon at the bottom of the Participants List. Click on the icon again to remove your hand.

If you are phoning into the meeting you can raise your hand by pushing *9. You lower your hand by pushing *9 again.

7. Is someone willing to give service as the timer? Our shares will be limited to 3 minutes. Please raise your hand if you are willing to be the timer. Thank you _____ for being our timer. You will stay unmuted so we can all hear the ding!
8. Please raise your hand if you are at an OA meeting for the first, second, or third time? *Welcome them to the meeting. Please give us your first name only so we can welcome you.* We are glad you are here. Newcomers are invited to stay after the end of the meeting so we can answer your questions about OA.

9. “The following is the OA Preamble:

Overeaters Anonymous is a Fellowship of individuals who, through shared experience, strength, and hope, are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to abstain from compulsive eating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.”

10. Please raise your hand if you would like to give service by reading the 12 Steps of Overeaters Anonymous? *Call on the person you choose.*

11. Please raise your hand if you would like to give service by reading the Tradition of your choice from the 12 Traditions of Overeaters Anonymous? *Call on the person you choose.*

12. (Optional reading)

THE DEFINITIONS OF “ABSTINENCE” AND “RECOVERY” IN OVEREATERS ANONYMOUS:

1. Abstinance: The act of refraining from compulsive eating and compulsive food behaviors while working towards or maintaining a healthy body weight. Spiritual, emotional, and physical recovery is achieved through working and living the Overeaters Anonymous Twelve Step program.”

2. Recovery: Removal of the need to engage in compulsive eating behaviors.

(Optional reading) TOOLS: “The OA Tools of Recovery help us work the Steps and refrain from compulsive overeating. The nine Tools are: a plan of eating, sponsorship, meetings, telephone, writing, literature, an action plan, anonymity, and service. For more information, read *The Tools of Recovery* pamphlet.”

SPONSORS: “Sponsorship is one of our keys to success. Sponsors are OA members committed to abstinence and to living the Twelve Steps and Twelve Traditions to the best of their ability. Sponsors share their program up to the level of their experience, and they strengthen their recovery through this service to others. To find a sponsor, look for someone who has what you want and ask how he or she is achieving it.

If there are 20 or fewer participants: Let us take a minute and introduce ourselves. Will all abstinent sponsors also please identify themselves?” I will call on you by name or by 4 digits of your phone number when it is your turn to introduce yourself. Please un-mute yourself.

If there are over 20 participants: There are over 20 participants on this call so I am going to ask “Can all abstinent sponsors please physically raise your hands on your video feed so we can see the name that goes to the face?” *After a moment to allow folks to see the hands:* Thank you sponsors. Please lower your hands now.

All who wish can leave their first name and contact info in the chat list so we can connect with each other between meetings. Chat is a function on your tool bar. Click on it to sign in on our virtual sign in book. This list will be emailed after the meeting to all who leave their email address.

Today’s meeting topic choice is: *Literature reading? speaker? As your meeting matures you can add variations that suit your group.*

After the speaker/reading, we will share on the topic until the closing point in the meeting. Shares are limited to 3 minutes. Please raise your hand to share and I will call on you. Please lower your hand when you are done.

SUGGESTED GUIDELINES FOR SHARING: “As you share your experience and strength in OA, please also share your hope. Please confine your sharing to your experience with the disease of compulsive eating, the solution offered by OA, and your own recovery from the disease, rather than just the events of the day or week. If you are having difficulties, share how you use the program to deal with them. If you need to talk more about your difficulties and seek solutions, we suggest you speak to your sponsor and other members after the meeting.”

“Feedback, cross talk, and advice-giving are discouraged here. Cross talk during a zoom OA meeting is using the chat function to speak to members during other’s shares, giving advice to others who have already shared, chatting directly to another person rather than to the group. Please limit chats to your contact info if you care to leave it. I will call on folks as they raise their hands.

The meeting is now open for shares. Raise your hand if you wish to share. I will call on you. Please un-mute to share.

I want to thank everyone who read or shared. Are there any REPORTS or announcements?

SEVENTH TRADITION: “According to our Seventh Tradition, we are self- supporting through our own contributions. We send regular contributions to our intergroup or service board, our region and the World Service Office to help carry the message to other compulsive overeaters.

Donations can be made online at oa.org, our Region 1 website and at our Intergroup's website: Oregon-oa.org.

CLOSING: “By following the Twelve Steps, attending meetings regularly, and using the OA Tools, we are changing our lives. You will find hope and encouragement in Overeaters Anonymous.

To the newcomer, we suggest attending at least six different meetings to learn the many ways OA can help you.

“The opinions expressed here today are those of individual OA members and do not represent OA as a whole. Please remember our commitment to honor each other's anonymity. **Whom you see here, What you hear here, When you leave here, Let it stay here.** Let us all reach out by phone or email to newcomers, returning members, and each other. Together we get better.

“Thank you for asking me to be your leader. **Would someone like to give service by being our meeting leader next week??**

Newcomers are invited to stay on the call if they have any questions. The host can help you.

After a moment of silence, I will say _____ aloud while those of you who wish to can join me silently. After I finish: **Everybody unmute** so that we may all share in saying “**Keep COMING BACK!**” in a big chorus!

[Select one of the following suggested closings: Serenity Prayer, Seventh Step Prayer, Third Step Prayer, or the OA Promise 'I put my hand in yours....']