

## **NYCMA Intergroup Suggestions for Virtual Meetings**

The following are meant to serve as recommendations and suggestions for hosting a virtual meeting and what to do if there is a disruptor.

Zoom disruptors search by scraping for public clickable links using social media and other public websites therefore, we suggest it is better to send a CMA meeting graphic or post just the meeting numbers. Regardless of what the group conscious decides, the following guidelines are suggested to help prevent and promptly shut down disruptors.

### **Arranging the Meeting**

- Every meeting should have a host. The host establishes the settings and controls the functions during the meeting.
- It is suggested that each Zoom meeting have a designated “spiritual bouncer,” or someone who can keep an eye out for disruptive behavior. The spiritual bouncer can isolate disruptors and prevent their access permanently.
- The group conscience can make decisions about settings and service positions.

### **Security Settings**

There are features that can be enabled or disabled in Zoom Meetings. The host creates the settings and controls these functions during the meeting. Each meeting decides their settings for themselves.

- Have a password to enter the room.
- Waiting Room—participants are placed in a waiting room whereby the host and/or Spiritual Bouncer can admit them into the meeting.
- Only allow participants to enter the meeting when the host starts the meeting, not before.
- Disable screen sharing so only the host(s) can share.
- Disable chat functions completely or only allow participants to chat with the host(s).
- Disable participant unmuting. Only allow the host(s) to unmute participants. Participants being unable to unmute themselves makes it easier not to disrupt.
- Mute participants upon entry.
- Disable recording capability of the meeting.
- Disable moving backgrounds – not virtual backgrounds.

## **What should you do if the meeting is disrupted?**

### **Follow these procedures step by step:**

1. Click on the security icon then 'enable the waiting room.' Some disruptors join meetings as a group; having a waiting room controls the flow. It also serves as a location to return the disrupter for "reporting to Zoom."
2. Remove the ability to rename. Some disruptors enter a meeting under one name and then rename themselves to match another participants name creating confusion.
3. Instantly MUTE all participants by three dots in the Participants box and disable the ability of participants to unmute themselves. Remember to inform the meeting that the host will now unmute participants to allow themselves to share.
4. Restrict chat by clicking the three dots at the bottom of the chat window and selecting "Host Only." This way members may still reach the host.
5. Remove the ability to share screen, for Participants only.
6. There is also the option to briefly lock the meeting after disruptors are identified and removed to prevent their re-entry. This allows the meeting to safely restart for 5 minutes without any disruption.

### **Place the disruptor(s) in the Waiting Room**

1. To put the disruptor in the Waiting Room, click the three white dots in their video window and then select "Put in Waiting Room." Alternatively, you can use the Participants window by hovering your mouse over the disruptor's name, clicking "More" or selecting "Put in Waiting Room."
2. Report the disruptor: Whether to report the disruptor to Zoom should be a Group Conscious decision. You may only report a disruptor while the disruptor is still in the meeting (not the waiting room). Again, this should be a Group Conscious discussion on protocols for reporting disruptors.
3. Selecting "Report" brings up a form. Their display name will appear in the form. You must scroll the grey bar downward to complete the form. What to fill out in the form depends upon the activity observed and the Group Conscious.

### **Remove the disruptor:**

- To remove a disruptor, hover your mouse over the name of the disruptor and click "Remove." Please note that while you may message a Participant in the waiting room, communication is one-way only.