

# *Welcome to the (insert Group Name) CoDA Group Zoom Meeting from (insert location)*

Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Topic: \_\_\_\_\_

## **General Meeting Guidelines:**

- **IMPORTANT:** Please ensure to mute your microphone or phone when not speaking to cut down on background noise.
- To strengthen your connection, turn off all other internet applications on whatever device you are using when participating.
- Using a headset with a microphone is recommended to cut down on background noise but not required.
- To maintain anonymity please identify yourself with your **first name and last initial** in the "name" field on your Zoom profile.
- To volunteer to do a reading at this meeting, or to provide any CoDA related information, please type a note in the chat.
- In the spirit of Tradition 6, CoDA does not endorse and is not affiliated with the technology being used for this meeting.

## *Thank you for joining us!*

Questions / Comments / Information?	<a href="#">(Insert group email address)</a>
CoDA Canada Email List Signup	<a href="mailto:outreach@codacanada.ca">outreach@codacanada.ca</a>
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