

# Coffee Talk Script 08/12/2023

*[Before reading the script, greet people by name, especially if they're new or if you know they've been having a hard time]*

**Hello, and welcome to Coffee Talk, the Q and A meeting after the meeting at OMAGOD!**

My name is \_\_\_\_\_ and I am hosting the meeting tonight along with \_\_\_\_\_.

Coffee Talk is where people new to A.A. or just returning can ask questions and get answers from other alcoholics.

Hopefully you will feel comfortable enough here to jot down phone numbers to get to know us after the meeting.

All questions are welcome. You can ask or bring up any topic, such as What is a Sponsor? What is Secular AA? How did you get sober? Or even Who's in charge here? We especially want to hear from anyone who's looking for support from the group. We understand what it's like being new to A.A. and want to share our experience with you.

**Who is here at coffee talk for the very first time or who is newly in recovery, and please briefly introduce yourself and ask a question, or suggest a topic, if you like.**

*[Welcome and acknowledge anyone who responds, let them talk but not take over the meeting. Listen for other topics or questions in their introduction and use those topics if needed. If there are multiple topics or questions asked, summarize them and open the meeting for participation]*

*[If nobody has anything to bring to the group, suggest a topic about recovery, ask newcomers what brought them to AA, or ask the newer people about how their sobriety is going. Give all newcomers in attendance an opportunity to participate, and don't let one person run on unless it is important. Interrupt if needed. Host discretion.]*

**Who would like to share their experience on the question or topic? Please raise your hand.**

*[Encourage people to use the chat and put numbers for newcomers to use. Acknowledge the chat entries and bring attention to numbers shared with the group. Encourage everybody to text someone they haven't texted before]*

**Give the group a 10-minute warning at 8:25-ish.** We need to be done no later than 40 minutes after the hour.

**[Closing]**

**Thank you for participating tonight.** We meet at Coffee Talk after every OMAGOD meeting, so come back again! You can stay here and will be put back in the main room automatically, or you can exit the meeting now.

**[Press Close Rooms]**

## COFFEE TALK IN-MEETING CUT AND PASTE

You can save the chat to your computer by clicking on the three dots at the lower right of the chat window and pressing SAVE CHAT so you can save those phone numbers. Look in your documents folder under Zoom.

**Other Meetings** to cut and paste into the chat

<https://www.worldwidesecularmeetings.com/meetings>

<https://aaagnostica.org>

<https://aasecular.org/secular-aa-group-websites>

<https://aa-intergroup.org>

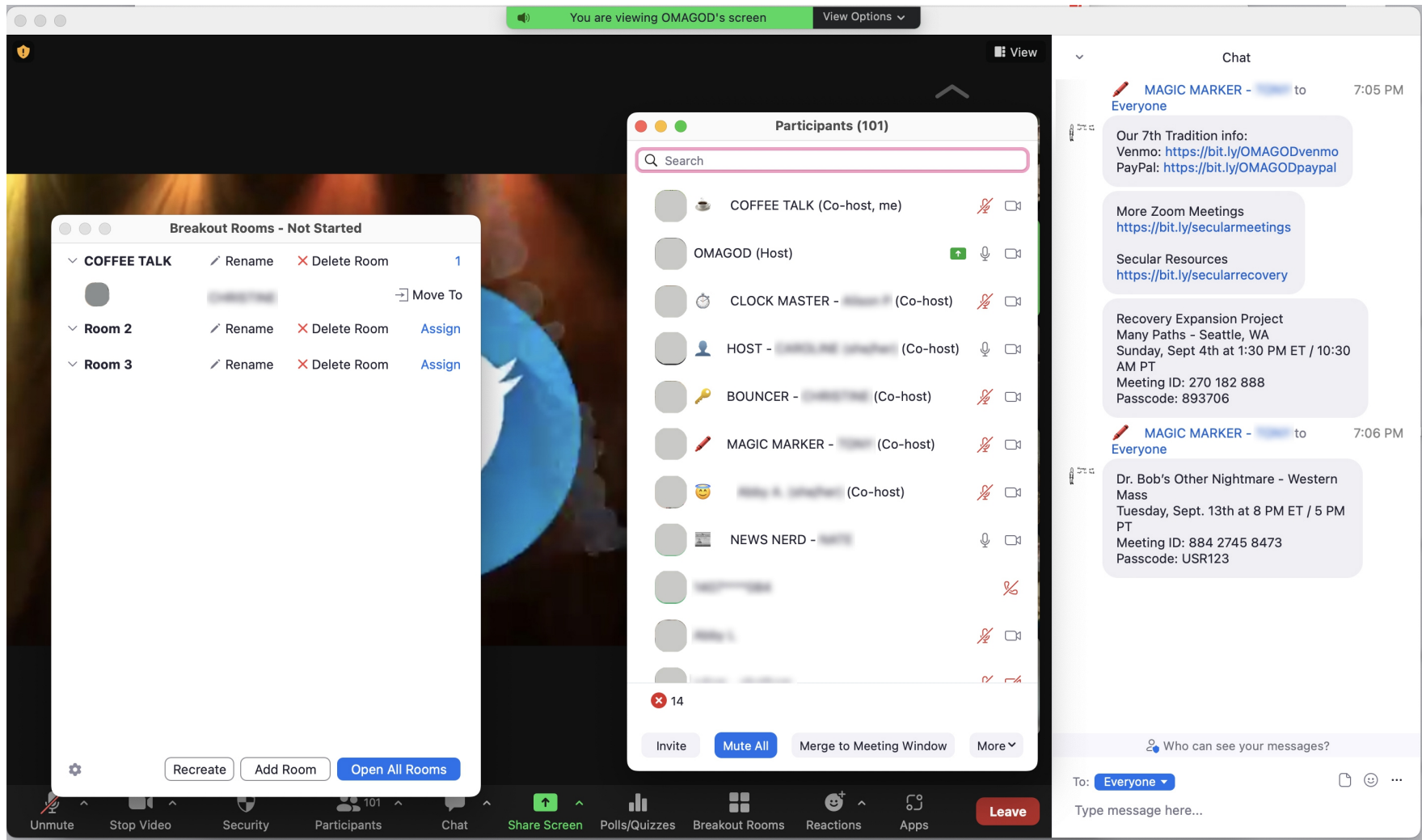
## Coffee Talk “Barista” Role Instructions

If you are familiar with Zoom & are comfortable switching between open windows on your computer\*, you can be an Omagod Barista!

\* the switching between windows required in this role makes it very difficult to do on a mobile device

# Filling Coffee Talk Room

**Preliminary Note:** Do not expect to be able to watch each person speak -- you will need to have multiple Zoom windows open as you fill room that will mostly cover your screen.



**BREAKOUT ROOMS WINDOW**  
You will use this to add people into the Coffee Talk Room

**PARTICIPANTS WINDOW**  
You will use this to search by name for participants who want to be invited to Coffee Talk

**CHAT WINDOW**  
You will keep this open throughout the meeting so that you can see incoming requests

## ENTERING MEETING

- See group chat on WhatsApp to find out correct background
- Get Coffee Talk background here:  
<https://www.omagod.org/virtual-backgrounds-coffee-talk>

- Log in 15 minutes early
- Ask to be made co-host
- Have Backup Dancer (or Mikey) change your name to include "COFFEE TALK" at front of name

## CREATING BREAKOUT ROOMS (PRE-MEETING)

**A)** Once you are a co-host, open "Breakout Rooms" panel

• Default setting is "Assign Automatically" -- CHANGE THIS to "Let Participants Choose Room"

- Create 3 breakout rooms

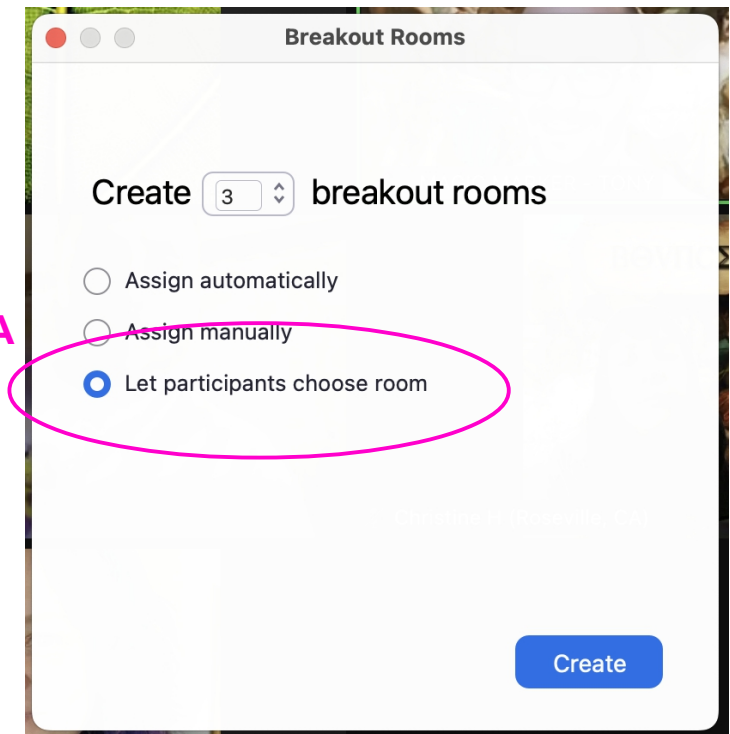
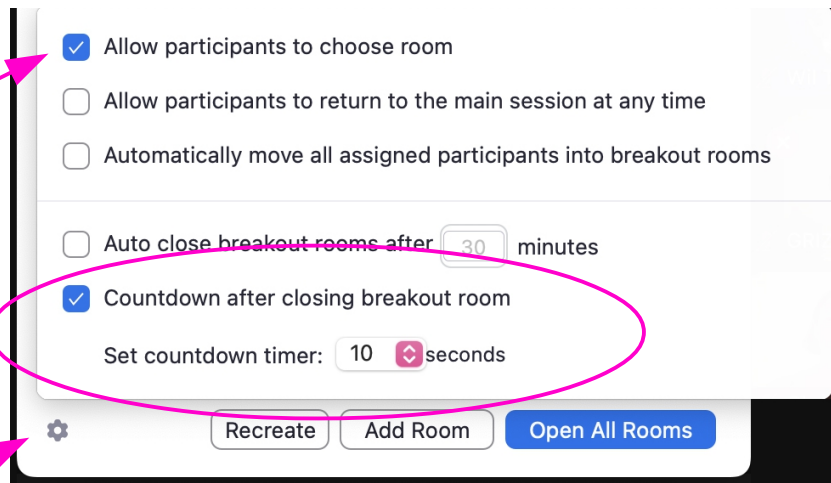
**B)** Use the "Rename" function to make one breakout room "COFFEE TALK"

**C)** From the gear icon in lower left, change "Countdown" setting to 10 seconds (default is 60)

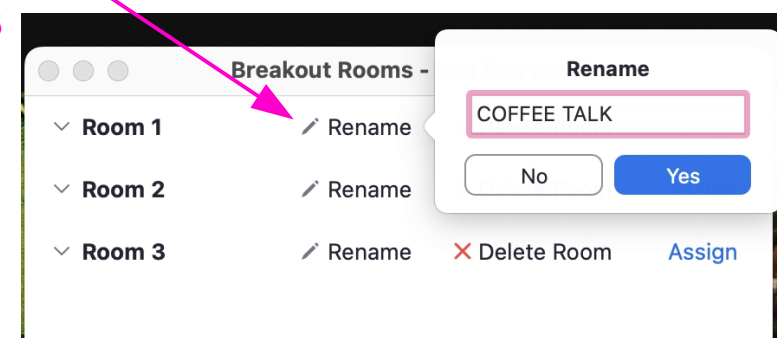
*Make sure only "Allow participants to choose room" is selected*

**C**

*Gear icon opens menu*



**B**



## DURING MEETING

When meeting begins (the "Curtain Scene") your Zoom will default to full-screen mode. Use the "**View**" function to "**Exit Full Screen**" -- this will make it easier to type into chat etc. during scene changes, especially at the end of meeting (chips, etc.) when many requests come in

Keep Zoom view on "Gallery" so you can see names of those with hands raised. This is helpful to stay aware of so that you can listen:

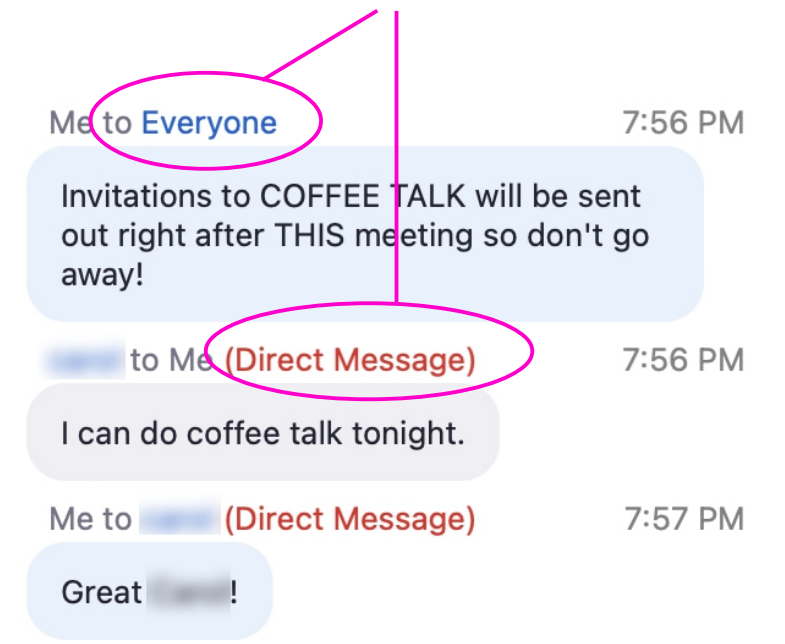
- A) if host invites a participant to Coffee Talk, or
- B) if share indicates participant would be good fit for Coffee Talk (new to AA, back from relapse, having bad day, etc.)

## DIRECT MESSAGES IN CHAT

When participants request invitations, their message will show in type with the red "**Direct Message**" note. Periodically scan the chat for these red indicators to make sure you have accounted for everyone.

Whenever possible, include a brief (personalized) reply so the participant knows you received their request

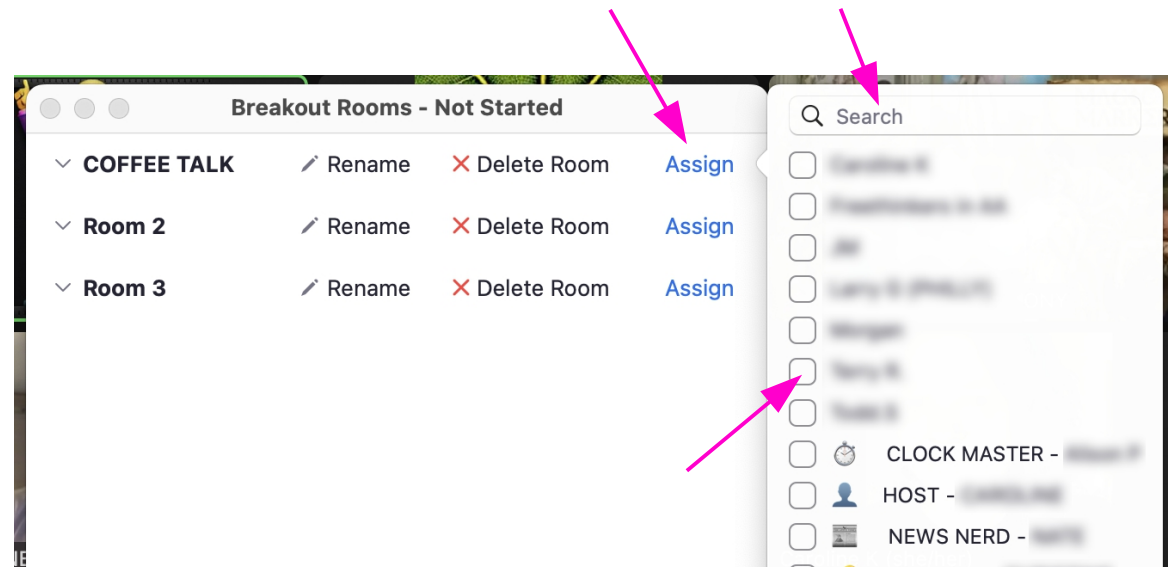
*Messages from cast members to everyone have blue notations; direct messages to you (Coffee Talk) will have red notations. This makes them easy to scan for.*



## ADDING PEOPLE TO ROOM

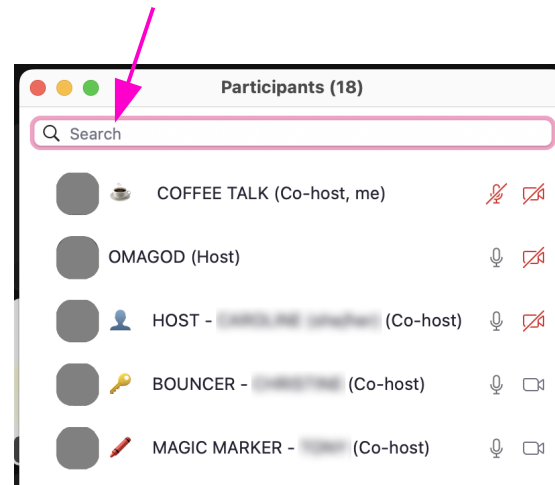
When a participant asks for invite (or if Host suggests they try Coffee Talk after a share), go to the “Assign” function in the Breakout Room window.

- click on “Assign”
- from the pop-out menu, begin typing the participant's name in the “Search” field
- check the box next to participant's name
- participant's name will be added to list
- **ALWAYS** be sure to add the cast member who is hosting Coffee Talk. You can find out who that is from WhatsApp or ask the Backup Dancer. **Do this at beginning of meeting.**



## FIND PARTICIPANT TO SEND MESSAGE

Because the meeting is often 100+ people, use the “Search” field at the top of the “Participants” window to find them. Type their name in the search field, then click on their name & choose “Chat” from the menu that appears when you click on them. This will allow you to send a direct message.



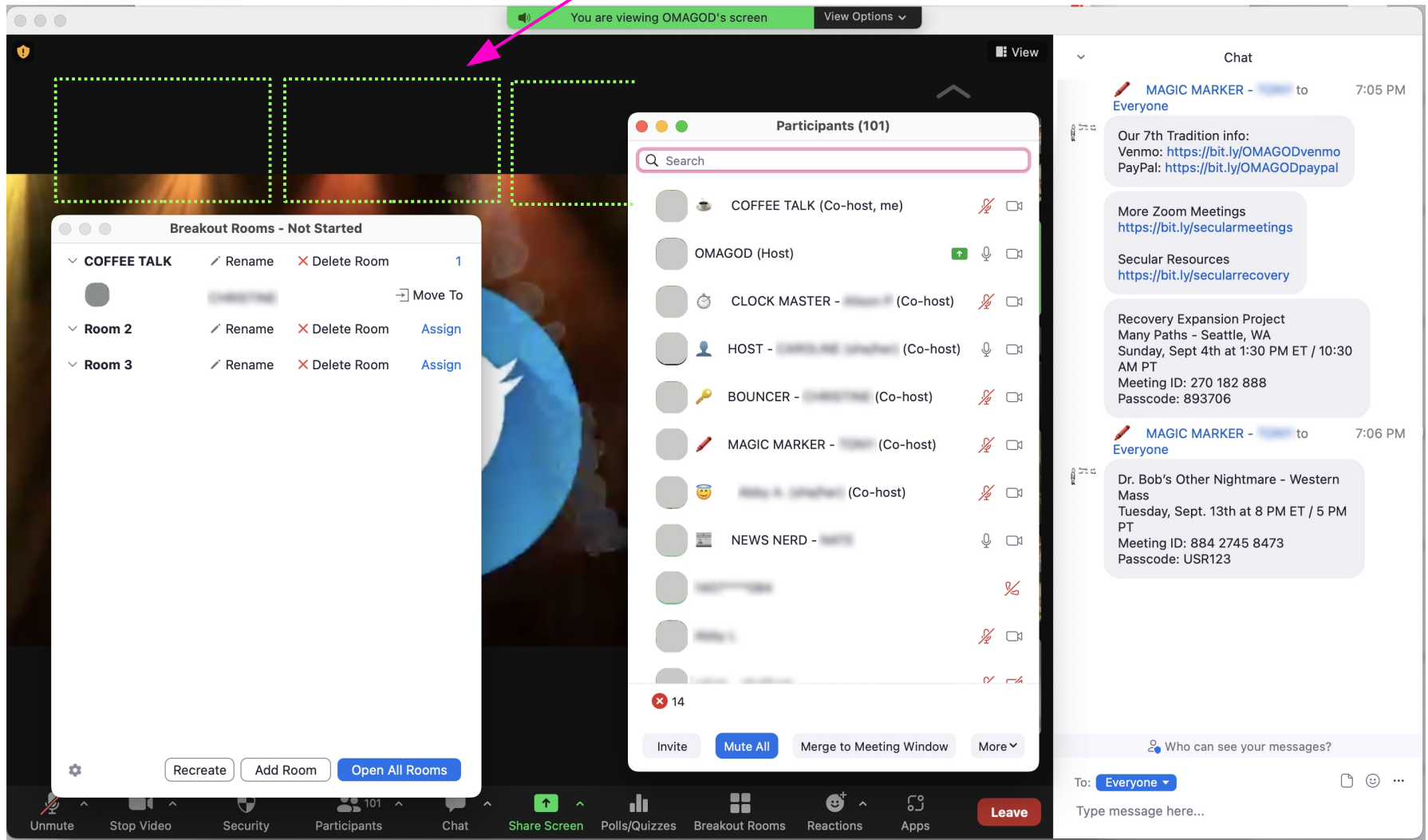
## WATCH FOR SIMILAR NAMES

When assigning people to room & sending direct messages, watch out for participants with similar names (capitalization matters):

Allison  
Allison (Maine)  
Alison  
allison  
Allison F  
Allyson

Listen for any invitations to Coffee Talk that the host makes verbally (that's why it helps to keep track of who raises hand)

*In gallery view, those with hands raised will appear here, so you can be familiar with who speaks*



Keep **"Breakout Rooms"** window open so you can easily add participants to join Coffee Talk

Keep **"Participants"** window open so you can use the search feature to quickly find a participant's name in order to send them direct message invite

Keep **"Chat"** window open so you are aware if other cast member tells you about a request to join Coffee Talk, and to see any direct messages from participants asking to join



## AT END OF MEETING

After concluding animation, hit the “Open All Rooms” button at lower right of “Breakout Rooms” window.

You did it!

Nice job!

