

HOW TO ESTABLISH YOUR OWN MEETING

SMART RECOVERY SAN DIEGO

It's exciting to start your own meeting and it's important to include all details in the listing, so participants can find the meeting that works best for them. Please ensure your listing is as comprehensive as possible.

What To Consider Prior to Creating Your Meeting:

- Will your meeting be Zoom, in-person, or a hybrid?
- What times/days do you have availability in your schedule for at least 6 months?
- What times/days are existing meetings scheduled?
 - When possible, we would like to fill any gaps where there are no meetings.
 - If meetings overlap, both meetings may have fewer participants attend.
- Define [substitutes](#) for your meeting.
 - Talk with facilitators that you'd like to have on your substitute list to ensure that they are willing/able.
 - You'll need to have your substitutes defined ahead of time so you can add them to your meeting within Zoom.
- For in-person meetings, ensure you have your space.
 - Get permission to hold your meeting from property management weekly at the day/time you need.
 - Make sure you have any additional location information for your meeting listing such as room number, parking availability/location, etc.

Create and List your meeting:

- **When training is complete, have your mentor confirm you are ready to facilitate your own meeting by emailing training@smartrecovery.org.**
- If you are facilitating a Zoom meeting, please ask your mentor to copy the Zoom license manager (SMART@smartrecovery.org) on this same confirmation email. The manager will then initiate a Zoom license for you. You will receive a Zoom confirmation email and can set up your SMART Recovery San Diego Zoom account.
- Email meeting_updates@smartrecovery.org to create your meeting on our [calendar](#). Include: name of meeting (Discussion w/you etc.), beginning date, day/time (start and end), your contact information as you would like it to appear in the listing, whether you will provide verification of attendance (with requirements, if any), and any additional information you would like to include.
- **For in-person meetings:** full physical address and any directions or additional information that would be helpful for participants.
- **For online meetings:** Zoom link/meeting ID/passcode. *Add your substitutes within Zoom, then ask them test their permissions (ability to open the meeting).*

