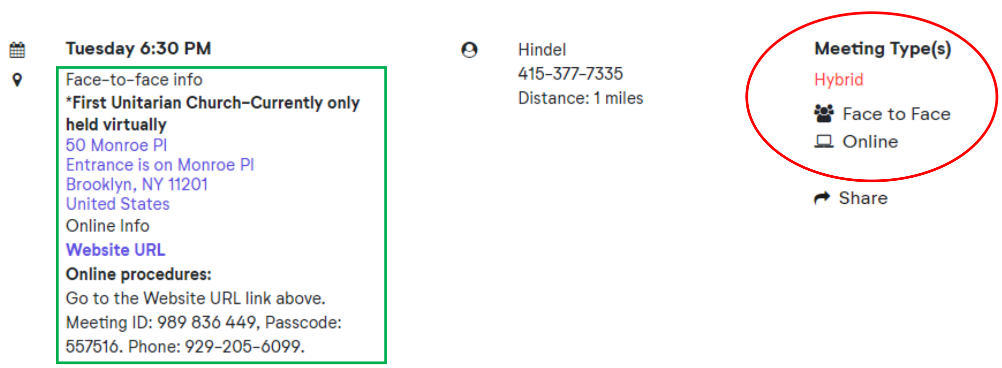
Find a Meeting – Hybrid Meetings

How to Recognize Hybrid Meetings When Searching Find a Meeting on OA.org

OA now offers hybrid meetings, which combine a physical location and a virtual technology to allow members to attend both face-to-face and virtually. Hybrid meetings are either a combination of face-to-face plus online technology or face-to-face plus telephone. There are no hybrid meetings that include a non-real-time option.

To find a hybrid meeting, search as you normally would for a face-to-face, online or telephone meeting. In the search results, you will see "Hybrid" clearly listed under "Meeting Type(s)" along with the two ways to attend. In the example below, this hybrid meeting is designated as a face-to-face plus online meeting.



The meeting details will include details for both face-to-face attendance, such as facility name and street address, and online attendance, such as website URL and passcode.

Note: If you search from the face-to-face tab, you will see face-to-face details first and virtual details second. If you search from the online tab, you will see online details first and face-to-face details second. Similarly, if you search from the telephone tab, you will see telephone details first and face-to-face details second.

How to Register a New Hybrid Meeting

Important: If your meeting is already registered and you wish to *convert it* to a hybrid meeting, you must contact the WSO directly.

1) Go to https://oa.org/add-a-meeting/.
2) Read the WSO Agreement and click *Agree*.
3) Select the Meeting type from the dropdown menu:
   Hybrid: Face-to-face + Online meeting
   OR
   Hybrid: Face-to-face + Telephone meeting.
4) Enter the Submitter details (*required fields must be completed*).
5) Enter the Location details, which includes the physical location for the face-to-face meeting (*required fields must be completed*).
6) Enter the Meeting details (*required fields must be completed*).
7) If you selected Face-to-face + Online meeting, enter the Online log-in details
   OR
   If you selected Face-to-face + Telephone meeting enter the Phone-in details (*required fields must be completed*).
8) Enter the Meeting contact information (*required fields must be completed*).
9) Enter the Intergroup/service board information (*required fields must be completed*).
10) Check the Special focus boxes, if necessary.
11) Check the Special topics boxes, if necessary.
12) Read and check the reCAPTCHA verification box (*I'm not a robot*) before submitting the form.
13) Click the Review meeting button. If necessary, make any corrections to the form by clicking on Revise meeting.
14) Click on the Submit meeting button.
15) The information will be submitted to the WSO for processing. ***Please allow one week for the updated information to appear on the website.***

How to Edit an Existing Hybrid Meeting

Important: If you wish to *delete* one of your meeting types (face-to-face, online, or telephone) and *convert* your hybrid meeting to a non-hybrid meeting, you must contact the WSO directly.

1) Go to https://oa.org/add-a-meeting/edit-a-meeting/.
2) Select the type of meeting you would like to edit:
   Hybrid: Face-to-face + Online meeting
   OR
   Hybrid: Face-to-face + Telephone meeting.
3) Enter the Meeting # and click on the Find a meeting button. If you do not know your meeting number, select your location, then click on the Find a meeting button, and select the appropriate meeting by clicking on the pencil icon.
4) Enter the Submitter details (*required fields must be completed*).
5) Edit the Meeting location, if necessary, which includes the physical location for the face-to-face meeting (*required fields must be completed*).
6) Edit the Meeting details, if necessary (*required fields must be completed*).
7) If your hybrid meeting is face-to-face plus online, then edit the Online log-in details, if necessary (*required fields must be completed*).
   OR
   If your hybrid meeting is face-to-face plus telephone, then edit the Phone-in details, if necessary (*required fields must be completed*).
8) Edit the Meeting contact information, if necessary (*required fields must be completed*).
9) Edit the Intergroup/service board information, if necessary (*required fields must be completed*).
10) Edit the Special focus boxes, if necessary.
11) Edit the Special topics boxes, if necessary.

12) Read and check the reCAPTCHA verification box (*I'm not a robot*) before submitting the form.
13) Click the Review meeting button. If necessary, make any corrections to the form by clicking on Revise meeting.
14) Click on the Submit meeting button.
15) The information will be submitted to the WSO for processing. ***Please allow one week for the updated information to appear on the website.***