

# Workshop Format

## Preparation

- Any written materials for the workshop: make sure they're formatted, spell-checked, available for download
- Practice session with presenter - screen-sharing, recording, break-out rooms, etc. - 45 mins?
- Summary of workshop, details of any prep or materials needed, etc., for emails and other announcements

## On The Day

### Welcome

Hello, my name is [Loretta](#) and I'm an Underearner.

Welcome to Underearners Anonymous's New York Intergroup Summer 2020 Workshop series, A Bridge Back to Life. We are delighted that you're here with us to celebrate our lives and the abundance, prosperity and joy that we receive from our recovery in UA.

Today's workshop title is [What would I do if I knew I could not fail?](#) and it will be led by [Peter S., from New York](#)

### Open with Serenity Prayer

Let's start with a moment of silence for those who are still suffering, then please un-mute yourself and join in the "We" version of the Serenity Prayer:

God, grant us the Serenity to accept the things we cannot change, the Courage to change the things we can, and the Wisdom to know the difference.

[\(Pause to allow time for muting\)](#)

### Preamble

Underearners Anonymous is a Twelve Step Fellowship of men and women who have come together to help themselves and one another recover from underearning.

Underearning is many things, not all of which are about money. While the most visible consequence is the inability to provide for one's needs, including future needs,

underearning is also about the inability to fully acknowledge and express our capabilities and competencies. It is about underachieving, or under-being, no matter how much money we make.

The Tools of UA include, and reinforce, the tried and true tools of recovery provided by the Twelve Steps. Members of UA utilize these Tools—both individually and with partners—to support taking actions that will create lives that are full, prosperous, and grounded in serenity.

Now, let's read the Twelve Steps of Underearners Anonymous. (Reader Cynthia)

(Chat/display manager to display the 12 Steps on screen. Reader reads them out.)

And the Tools of UA. (Reader Bibi)

(Chat/display manager to display the 12 Steps on screen. Reader reads them out.)

## New York UA Intergroup

And now a few words about New York UA Intergroup.

New York UA Intergroup promotes the common welfare of all group members in Underearners Anonymous in the Tri-State area.

Our actions aim to provide support by coordinating the exchange of information and resources with groups and with the UA General Service Board, and to inspire fellowship among our members through the planning of events.

We are dedicated to work in a spirit of cooperation, mutual respect and consideration of all ideas presented to support unity and recovery. All are welcome to participate in our meetings.

## Request for Donations

There is no fee for taking this workshop, but we ask that if you are able to, please make a donation of \$5, which will go to support the work of New York UA Intergroup.

Please send your donation by PayPal to the NY Intergroup account, [contributions@ua-ny.org](mailto:contributions@ua-ny.org) - this email address will be displayed on the screen.

(Chat/display manager to display the donation email on screen.)

## Guidelines

Here are some guidelines that we ask you to follow:

We ask that you treat other members in the workshop with the same respect as you would at a face-to-face session.

**The workshop will be recorded, and your attendance at the workshop will be taken to indicate your acceptance of this.** The breakout room portions of the workshop will not be recorded.

If you are not comfortable with your responses to the Facilitator's questions being recorded, then please do not share them at this time, but find another UA member or a meeting afterwards, so that you can share them in confidence.

In line with the 12th Tradition, if your account name includes your last name or company name, the co-hosts will edit it.

If you do not wish your face to be recorded, make sure that your Zoom profile picture is blank when you turn off your video.

If you wish to share at this workshop, please find a quiet space without interruptions / background noise.

If you wish to turn your video on, please make sure your background is not distracting. If you are walking or moving around, or other people are walking around in the background, we ask that you turn your video off.

During the workshop, please only use the Chat feature to respond to questions asked by the Facilitator. There will be a chance to ask for/offer help and swap contact information via Chat at the end of the session.

The Facilitators will be presenting some information on screen; if you are unable to see the slides, they will be made available on the UA-NY.org website after the workshop.

This workshop will be interactive: **please make sure you have a pen and lined paper to write on.**

If you would like to stay on for fellowship after the workshop, we will leave the call open at the end.

## Introduction to the Presenter

I would now like to introduce [Peter S. from New York](#), who will be leading our workshop today.

## Workshop

( Facilitator leads workshop. )

## Questions

Before we close, let's read the Vision of Earning Wellness & Wholeness (Reader: [Lynette](#)):

( Chat/display manager to display the [Vision of Earning Wellness & Wholeness on screen](#). Reader reads them out. )

## Where to find program resources

Here are some links to find the resources discussed during today's seminar:

( Chat manager display the links on screen - need to prep beforehand! )

(Allow \_\_\_\_\_ minutes to display links to remain on screen?)

## Close with the Serenity Prayer

In closing, the opinions expressed here today are strictly those of the individuals who gave them. The things you have heard here from other members were spoken in confidence and should be treated as confidential. If you try to absorb what you have heard, you are bound to gain a better understanding of the way to handle your problems and begin to change your life. Talk to each other, reason things out with someone else. Let there be no gossip or criticism of one another, but only Love, Understanding and Companionship.

Let's close with the "We" version of the Serenity Prayer

God, grant us the Serenity to accept the things we cannot change, the Courage to change the things we can, and the Wisdom to know the difference.

## Time for Fellowship

The recording of this workshop will be placed on the UA-NY.org website as soon as possible. We are going to stop the recording now.

( [Recording manager to end the recording](#) )

If you would like to stay on for fellowship, the lines will be left open.

If you are looking for action partners, an action group or a sponsee, or would like to offer those services, you may now use the Chat window.

( [Chat manager to enable Chat.](#) )

## Zoom Settings

### Meeting settings

- Registration not required
- Password not required
- Host video on
- Participant video on
- Audio both telephone and computer
- Join before host enabled
- Participants muted on entry
- Waiting room
- Record meeting on

### Account Settings

- Waiting room on/everyone
- Participants
- Chat enabled
- Participants cannot save chat
- End of meeting survey enabled
- Co-hosts enabled
- Polls enabled

- Screen sharing enabled for host only
- Whiteboard enabled
- Removed participants cannot rejoin
- Participants cannot rename themselves
- Mask phone numbers in the participant list

## Recordings

- Local recordings not allowed
- Only recording active speaker and shared screen
- Chat messages not saved
- Recording in the cloud
- Anyone with a link to the recording can download
- Participants asked for consent for recording