

Welcome to Delegate Training

**May 17 & 18
Updated 5/2/25**



ACA Serenity Prayer

Grant me the serenity,
to accept the people I cannot change,
the courage to change the one I can,
and the wisdom to know that one is me.

Introductions

- ❑ (Re)Naming Convention - Activity
 - The registered group number - ex. WEB0110
 - Your First Name, Last Initial
 - Your Location (optional)

example: WEB0120 Jim R, NY

Introductions

- ❑ Presenters (Host/Co-Hosts)
- ❑ Delegates (Participants)
- ❑ Please include the following when introducing yourself:
 - ✓ Where you are from
 - ✓ Have you attended an ACA ABC or QDM before? as a Delegate?

for training purposes, this session will be recorded

Today's Agenda

- 1) Delegate Preparation & Support
- 2) IT
- 3) Conference website and Portal
- 4) Agenda
- 5) Mock Motion
- 6) Questions

Delegate Preparation

✓ **ACA Conference Website** - Main location for all Delegate information

<https://adultchildren.org/conference/>

- **Registration/Change of Delegates & Alternates:** First-time delegates must register by May 12th.
- **Observer Sign-Up** (Available at any time)
- **Essential Resources**
 - ABC Portal
 - Delegate Handbook
 - OPPM

Delegate Preparation

✓ **Email.** Watch for email updates, especially in the last 2-4 weeks. **Examples:**

- **Updates from ABC/QDM Committee**
- **Zoom information**
- **Election Buddy Log-in**
- **Worldwide Online Voting link**
- **Slack.com:**
 - **2024-2025_registered_delegates discussion**
 - **2024-2025_registered_delegates information**
 - **locked channel**

✓ **Pre-Meeting “Help Desk”:** Join Zoom link at 8:30 am. Process and tech questions will be answered.

Participation Protocol

- Video is optional*
- Delegates are muted/Must be called on
- Communicate digitally, especially “raised hand”
- Chat function

* please turn your video off if you will be moving around; limit nonverbal “commenting” while someone is speaking

WHO TO CHAT - for ASSISTANCE

Point Of Order (POO)

If you think the process is not being followed

Point Of Information (POI)

Request for information for yourself or the delegation

Point Of Information, WSO (POI WSO)

Request for information from Board or Committee Chairs

Information Technology Help (IT)

for technical assistance

Point of Safety (POS)

if somebody's conduct (delegate or meeting servant) seems unsafe

Additional Tech Resources

- Contact IT staff
 - Message Marcin C or Brad L on Slack
 - Email ITmanager@acawso.org
- View Election Buddy video at <https://go.screenpal.com/watch/c3i3VwVZjOz>
- Come to pre-meeting “Help Desk” on Feb 1st. Tech team will open call at 8:30 am eastern US

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Conference Website
ABC portal

***Check regularly.**



Questions & Answers

Parliamentarian

There will be a training to talk about the parliamentary process

Saturday, May 10 Parliamentary Procedures Training

9am ET / repeated at 9pm ET

Zoom Meeting ID: 986 4677 0260 / Passcode: 2025ABC

ACA Training on the role of the parliamentarian and the responsibilities of delegates at the conference. Focus on the Twelve Traditions, Twelve Concepts, Operating Policies and Procedure Manual (OPPM), customary practices and Roberts Rules.

Group Safety & Personal Respect

The ABC Portal

- [Setting the Tone](#): on the conference page under delegate orientation
- Meditations to Read During a Pause



Questions & Answers

ABC Draft Agenda Preview

Tour of Online Agenda [link](#)