

**Welcome to Delegate Training
for the May 16, 17
ACA Annual Business Conference**

**May 9, 2026
Updated 5/4/26**



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) Questions

Delegate Preparation

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

[ACA Business Meetings | Adult Children of Alcoholics & Dysfunctional Families](https://adultchildren.org/business-meetings/) or <https://adultchildren.org/business-meetings/>

- **Registration/Change of Delegates & Alternates:** First-time delegates must register by May 11, 2026.
- **Observer Sign-Up** (Available at any time)
- **Essential Resources**
 - [Delegate Portal](#)
 - [Delegate Handbook](#)
 - [OPPM](#)

Delegate Preparation

✓Email. Watch for email updates, especially in the last 2 weeks
Check spam folder as well.

Examples:

- Updates from ABC Committee
- Zoom information
- Election Buddy Log-in
- Worldwide Online Voting link
- Slack.com:
 - [2026 2027 Delegate2026 2027 Delegate](#)
 - [#2026-27_delegate_information](#)

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

Participation Protocol

- Video is optional*
- Avoid distracting
- Delegates are muted/Must be called on/Asked to Unmute
- 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): possible violation of process. “A vote was taken without getting a second”

Point Of Information (POI): provide information. “where can I find the agenda?”

Information Technology Help (IT) Technical assistance. “I cant vote”

Point of Safety (POS): If somebody’s conduct (delegate or meeting servant) seems unsafe

Point Of Information WSO (POIWSO): provide information particular to WSO Board, Committees etc.

Additional Technical 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”. Technical team will open call at 8:30 am eastern US

Delegate Preparation

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

[ACA Business Meetings | Adult Children of Alcoholics & Dysfunctional Families](#)

Conference Website
ABC portal

***Check regularly.**



Questions & Answers

Parliamentarian

Training video available on the conference webpage [Link](#)

Group Safety & Personal Respect

The Delegate Portal

[Setting the Tone](#): on the conference page under delegate orientation

- with Meditations to Read During a Pause_

ABC Draft Agenda Preview

Tour of On line Agenda [link](#)

<https://adultchildren.org/business-meetings/>



Questions & Answers