Welcome to Delegate Training

**September 20th
Updated 9/19/25**

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) **Questions**

Delegate Preparation

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

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

- **Registration/Change of Delegates & Alternates**: First-time delegates must register by September 22nd.

- **Observer Sign-Up** (Available at any time)

- **Essential Resources**
    - CBM Portal
    - Delegate Handbook
    - OPPM

Delegate Preparation

✔**Email. Watch for email updates, especially in the last 2 weeks**

Examples:

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

- 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

Traffic Controller: send all messages to this person and they will forward it to the right person that can answer your question or concern.

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

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". Tech 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 CBM Portal

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

Questions & Answers

CBM Draft Agenda Preview

Tour of Online Agenda [link](#)