

## Remote Attendance Information

Everyone who registers will receive an email with embedded virtual conference link to attend the World Services Conference 2024. This email will be sent by [secretary-emeritus@nicotine-anonymous.org](mailto:secretary-emeritus@nicotine-anonymous.org) the weekend before the conference.

Virtual conference meetings will be via Zoom\* software program. Business meetings and speakers will be recorded (see asterisked items on the agenda) and available for replay (but not download) at no additional charge to registrants until May 15, 2024. After that time, recordings will be available for sale.

In addition to the meetings listed on the agenda, regular NicA meetings will be held at various times throughout the weekend during the conference and a marathon meeting will be available, hosted by Free at Last. These will be accessible with a different virtual conference links (flyer with link to be provided) and these meetings will not be recorded.

*\*Disclaimer: Any listing of businesses or organizations used to help us carry our message of recovery does not represent an endorsement of either by Nicotine Anonymous. Please be aware that when you exit our site we are not responsible for another website's privacy policy, computer security, tracking technology, or intellectual property protection. Nor can we attest to the accuracy of information provided by any linked site. These website links do not constitute an endorsement in any way by Nicotine Anonymous.*

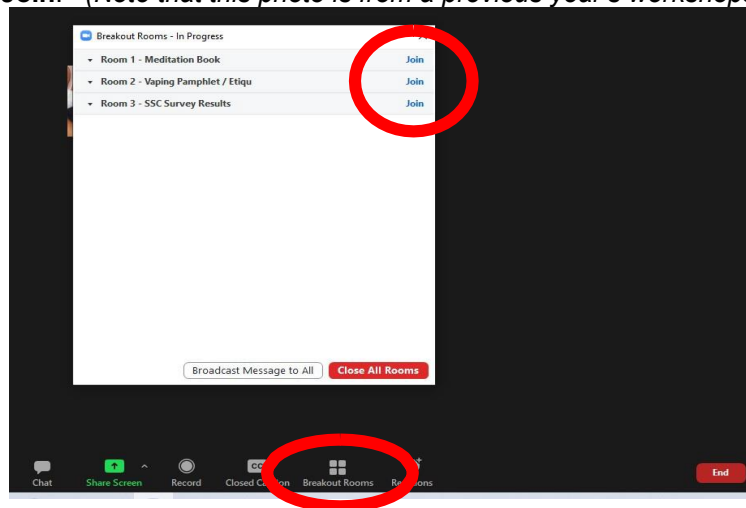
## How to Navigate Breakout Rooms

We will again be using the virtual conference software tool, Zoom, \* for this year's conference. The workshops will be held in Breakout Rooms.

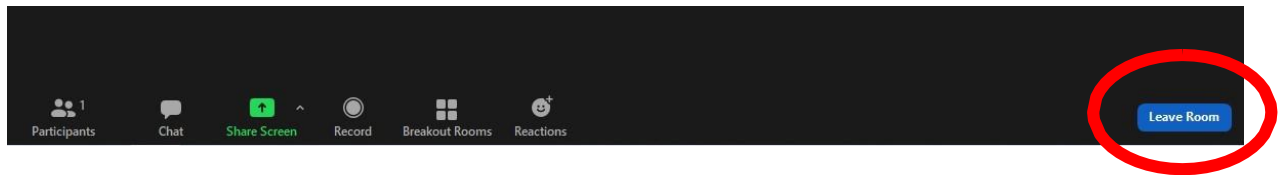
You should be able to move yourself in and out of the breakout rooms, if you are on a computer or pad. We will have Zoom room hosts available to help anyone who needs assistance. If you will be calling in via phone, the Zoom room host will need to move you into the breakout room.

### Instructions:

- 1) Select **Breakout Rooms** at the bottom of your screen. A pop-up will appear. Choose one to **"Join."** (Note that this photo is from a previous year's workshops.)

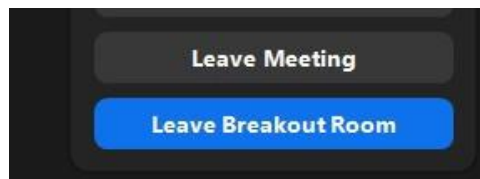


- 2) Once in the breakout room, you can return to the main room, and then select a different breakout room. You cannot move directly from one breakout room to another; you always must return to the main room first.  
To leave a breakout room, **click on "Leave Room" at the bottom right of your screen.**



- 3) Once you click “Leave Room,” you will be given two choices:  
**Select “Leave Breakout Room”** and this will take you back to the main room. Once there, you may select a different breakout room.

Please be careful not to select “Leave Meeting”, as this will exit you out of Zoom completely. If this happens, just re-enter the way you did at the beginning of the day.



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## Attendance via Phone

### Remote attendance via phone

Toggles:

\*6 mutes and then \*6 again to re-mute.

\*9 ( when appropriate) will raise your “hand” and \*9 will lower your “hand”.

Our virtual conference online hosts will be able to rename you if you are unable to do so. They will also move you to breakout rooms for the workshops.