**Tips on presentations to employers**

Once initial contact has been made and a date established for a visit to the employer, the next step is to be prepared for the presentation. Make sure you have at least one or two AA members willing to assist you on the day. It is always good to attend an external AA presentation with at least one other member of the Fellowship, perhaps more depending on how many people will be attending the presentation. For more than 10 attendees we suggest that two speakers is a good idea. Check on how much time you have been allotted and how many people will be present and have a plan of action. Turn up before the scheduled time and dress appropriately, as you might for a business meeting. Take a supply of AA literature to hand-out at the presentation. This can be circulated after introductions have been made, so that the attendees have something to refer to during the presentation. Do be prepared that the presentation can be cancelled or the date changed at any time.

**Use of the PowerPoint Presentation**

There is a PowerPoint presentation template on the AA website which is available to use. See *‘Alcoholics Anonymous - A Presentation to Employers’*. We suggest that the presentation has up to 16 pages, including helpful prompts for the presenter. It can be easily changed and adapted and installed on your laptop or tablet.

If you have a large audience, the employer may offer you the use of a projector. If this is the case make sure you know how to set it up or offer to e-mail the presentation slides in advance so that it can be set up for you.

When using the ‘Alcoholics Anonymous - A Presentation to Employers’ PowerPoint presentation, use the 16 prompts as a guide to talk around. The presenter can also customise each presentation to that particular employer if that would be helpful.

Co-operation with the employer organisation is key. It is helpful to take extra copies of ‘A Brief Guide to Alcoholics Anonymous’ with you as it also makes clear what AA does not do.

**Online and hybrid meetings**

These are increasingly common. It is vital that we remember Tradition 11 and insist that any online meeting not be recorded for later use. It is better that we offer another meeting if they need. Often the organisation we are meeting has a preference for the meeting platform. It is our responsibility to become familiar with their choice. Our powerpoint presentation can be emailed in advance if the meeting chair is happy to change slides for us. Sending relevant downloadable literature ahead of the meeting can be useful to the employer. We can post hard copies if requested.