

# Welcome to RehabWorks Lunch and Learn!

Here are a few points for making your experience the best it can be:

## **1. Meeting time:12-1pm**

We will begin promptly at noon and end promptly at 1. We will take a very brief moment at the beginning to orient everyone to the format and discuss virtual meeting protocol and etiquette. But we will begin topic promptly; we won't stop and welcome late comers—please don't be offended!

## **2. Mute-unmute**

- a. Everyone has the ability to mute and unmute your microphone.
- b. Everyone will be automatically muted upon entering the meeting
- c. Please mute yourself when not speaking; this cuts down on distracting background noise and makes everyone's experience more pleasant.

## **3. Headphones/ear buds**

It is helpful if attendees are able to listen through headphones or ear buds. This also can reduce distracting echo and background noise.

## **4. Chat**

- a. You have the opportunity to make comments and submit questions through the chat box in the lower right of your screen. Meeting size will dictate how many questions are able to be answered, and being able to ask questions directly.
- b. Files (like the one you're reading right now) may be added to the chat box where you can download them and them and save them for convenience and be able to review at a later time.

## **5. Meeting Format**

- a. The purpose of this meeting is to provide a safe place to gain information about addressing substance use issues with a loved one. You may attend once, or you may attend every day.
- b. Each meeting will include a short educational presentation followed by a Question and Answer period. Questions can be related to the presentation or to an entirely unrelated topic.
- c. This is not a therapy group, and it's not designed to give any specific direction with regard to a specific case. It is open to the public, so there is no confidentiality and people may share to the extent that they are comfortable in a setting like this.