

Western Region Alcoholics Anonymous Service Assembly

“A.A.’s Three Legacies – Our Common Solution”

PRESENTATION/MODERATOR GUIDELINES

Presentation Guidelines are intended to assist **Moderators** to plan and prepare to moderate a presentation at the Western Region Alcoholics Anonymous Service Assembly.

Moderators may offer opening remarks on the topic. These remarks will include an introduction of the main theme of the presentation. As well, moderators will introduce each of the participants.

- To ensure equal sharing by each Presentation participant, they will be reminded to limit their sharing to 10 minutes (although that limit is informal).

Each Presentation is 45-60 minutes (double-check the agenda) – try to ensure you stay within but fully utilize the time allotted.

When all presenters have finished thank them and ask the audience for a round of applause.