

SMIA Group Listing Guide

Greetings,

The SMIA recognizes and appreciates the struggles everyone has endured since the onset of the COVID-19 pandemic. We have tried to keep the meeting listings accurate and we are grateful to those who have assisted us. We've had new and unique challenges with the addition of on-line and outdoor meetings. We feel it is important that anyone looking for a meeting has the correct information. Imagine being a newcomer, or someone that just moved to our area, and trying to find a meeting.

When we list meetings, there are four specific platforms that must be included in the addition, reopening, change, or closure of meetings, as well as those that need to be listed on-line

- The on-line Where and When Database and Meeting Search
- The on-line Where and When Calendar
- The PDF (printed) version of the Where and When
- The Meeting Guide App

The first three are fairly straight forward as long as the information provided is accurate. The fourth, the Meeting Guide App has some caveats.

- The Meeting Guide App has the functionality to indicate if a meeting is open or closed. I should clarify that; open or closed in the context of whether or not the meeting has actually reopened or is still shut down due to the virus. It can also indicate if a meeting is an open or closed discussion in the traditional sense. That has always been an option.
- The Meeting Guide App has a function call to indicate if a meeting is "outdoors" though I have nothing to indicate that this actually works. I always put that in the "Notes" section, so it should be apparent anyway.
- The Meeting Guide can indicate if a meeting has an online presence. The icon for that meeting will have a camera present if it is online. The address for that meeting would be greyed out with lines through it if the meeting is still closed
- You can have a meeting with both an online and in-person presence
- It is important to note that all meetings in the Meeting Guide App must have a valid physical street address. When the meeting feed is established, it check with Google Maps if the address exists. The meeting will not list in the Meeting Guide App without it.
- The Meeting Guide App updates about every 12 hours, so the information may not update right away. It depends on when it was entered during the update cycle.

The SMIA is committed and mandated by our By-Laws to list all meetings in our service area, and to ensure the information is as accurate as possible. That is why it is important that the sources of the information are reliable. Therefore, all group and meeting information must be submitted by a GSR, SMIA Rep, DCM, or designated group contact. Moreover, that person must include an e-mail address or phone number so they can be contacted in the event that there are disputes about group or meeting information.

The following forms are the preferred methods for submitting this information. All information is protected by secure socket layer, and many other encryption based security methods. It is certainly more secure than e-mailing the information.

Meeting Reopening

The form to reopen a meeting follows:

<https://somidintergroup.org/wwsearch.html#reopen>

Instructions for completing this form

SMIA and District 1 Meeting Reopen Form


Please use this form to enter meeting reopening information. This information will be added to the SMIA On-Line database, the SMIA Where and When Calendar, and The Meeting Guide. Please allow up to 12 hours for this information to be synchronized

Meeting Name *	<input type="text"/>
Meeting County *	<input type="text" value="-Select-"/>
Are you the GSR, SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact *	<input type="radio"/> Yes <input type="radio"/> No

1. Enter the Meeting Name. This should be the name listed in the current Where and When or the name associated with the group number.
2. Select the Meeting County from the drop-down list
3. Select "Yes" or "No" from the question that asks "Are you the GSR, SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact"
4. If you select "No", you will be prompted with the following message and you should contact one of those individuals to complete the form;

If you are not the GSR, SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact, this entry will not be submitted. Contact the GSR, SMIA Rep, DCM for the respective district, Primary Contact, or Program Chair to have this added

5. If you select "Yes", additional options will appear

First Name and Last Initial	<input type="text"/>
Should people contact you by Phone or EMail? (Check all that apply)	<input type="checkbox"/> Phone <input type="checkbox"/> E-Mail
What days does this group meet?	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
Please enter the meeting time for each day this group meets. If they differ, specify the day and time.	<input type="text"/>
Is this an indoor or outdoor meeting?	<input type="radio"/> Indoor <input type="radio"/> Outdoor
Is the meeting currently held on-line?	<input type="radio"/> Yes <input type="radio"/> No
Is the meeting moving to a temporary location?	<input type="radio"/> Yes <input type="radio"/> No
Date you expect the meeting to reopen	<input type="text"/>  [dd-MMM-yyyy]
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

6. Enter you First Name and Last Initial

7. Select how you should be contacted; e-mail and/or phone. You can select both. If you select e-mail only, a field for your e-mail address will appear. If you select phone, a field for your phone number will appear. If you select both, both will appear. You must include one or the other or the form will not submit.
8. Check all days that the group meets.
9. Enter the meeting time(s) for each day that the group meets. If they differ, specify each day and time
10. Select if this is an indoor or outdoor meeting
11. Indicate if the meeting is currently held on line
12. If you answer yes to that question, an option will appear that will ask if you want the on-line link to be disabled.
13. The next question will ask if the meeting is moving to a temporary location.
14. If you select yes, the next two fields that appear will ask for the Temporary Location Name and the Physical Address of the Temporary location. Important note; when the meeting moves back to its permanent site, be sure to advise the SMIA.
15. Enter the date you expect the meeting to reopen.
16. Select "submit" and if successful, you will be redirected to the following page

The screenshot shows the SMIA website header with the logo and navigation menu. Below the header, a large grey box with a blue border contains the text "Thank You!". Below that, a smaller box with a blue border contains a message: "Your Meeting Reopen information has been submitted. The changes will be made to the SMIA and District 1 websites, as well as the Meeting Guide Application. Please allow up to 12 hours for the Meeting Guide App to reflect the changes". On the right side, a vertical navigation menu is visible with the following items: Home, About The SMIA, FAQ, Contact, SMIA Minutes, Financial Report, Bookstall Resources, and SMIA By-Laws.

On-Line Meeting Request

If you would an on-line meeting listed on the SMIA or District 1 sites, complete the form at this link:

<https://somidintergroup.org/wwsearch.html#olmr>

Instructions for completing this form:

On-Line Meeting Request

Meeting Name

Conventional Meeting Name (the name of the physical meeting)

First Name and Last Initial of the Meeting Host

E-Mail of Meeting Host

Meeting Days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Meeting Times - If meeting times differ, be sure to enter the time corresponding to the day

Meeting Platform

- Zoom
- Google Meet
- Jabber
- WebEx
- GoToMeeting
- TeamViewer
- Adobe Connect
- Other

Meeting Type

- Video
- Phone
- Both

Meeting Link (Please include the full meeting link from the platform provider)

Meeting Access Code or Meeting ID *

Meeting Phone Number *

Where would like the meeting published?

- SMIA
- District 1
- Meeting Guide App

Submit

Reset

1. Enter the Meeting Name as you would like it listed on the On-Line Meeting page
2. If there is a conventional meeting associated with this on-line meeting, enter the name of the conventional meeting
 - a. It is important to note that this entry will only be included in the Meeting Guide App if it is associated with a conventional meeting. The App only supports meetings with a physical address for now. They are working on an on-line only option.
3. E-Mail of the Meeting Host
4. Meeting days – Select all that apply
5. Meeting Times – If meeting times differ for each day the meeting is held, be sure to indicate that in this field
6. Meeting Platform; select the appropriate platform (Zoom, Google Meet, Jabber, et al)
7. Meeting Type, select Video, Phone, or both
8. Enter the complete meeting link listed by the provider (e.g. <https://us02web.zoom.us/j/81129467877>)
9. Enter the meeting access code (the format will differ from provider to provider)
10. Enter the meeting phone number if dial-in is an option
11. Enter where the link should be published (SMIA, District 1, and The Meeting Guide App)

Group Maintenance

Before we were confronted with the pandemic challenges, we have always had on-line forms for submitting group/meeting information, and again, we encourage you to use these forms rather than send the information through e-mail, word of mouth, or a slip of paper.

To access the primary group maintenance page, use the following link:

<https://somidintergroup.org/groupinfo.html>

When you access this page, you will see four links near the top of the page;

- New SMIA Group Entry – This is to add a meeting to the SMIA Where and When and the Meeting Guide App
- Change/Delete SMIA Group Entry – This is to change group information or to permanently remove a group entry
- New GSO Group Entry – This is to send new group information to the Maryland General Service (Area 29) Registrar. Subsequently, this information is also sent to the GSO by the Registrar. It's the same as the paper forms that you've probably seen. You can still use those, but this process is much quicker.
- Change/Delete GSO Group Entry – This is to change group information, or to notify the Registrar that the group has been terminated.

SMIA
Calvert - Charles - St. Mary's

2020

A Vision of Hope for the New Decade
The Southern Maryland Intergroup Association

*Serving the
Southern Maryland Community
Since 1977*

New SMIA Group Entry

You can also go directly to this form at this address

<https://smdintergroup.org/newsfia.html>

The first section of this form comprises group/meeting information

SMIA New Group Form

SMIA New Group Form

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)

"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers."
— Tradition Five (the long form)

"Unless there is approximate conformity to A.A.'s Twelve Traditions, the group... can deteriorate and die." — Twelve Steps and Twelve Traditions, page 174.

A.A.'s Traditions suggest that a group not be named after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution.

Date of First Meeting

 [dd-MMM-yyyy]

New Group Name

Group Meeting Location

Street Address

City/Town

County

Use the pull-down menu to select a county ▼

State

Maryland ▼

Zip Code (If Changed)

Meeting Days

- Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Meeting Times - If meeting times differ, be sure to enter the time corresponding to the day

1. Enter the date of the first meeting
2. Enter the Group Name as you would like it to appear in the SMIA Where and When
3. Enter the common name of the group location (e.g. Mt. Harmony UMC)
4. Enter the physical street address of the meeting
5. Enter the city or town
6. Enter the county
7. Select the state from the drop-down list
8. Enter the zip code
9. Enter the meeting days. Select all that apply
10. Enter the meeting times, and designate if they differ from day to day

The second section requests information about the meeting type and how it should be listed

Meeting Type - Check all that apply	<input type="checkbox"/> AB "As Bill Sees It" Discussion <input type="checkbox"/> BG Beginner's Meeting <input type="checkbox"/> BB Big Book Meeting <input type="checkbox"/> CD Closed Discussion (ALCOHOL PROBLEM DISCUSSION ONLY) <input type="checkbox"/> OD Open Discussion Meeting <input type="checkbox"/> HC Handicap Accessible <input type="checkbox"/> LIT Literature Meeting <input type="checkbox"/> NS Non-Smoking Meeting <input type="checkbox"/> OSP Open Speakers Meeting <input type="checkbox"/> ST Step/Traditions Meeting <input type="checkbox"/> Men's Meeting <input type="checkbox"/> Women's Meeting <input type="checkbox"/> Other
Does your Group meet in a hospital, treatment center, or detox center?	<input type="radio"/> Yes <input type="radio"/> No
Is there an Al-Anon Meeting at the same time and location as this AA Meeting?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Where should this meeting be listed?	<input type="checkbox"/> SMIA On-Line Search <input type="checkbox"/> SMIA On-Line Meeting Calendar <input type="checkbox"/> SMIA Printed Where and When <input type="checkbox"/> The Meeting Guide App

1. Select the Meeting Types. Select all that apply
2. If your group meets in a hospital, treatment center, or detox center, select "yes"

3. If you select yes, an option will appear that asks if it is open to AA members in the community. If it is, select yes

Does your Group meet in a hospital, treatment center, or detox center? Yes No

If yes, is it open to A.A. members in the community as well as to patients in the center? Yes No

4. If an Al-Anon meets at that location corresponding to the AA Meeting, select yes

5. If you select yes, a field will appear to enter the name of the Al-Anon Meeting

Is there an Al-Anon Meeting at the same time and location as this AA Meeting? Yes No

Al-Anon Meeting Name

6. Select all areas where you like the meeting listed

The last section requests the SMIA Rep or Contact information

SMIA REPRESENTATIVE or Contact

If you would like the SMIA to contact you about this entry, include your e-mail address and a phone number

Name and Last Initial

Email

Phone

1. Enter your first name and middle initial
2. Enter your e-mail address
3. Enter your phone number

Select submit and you will be returned to the SMIA Home Page.

[Change/Delete SMIA Group Entry](#)

You can also go directly to this form at this address

<https://somidintergroup.org/smiachange.html>

Instructions for completing this form:

When completing the Change Form, it is important to note that you only need to enter or select information where changes are pertinent. If the information was included when the group was established, then that information will remain as is and does not need to be selected or entered here

SMIA Group Change Form


SMIA Group Change Form

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)

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A.A.'s Traditions suggest that a group not be named after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution.

Date	<input type="text"/>  [dd-MMM-yyyy]
Group Service Number (If known)	<input type="text"/>
Group Name	<input type="text"/>
Is the Group Name Changing?	<input type="radio"/> Yes <input type="radio"/> No
Is the Meeting Location Changing?	<input type="radio"/> Yes <input type="radio"/> No
Are the Meeting Days Changing	<input type="radio"/> Yes <input type="radio"/> No
Is the Meeting Time Changing?	<input type="radio"/> Yes <input type="radio"/> No
Is this Meeting Closing?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Enter the date of this submission
2. Enter the Group Service Number if you know it
3. Enter the current group name
4. If the group name is changing, select "yes"
5. If you select yes, a field will appear to enter the New Group Name

Is the Group Name Changing?	<input checked="" type="radio"/> Yes <input type="radio"/> No
New Group Name	<input type="text"/>

- If the Meeting Location is changing, select "yes"
- If you select "yes" a field will appear to enter the New Meeting Location. This is the common name (e.g. Mt Harmony UMC). You must also enter the new street address, city/town, zip code, and county if it moves to a new county. The state will be assumed by the zip code or county.

Is the Meeting Location Changing?	<input checked="" type="radio"/> Yes <input type="radio"/> No
New Meeting Location	<input type="text"/>
New Street Address	<input type="text"/>
New City/Town	<input type="text"/>
Zip Code	<input type="text"/>
County	Use the pull down menu to select a county <input type="button" value="v"/>


- If the meeting days are changing, select yes, and then select all that apply

Are the Meeting Days Changing	<input checked="" type="radio"/> Yes <input type="radio"/> No
New Meeting Days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday

- If the meeting times are changing, select yes then indicate the times corresponding to the days.

Is the Meeting Time Changing?	<input checked="" type="radio"/> Yes <input type="radio"/> No
New Meeting Times - List each time to each corresponding day if the times are changing	<input type="text"/>

- If the meeting is permanently closing, select yes, then enter the last date the group will meet

Is this Meeting Closing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enter the last day this group will meet	<input type="text"/>  [dd-MMM-yyyy HH:mm:ss]

- Meeting Type. Select all that apply if there has been a format change
- Enter the average number of members
- Only enter if the group meets in a hospital, detox or treatment center if this is **new** information
- Only enter Al-Anon information if a new Al-Anon group meets at the corresponding AA Meeting

15. Enter where you would like the changes reflected
16. Add any notes you would like the Where and When Chair to read.

The last section requests the SMIA Rep or Contact information

SMIA REPRESENTATIVE or Contact

If you would like the SMIA to contact you about this entry, include your e-mail address and a phone number

Name and Last Initial	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

1. Enter your first name and middle initial
2. Enter your e-mail address
3. Enter your phone number

Select submit and you will be returned to the SMIA Home Page.

New GSO Group Entry

You can also go directly to this form at this address

<https://somidintergroup.org/newgso.html>

Instructions for completing this form:

The first section of this form is basically the same as the [New SMIA Group Entry](#)

The second section is necessary to submit information to the Registrar about the Group GSR, Alternate GSR, or Group Mail Contact. This information is necessary for the GSO to send the GSR Welcome Packet to that person.

1. Does the Group have a GSR? Select "yes" if it does
2. If you select yes, the form will raise additional fields that are required for mailing and directory purposes. This information is confidential and protected
 - a. GSR Full Name
 - b. GSR Address
 - c. GSR City/Town
 - d. GSR State
 - e. GSR Zip Code
 - f. GSR E-mail
 - g. GSR Phone
3. If you selected no, the form will ask for a Mail Contact. If you select yes, it will ask for the same information listed in Step #2 of this section. If you select no, no information will be submitted for mail purposes, but your group will not receive the Welcome Packet and will not be listed as an AA group by the GSO, nor will you be issued a group service number, unless you enter information for an Alternate GSR in Step #4 of this section.

4. Even if you selected a GSR in Step #2, or a Mail Contact in Step #3, you can still enter an Alternate GSR in this step. The alternate will receive the same welcome packet. If you did not select a GSR or Mail Contact in the previous steps, then by selecting an Alternate GSR, the group will be listed by the GSO, and a group service number will be issued.
5. Select the language you would like the correspondence sent in. If you select "other", enter the language in the Other field that will appear.
6. Select whether or not you want GSO to publish the group information
7. When you submit, you will be returned to the SMIA Home Page.

Change/Delete GSO Group Entry

You can also go directly to this form at this address

<https://somidintergroup.org/gsochange.html>

Instructions for completing this form:

The first section of this form is basically the same as the [Change/Delete SMIA Group Entry](#)

The second section of this form is basically the same as the GSR portion of the New GSO Group Entry; you are simply changing the GSR information. They will still send a new welcome packet to the new GSR, Mail Contact, or Alternate GSR.

I hope this information is useful and comprehensive. Our purpose is to serve you. I can be available to attend your district meetings on-line or in person given reasonable notice.

Best regards and God Bless!



Chairman ad Webmaster, Southern Maryland Intergroup Association