

Quick Start Guide



Virtual Meeting Basics

1. Gain support from other NA members

“By working together for our common welfare, we achieve the true spirit of anonymity.” Basic Text, Tradition Twelve

2. Choose a meeting platform

Consider cost, accessibility, ease of use, and the features it offers.

3. Decide on a day, time, and meeting format

Groups use a variety of formats to enhance the atmosphere of recovery in their meetings.

4. List the meeting information

Include all the information needed to access the meeting, and consider where to list it. To be included in World Services list of online meetings (na.org/virtualmeetings), fill out this [form](#).

5. What service positions are needed?

Virtual meetings may benefit from additional service positions.

6. Ensure the meeting settings are secure

Careful attention to this can prevent meeting disruptions.

7. Set up options for the Seventh Tradition

Virtual meetings are free to practice the principle of self-support.

8. Decide how to provide literature and keytags

Virtual meetings are encouraged to consider the Fellowship’s guidance when deciding how to make literature available.

9. Will attendance cards be signed?

Meetings may choose to provide some form of attendance verification for members who request it.

10. Ensure there is an atmosphere of recovery

“An atmosphere of recovery in our groups is one of our most valued assets, and we must guard it carefully...” Basic Text, Tradition Two

12. Is the meeting accessible to members with additional needs?

“... every addict can recover in this program on an equal basis.” Basic Text, Tradition Three.

11. Are newcomers being welcomed and finding sponsors?

New members may need some extra help to get connected and start building relationships in NA.

