

Best Practices for NA Meetings – Input Workshop Outline

This document contains an outline for organizing and hosting a workshop to provide input on the draft of the Best Practices for Virtual NA meetings service tool that has been created as part of the local service toolbox project.

Before the Workshop

Sharing information about the topic in advance of a workshop will help it to be an effective event. Here are some points to convey to members that cover the basics.

Creating service tools for virtual meetings was selected as a top priority by the 2020 WSC. The World Board and interested members around the world have been working hard all cycle to meet this need.

A review draft of Best Practices for Virtual NA Meetings has been posted on the project webpage here www.na.org/toolbox, and the Board is looking for help to spread the word and generate participation in providing input. The draft offers practical guidance on running virtual meetings. Topics cover getting the meeting set up and listed, and ensuring it runs smoothly. Suggestions are offered on some of the topics NA World Services gets asked about most frequently – including keeping meetings secure from disruption, ensuring a safe and welcoming atmosphere, practicing the Seventh Tradition, and verifying meeting attendance.

Providing background information about virtual meetings could be helpful:

- Virtual meetings have existed in NA for many years and have been online since the creation of the internet in the 1990s.
- The term “virtual meetings” refers to online, phone, and chat-based meetings—really any meetings that do not meet in person or that are hybrid and have some remote attendees.
- Developing tools to support online meetings was prioritized at WSC 2018, and decisions were made at WSC 2020 that further prioritized the topic, including the approval and focus of the local service toolbox project.

Ensure everyone knows where to find the tool and the input survey on the toolbox project webpage so members can read it in advance of any workshops that may happen locally, or so they can participate on their own. **Reading the material before the workshop will enable it to focus on discussing the content and reaching agreement on providing input on it, rather than simply reading it together.**

PowerPoint Slide 1 - Hosting a workshop

Once everyone understands why the topic is being discussed and is familiar with the new tool, local workshops can be organized. These may be online or in-person, depending on preference and any relevant local health orders.

PowerPoint Slide 2, 3 and 4 - Review what was shared before the workshop...

Begin the workshop by briefly recapping the background information above. Provide clarity as needed so that everyone is clear why the topic is being discussed and what the purpose of the workshop is.

PowerPoint Slide 5 – Has everyone read it?

Check that everyone has read the draft of the tool. If a significant number of attendees have not then it may be necessary to refocus the workshop to spend the bulk of the time reviewing some or all of the draft's content. If this is the case, attendees would be asked to complete the survey after the workshop.

PowerPoint Slide 6 – Discussion questions

Review the discussion questions from the survey posted at www.surveymonkey.com/r/bestNApractices, again providing clarity if needed.

The survey offers three main questions:

1. Do you think this format is the most helpful way to present the information? Or is there value in breaking this into separate tools based on topic?
2. Does this piece provide the guidance that the Fellowship is looking for? Are there topics you would like to see expanded or changed in some way?
3. Do you have any additional thoughts or ideas you would like to share?

Discuss the questions one at a time. Allow everyone time to speak, and ensure that no-one dominates the discussion. Listen for common themes and ideas. If different perspectives are shared, look for ways to find the middle ground between them and to build a consensus.

PowerPoint Slide 7 – Submit input via the survey

Complete the survey, either during the workshop, or afterwards as individuals, groups, or service bodies.

Remember that the survey will be available until the end of November, and that the finished resource will be Board-approved service material. This means that a draft will be posted and sent to Conference participants for a 90-day review period before being finalized.

Contact information for members with experience organizing virtual meetings and services is always welcome and can be sent to toolbox@na.org.