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.

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 key tags
   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

11. Are newcomers being welcomed and finding sponsors?
    New members may need some extra help to get connected and start building relationships in NA.

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.