

AAN Listserv Rules and Etiquette

By joining and using AAN's e-mail lists, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium.

As with any community, there are guidelines governing behavior on the listserv. For instance, violating antitrust regulations, libeling others, selling, and marketing are not permissible. Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact your AAN liaison. AAN reserves the right to suspend or terminate membership on all lists for members who violate these rules.

- **Courtesy.** Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- **Do not post commercial messages.** Contact people directly with products and services that you believe would help them.
- **Privacy Laws.** Remember to comply with HIPAA and other privacy laws. Accordingly, when talking about patients, follow the HIPAA standards and disclose only de-identified health information.
- **Use caution.** Information posted on the lists is available for all to see, and comments are subject to libel laws. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you. Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials.
- **Antitrust.** The AAN scrupulously complies with all antitrust laws, and the AAN reminds all users to guard against activity that could be construed as a violation of the antitrust laws. Do not post any material that:
 - References specific fees charged or paid for professional services.
 - Discusses prices, discounts, terms or conditions of sale with regard to medical suppliers or other vendors or terms and conditions of provider agreements relating to reimbursement levels, bonus payments, and other price or cost-related items.
 - Addresses salaries or terms of employment.
 - Attempts to allocate patient markets or encourage collective or coercive activity with regard to third party payors, hospitals, other health care providers, or suppliers.
 - Includes information that could otherwise be construed to impose a restraint on trade and inhibit free and fair competition.
 - Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.
- **Copyright.** Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to

such material or has received permission from the copyright owner. In addition, the posting party grants AAN and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

AAN does not actively monitor the site for inappropriate postings and does not undertake editorial control of postings. However, in the event that any inappropriate posting is brought to AAN's attention, AAN will take all appropriate action. AAN reserves the right to terminate access to any user who does not abide by these guidelines.

Disclaimer

This listserv is provided as a service of the American Academy of Neurology. AAN accepts no responsibility for the opinions and information posted on this site by others. AAN disclaims all warranties with regard to information posted on this site, whether posted by AAN or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AAN be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Listserv etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that *everyone* can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals-- not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as remove me from the list, through the listserv. Send a separate email to your AAN liaison to request the change.
- You may send your message to only the most appropriate list(s).
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."