

NOMINATION OF REPRESENTATIVES FOR EXTERNAL SOCIETIES POLICY



American Academy of Neurology American Academy of Neurology Institute

1. Purpose

The American Academy of Neurology and the American Academy of Neurology Institute (collectively, the “Academy”) often receives requests from external societies for neurological representation on panels for developing clinical practice guidelines, consensus guidelines, systematic reviews, and other similar publications. This policy details the requirements and process for an external society to submit a request for an Academy representative on their panel.

2. Requirements

Before submitting a request for Academy representatives to participate on external societies’ development panels for guidelines or similar publications, the following requirements must be met:

- a) The intended publication must have relevance to neurologists/the field of neurology; and
- b) The request should be made prior to or in the early stages of panel formation during the guideline development process (protocol development or earlier).

3. Request Process

If the above requirements are met, the external society must submit a structured request to guidelines@aan.com with the following information:

- a) Name, title, organization, and contact information of the requester.
- b) Number of representatives requested.
- c) Topic.
- d) Anticipated development timeline and time commitment.
- e) Expectations/duties of the representative (voting and contributing OR reviewer).
- f) Specific area(s) of expertise requested.
- g) Optional: Name(s)/contact info of suggested representative(s).

4. Approval

- a) If the request is accepted/approved, Academy guidelines staff will work with Quality Committee and Academy President to formally nominate a representative with the authority to provide neurological perspective on the Academy’s behalf.
- b) Appointing an Academy representative does not imply endorsement nor guarantee that the guideline will be affirmed by the Academy. External organizations will need to follow the steps detailed in the [Policy on Affirmation of Value for External Publications](#).