

**AAAAI Policy for the Development of Joint Activities
with Other Organizations or Entities**

Approved October 2023

This policy relates to ideas regarding the creation of a “joint” work group report, “joint” slide set, “joint” manuscript, “joint” project, etc.

1. The proposal to create a joint activity must be shared with and approved by the leadership of each individual organization in advance of formalizing the activity.
2. The proposal must come in the form of a letter with a point of contact for the project and must include the name of the joint activity along with its proposed purpose, methodology, publication plan, intended audience, inclusive list of all organizations proposed for involvement, timeline and list of suggested members and his/her role in the activity. Should there be any expected financial commitment required, that must also be included in the original request.
3. The leadership of each organization involved in the proposed joint activity will review the proposal and render a decision regarding support, as well as its purpose and members. This decision will be communicated within four weeks of receiving the completed request.
4. If the joint activity is approved, all communications from this group, including but not limited to manuscripts, must be reviewed via the standard procedure applied to such activities (work group reports, manuscripts, slide sets, webinars, etc) by each of the involved organizations. This process must be done in advance of publicly sharing or submitting any joint activity documents/products.
5. If at any time there are changes to the joint activity, including but not limited to the title, scope, members, or timeline, the proposed changes must be communicated to the AAAAI, as well as each individual organization, for review and approval.
6. An annual report on the joint activity must be submitted to the AAAAI Board of Directors for review and comment until the final product is complete.
7. The final document must be returned to the AAAAI executive office before any form of distribution. The AAAAI Executive Committee or Board of Directors must approve AAAAI’s support of any final documents. The AAAAI name and logo are not to be used without express permission from the AAAAI executive office, which will be included in the approval decision. Please allow at least 3 weeks for a review by the Board of Directors or Executive Committee to be sent. All efforts will be made to provide a prompt decision and feedback.
8. Should it be decided, upon completion of the project, that AAAAI does not agree with any statements, conclusions, recommendations, publications, etc. surrounding it, the right remains for AAAAI to remove its name from the list of participating organizations. AAAAI also holds the right to remove participation should the project be altered and no longer meet its original intention, or if expectations laid out in this policy are not followed.

The AAAAI name, logo, etc., are not be used in association with any materials or final products related to the project should AAAAI remove itself from participation.

Please send all questions or requests for activities to Shauna Barnes, CAE,
AAAI Senior Administrative Manager, at sbarnes@aaaai.org.