



INTERNATIONAL LIVER  
TRANSPLANTATION SOCIETY

## **ILTS Group Email Policy: SIG & Specialty Committees**

To: ILTS Special Interest Groups & Committees  
From: John Klinck, Special Project Executive  
Approval Date: Sep 4, 2019  
Subject: ILTS Group Email Policy

### **BACKGROUND AND EMAIL MANAGEMENT**

- Dedicated email addresses have been set up for each ILTS Special Interest Group (SIG) and specialty committee.
- These group emails are intended to promote the exchange of knowledge and opinions between colleagues and are for academic use only; SIG steering committees and committee members have separate group emails for administration and planning.
- Group Email participation is limited to ILTS members and non-member experts invited by the SIG steering committee.
- ILTS members wishing to join a specific Group Email must select it on their ILTS.org profile page; their name and email address will then be added to the SIG or committee discussion directory and email list.
- SIG Topic Co-ordinators will oversee all group email content and will work with ILTS headquarters staff in the management of SIG membership and communications.
- Any message received from a group email has been sent automatically to all members, and any reply also goes to all. This email should never be used for personal (one-to-one) communication.
- Group email addresses are confidential and should not be forwarded or disclosed to anyone. Inappropriate use may result in closure of the platform.

### **EMAIL CONTENT RULES**

- Posts must be polite, professional and publishable – discussions may be archived later in topic-based learning modules on ILTS.org Education pages.
- Content can include commentary on clinical practice, research, and relevant educational, organisational and ethical topics, as well as appropriately anonymized clinical cases and images.
- Clinical case descriptions and images must not include any personal identifiers, including name, city of residence, date of birth, etc., or the names of other treating physicians. Only information essential to the

discussion should be posted. When a detailed history is presented, patient consent is desirable even when anonymized. Standards of confidentiality required by local licensing authorities and by mainstream medical publishers should be applied.

- Any commentator may be asked to provide a Conflict of Interest statement when appropriate. This can be done online at ILTS.org.
- Copyright law applies to any previously published material. Full text papers protected by copyright should not be distributed on this platform without the publisher's consent. Partial use may be permissible under Fair Use rules, but at the contributor's risk. ILTS will not accept liability for breach of copyright.
- A TOPIC HEADING in block capitals should be used in the subject line of each message to identify separate discussions, e.g. 'ANTIBODY MEDIATED REJECTION', 'CIRRHOTIC CARDIOMYOPATHY', 'CHOLANGIOCARCINOMA', etc.

#### **ILTS DISCLAIMER**

- Group emails are supported by the International Liver Transplantation Society to promote the dissemination of knowledge among liver transplant professionals for the ultimate benefit of patients.
- Commentaries and opinions are posted in good faith with the intention of enhancing the knowledge and competence of all participants, while preserving the privacy and dignity of transplant patients and their families. ILTS cannot accept liability for any breach of confidentiality.
- The opinions, advice and other materials posted in this context reflect the views of the author(s) and are not necessarily those of ILTS. These statements and materials do not necessarily indicate a standard of care, nor can they replace local specialist consultation.
- ILTS is not liable for any statements made by participants on this platform, nor for any decisions or actions based on opinions or information posted.

*For reference-* ASTS DISCLAIMER: "The American Society of Transplant Surgeons (the 'Sponsors') provides CenterSpan to encourage the interchange of transplant information and opinions among the professional transplant community. The Sponsors do not have any input into messages sent on CenterSpan and the messages sent are those of the senders. The Sponsors take no responsibility for such messages.

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J R Klinck, ILTS Special Projects Executive

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