UAHS Announcement System

The University of Arizona Health Sciences announcement system consists of 2 monitors that display daily announcements of events and information. They are located:

- 1) College of Medicine Tucson plaza entrance lobby above the elevators, and
- 2) BioCommunications, College of Medicine Tucson room 3404.

ANNOUNCEMENT POSTING SCHEDULE:

Announcements received prior to Noon will be posted the same day.

Announcements received after Noon will be posted the next business day.

Announcements will run for 2 weeks unless otherwise specified.

(Note: Each slide is on the screen for approximately 12 seconds, so information should be kept to a minimum.)

Please respect the guidelines for appropriate use of this system.

EXAMPLES OF APPROPRIATE USES

- Information about University of Arizona Health Sciences events, such as workshops, grand rounds, town halls, lectures, seminars or other special events.
- UAHS events should be open to UAHS faculty, staff and students and to the general public.
- UAHS events must be held on the UAHS campus.
 (Slide format doesn't have room for off-campus addresses.)
- Information about UAHS clinical trials seeking participants.
 (Content must be approved by the UA Human Subjects Protection Program/IRB).

EXAMPLES OF INAPPROPRIATE USES

- Information unrelated to UAHS.
- Solicitation.
- Promoting political viewpoints.
- · Personal information.
- Confidential information.

TO REQUEST A NEW ANNOUNCEMENT:

- 1. Please use the PowerPoint template provided.

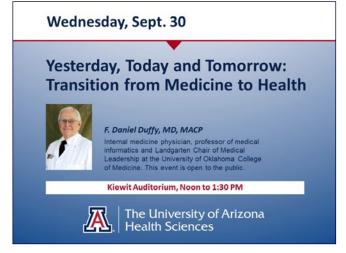
 If you don't have access to this software, please skip to step 3 and email your slide information to Mary and cc: Darla and Debra. BioCom will prepare the announcement slide for you.
- 2. Enter your information. Do not alter the graphics. The slide will be reviewed to be sure it meets the established guidelines.
- 3. Email PowerPoint slide to Mary Matthews, marym@medadmin.arizona.edu and cc the following:

Darla Keneston: dkenesto@biocom.arizona.edu
Debra Bowles: dbowles@biocom.arizona.edu

UAHS event slides should include:

(information about clinical trials slides follows)

- Day, Month date (no year). Spell out the day; abbreviate Jan., Feb., Aug., Sept., Oct., Nov., Dec. (Example: Tuesday, May 2)
- Name of the sponsoring department, division, center, etc.
- Title of the event.
- Name and affiliation of the presenter/keynote speaker, if there is one.
- Cost (or free).
- Phone number, email, or website for more information. (*Phone number format: 520-XXX-XXXX*)



UAHS events slide example

- Start and end time.
 (No punctuation with AM or PM, no double zeros in the time.)
 (Example: 4 PM to 5 PM)
- Location.
 (Building and room number; OR name of auditorium. There is no room for a street address.) Examples: DuVal Auditorium; Chase Bank Auditorium, Room 8403; UA Cancer Center, Kiewit Auditorium; College of Nursing Room xxxx; UAHS courtyard; Walkway of Wellness, Roy P. Drachman Hall; etc.)
- Use of a photo or logo is optional.

UAHS clinical trials slides should include:

- Department name
- Information about the clinical trial that has been approved by UA Human Subjects Protection Program/IRB. Any posting must have IRB approval and comply with the U.S. F.D.A. requirements for recruiting study subjects: http://www.fda.gov/RegulatoryInformation/Guidances/ucm126428.htm
- Name, phone number and email for more information.
 (Instead of a name, can use the name of a department, division, center, etc.)
 (Phone number format: 520-XXX-XXXX)



UAHS clinical trials slide example