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).
  (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)

- 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](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