



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)

Wednesday, Sept. 30

**Yesterday, Today and Tomorrow:
Transition from Medicine to Health**

F. Daniel Duffy, MD, MACP
Internal medicine physician, professor of medical informatics and Landgarten Chair of Medical Leadership at the University of Oklahoma College of Medicine. This event is open to the public.

Kiewit Auditorium, Noon to 1:30 PM

**The University of Arizona
Health Sciences**

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)

The slide is a rectangular graphic with a white header and a blue body. The header contains the text "University of Arizona Cancer Center" in a bold, dark blue font. Below the header, the main title "Interested in Helping to Prevent Breast Cancer?" is displayed in a bold, white font. The body of the slide contains a paragraph of text in white font, followed by a white box with red text containing contact information. At the bottom left is the University of Arizona logo, and at the bottom right is the text "The University of Arizona Health Sciences".

University of Arizona Cancer Center

Interested in Helping to Prevent Breast Cancer?

The University of Arizona Cancer Center is recruiting overweight women, 21-54 years of age to participate in a clinical study to evaluate whether a diabetic drug metformin could be useful to reduce breast cancer risk and improve health. Qualified participants will receive study drug and study evaluation at no cost and up to \$600 for their participation.

Call 520-321-7798 or email UACC-CPRE@email.arizona.edu

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UAHS clinical trials slide example