Guidelines for Submitting to *Health Sciences Connect*

Help us keep our Health Sciences community engaged, informed and connected by sharing your events, announcements and Grand Rounds on *Health Sciences Connect*.

Choose from three submission forms:

**Announcement:** This form is for important updates, notices, advisories, new hires and appointments you wish to share with the Health Sciences community. **For example:** calls for entries or volunteers, notices of appointment, policy updates, food truck schedules, building access or construction notices.

**Event:** This form is for a single event that includes a specific date or date range, sponsored or offered by the University of Arizona Health Sciences. **For example:** a symposium, lecture, talk, conference or club meeting. All events are added to the publicly accessible *Health Sciences Connect* calendar.

**Grand Rounds:** *Health Sciences Connect* has its own home for Grand Rounds. Please submit all Grand Rounds through this form, and not as an event. These will populate on the *Health Sciences Connect* calendar.

**How your submissions will be reviewed**

The Health Sciences Campus Communications and Publications team reviews submissions to the *Health Sciences Connect* calendar and announcement pages daily. The *Health Sciences Connect* mailbox is monitored from 8 a.m. to 5 p.m., Monday through Friday, excluding university holidays.

**Submissions that meet the *Health Sciences Connect* guidelines will be posted within two business days.** The team will edit all submissions for clarity, grammar and compliance with the *Health Sciences Style Guide*. It is the responsibility of the submitter to enter listings using the submission forms and ensure the accuracy of the information provided.

**Submitters will be contacted via email or phone within two business days if their submission doesn’t meet the guidelines or requires additional editing.**

Once published, submissions cannot be deleted. If the event has been canceled, postponed or rescheduled, please edit the original submission to reflect these changes, noting “CANCELED” at the beginning of the title. Add a short blurb at the top of the body of the submission with further information; for example: “This event has been postponed to xx date.”

If the language of your announcement or event simply needs to be changed after it has been submitted, the submitter may go back in and make changes, then re-submit. This will re-start the review process.
You cannot edit events submitted by others. You should only be submitting events for the unit for which you are responsible. If you need to add or review information for an event or announcement submitted by someone else, please contact the original event submitter to make changes.

Consult the video tutorials to learn more about how to submit an event, Grand Rounds or announcement. For additional information, please email healthsciencesconnect@email.arizona.edu.

Examples of appropriate uses for Health Sciences Connect submissions:
- Change in security access and hours of operations in campus facilities
- Calls for applications for scholars or award submissions
- Donation drives
- Information on events taking place on the University of Arizona Health Sciences campuses or Health Sciences events on the University of Arizona main campus.
- Any events sponsored or offered by UArizona Health Sciences, including those that take place off university property.

Examples of inappropriate uses for Health Sciences Connect submissions:
- Events unrelated to university business
- Job postings (please use dedicated UArizona job posting resources; visit https://talent.arizona.edu/ for more information)
- Solicitations
- Promoting political viewpoints
- Clinical trial information
- Personal information
- Messages containing confidential information
- News releases*

*Please do not submit news releases as announcements, as releases are written in a style targeted to an external audience (external media). Contact your college or center communications team to suggest any topics for news releases. You also can share your story ideas for consideration at healthsciencesconnect@email.arizona.edu.

Before submitting an award as an announcement, please first suggest them for inclusion in the Health Sciences Connect Honors and Awards section at healthsciencesconnect@email.arizona.edu.

Mass emails to the Health Sciences community

To elevate employee awareness and engagement, and to reduce the volume of emails, Health Sciences announcements, events and news are posted on Health Sciences Connect and curated into two bi-weekly newsletters, presented below. These newsletters are distributed to Health Sciences faculty and staff from healthsciencesconnect@email.arizona.edu.
**Health Sciences Update**
Distributed on Tuesdays, this newsletter provides timely updates about what’s happening across the Health Sciences campuses. It features a curated list of campus-wide events, Grand Rounds and announcements submitted to *Health Sciences Connect*. The Campus Communications and Publications team carefully reviews all submissions received by 5 p.m. on Thursday the previous week, to prepare the curated list of events and announcements featured in the Tuesday newsletter. If your event or announcement must be submitted past the deadline and you believe it should be considered for inclusion in the next upcoming newsletter, contact healthsciencesconnect@email.arizona.edu. Requests will be considered on a case-by-case basis. The team makes selections based on timeliness, as well as impact and interest for the Health Sciences community.

**Inside Health Sciences**
Distributed on Fridays, this newsletter celebrates our culture and life on campus, and features inspiring stories from *Health Sciences Connect* about our faculty, staff and students. It also showcases awards and honors bestowed upon our colleagues, and offers a sampling of social media activity and news reporting on Health Sciences successes. The Campus Communications and Publications team creates this newsletter based on the content published weekly on *Health Sciences Connect*.

**Requesting a standalone mass email**

Standalone emails to the Health Sciences campus community will be reserved for high-profile, business-critical, time-sensitive or action-oriented messages that align with university priorities. Requests are reviewed on a case-by-case basis by the Campus Communications and Publications team.

To inquire about email distribution, please contact healthsciencesconnect@email.arizona.edu. The mailbox is monitored from 8 a.m. to 5 p.m., Monday through Friday, excluding university holidays.