

**Regional Programs**  
Office of the Vice Chancellor

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Area Health Education Centers Program  
Rural Hospital Program  
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## MEMORANDUM

**DATE:** January 21, 2020

**TO:** Reserve Room – 25 Live Scheduling

**FROM:** Sterling L. Moore, MBA  
Vice Chancellor for Regional Programs

**RE:** Cranford Conference Room

This memorandum is to clarify any miscommunication regarding use of the Cranford Conference Room. Like any conference room at UAMS, the Cranford Conference Room is available for use by any department of UAMS; however, given the high volume use of this room, we want to ensure that this room is being used to its maximum potential. Therefore, the following general criteria has been developed to support this effort:

- Regional Programs' key meetings should have first priority;
- Need for Interactive Video is a key function of this room;
- Attendees – seating capacity limited to (12 chairs at the conference table; 10 chairs around perimeter of room)
- Meeting Attendees should be aware of restricted access from the internal hallway entrance into this suite area.
- Wednesdays have been reserved for key meetings with our Regional Centers from 9:00 am – 5:00 pm.

These general guidelines shall not restrict any department from using this conference room; however, when scheduling meetings for this room the interactive video capabilities and seating capacity should be considered.

Thank you in advance for your cooperation and support regarding this information.

SLM/ga

Cc: Christina Clark  
Dr. Steppe Mette