

Registrar's Office,
McGill University,
Montreal, Que.

November 28th, 1930

Dear Sir or Madam,

It has been suggested that the conflicts which frequently occur in the times of University functions might in many cases be avoided if there were some clearing house of information on such matters.

Starting with the New Year, an engagement book will be kept in the Registrar's Office which will contain all the information available concerning times and places of lectures, debates, dinners, dances and other functions.

It is hoped that before settling upon the date for a meal or a meeting, those responsible will consult this book either personally or by telephone, and that when they have selected a date they will inform the Registrar's Office so that others may know, and undesirable conflicts be avoided.

It would assist greatly if the secretaries of societies made it a rule to send a copy of all their notices to the Registrar's Office for this engagement book.

Yours faithfully,

J. H. Matthews

Registrar