

SEP 20 1985

September 12, 1985

UNIVERSITY EXTENSION STAFF:

Re: Informational Seminar on AIDS: Date Change

Due to Dr. Gottlieb's schedule, we find it necessary to change the date of the seminar to Monday, September 23; time and location remain the same: 9 AM to 11 AM in G-33 Unex Administration Building.

Again, all interested staff are invited to attend the session.



R. Edgar Retzler
Associate Dean

9/18

SEP 18 1985

1)

Cami or Shickman's
office!

Video lecture ?
or

Audio Tape ?
or

~~No~~

2.) Will speak alone!

DONE

9/17

Schickman's Office

reg. Conference room?

150 staff members →

~~Projector?~~ ~~Screen.~~

Ext: 57241

Projector

Carasol

Wing

arrive 23rd. ↔ depart 25th

Lisa Has promotion letter →

Call over name of file

MSG +