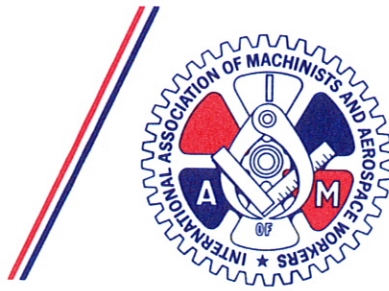


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

January 20, 2012

Subj: **Basic Web Development Class**
April 29 – May 4, 2012
at the William W. Winpisinger
Education and Technology Center

To All District Lodge Presidents and Secretary-Treasurers, Local Lodge Presidents and Recording Secretaries, TCU Carmen Division Officers, National Representatives, Assistant National Representatives and Local Lodge Officers

Dear Brothers and Sisters:

This is the Official Call for the IAM **Basic Web Development Class** scheduled to be held **April 29 – May 4, 2012**, at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland.

Offered by the IAM Communications Department, this basic-level class is for lodges just beginning new websites and focuses on designing and constructing web pages appropriate for lodge use. This year's class will also focus on transitioning lodges that are using Microsoft Front Page to the new Microsoft Expressions Web software. Because the nature of the class calls for personal, hands-on instruction, the number of participants is limited. Therefore, ***only the person who will be responsible for maintaining your website should be assigned.***

Requirements for the course:

1. Lodges must be beginning new websites, and their participant must be the person who will be responsible for maintaining the new website.
2. Participants must be familiar with Windows Explorer or File Manager.
3. Participants must have knowledge of basic word processing skills, such as copying, pasting and saving files.
4. Lodges must have a domain name registered.
5. Lodges must have a local Internet Service Provider (ISP) with at least 10 MB of disk space.
6. Lodges must have, or be willing to purchase for its own use, the following hardware:
Pentium Processor-Computer (PC) with a current Windows operating system.

BASIC WEB DEVELOPMENT CLASS

April 29 – May 4, 2012

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The Communications Department will provide graphics software, Paint Shop Pro X3, and HTML editor, Microsoft Expression Web 4.

Registration Forms must be received in the Communications Department no later than Friday, February 24, 2012, and must include the Lodge Officer's signature and Lodge Seal. Applicants chosen will be notified by mail and/or email.

Send the completed Registration Form to:

IAM Communications Department
Basic Web Development Class
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Or send by FAX to: (301) 967-4586.

For your information, the Communications Department offers lodges a basic website that is hosted on the IAM server. More than 300 lodges have taken advantage of this opportunity by signing up for the IAM Micro Site Service.

If you are interested in the Micro Site Service, or have questions regarding the Basic Web Development class, please call the IAM Communications Department at (301) 967-4520.

With best wishes, I remain

Fraternally yours,



R. Thomas Buffenbarger
International President

RTB/tc

Enclosure: Participant Registration Form

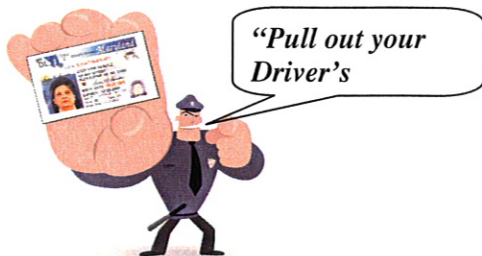
cc: Executive Council
DIR Sloan
DIR Wagoner
TCRs

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2012 Departmental Programs

Basic Web Development

April 29 – May 4, 2012

Mandatory - The following information must be filled in



Full Legal Name (as printed on your ID)

Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.

First Name: _____ Middle: _____
Last Name: _____
Nick Name: _____ Date of Birth: _____
Title: _____ Local Lodge: _____ District Lodge: _____
Gender: _____ Territory: _____
Mailing Address: _____
City: _____ Province/ State: _____ Postal Code/ Zip Code: _____
Home Phone: _____ - _____ Work Phone: _____ - _____
Cell Number: _____ - _____ Fax Number: _____ - _____
E-Mail Address: _____
Last 4 digits of SSN/SIN: _____ IAM Book No.: _____
Program _____
Dates _____

Return this form to: **IAM Communications Department**
Basic Web Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687
Or, by FAX to: (301) 967-4586

Registration Forms *must be* received at the IAM by Friday, February 24, 2012.
(Please complete reverse side.)

What type of work do your members do?

Who is your local's major employer(s)?

Does your local have a newsletter? Y ___ N ___ If Yes, how often is it published?

How is it distributed? ___ Mail ___ At the worksite. How many (circulation)?

Are you the Lodge Communicator? Y ___ N ___ Are you the newsletter editor? Y ___ N ___ How long? ___

Do you have any prior training in Journalism? Y ___ N ___ Layout and Design? Y ___ N ___

Have you attended any other classes offered by the IAM at the William W. Winpisinger Center? Y ___ N ___

If yes, which classes?

—

Please rate your computer skills in the following areas:

Copy and paste, saving files, desktop navigation? None ___ Beginner ___ Intermediate ___ Advanced ___

Word processing skills (MS Word, WordPerfect, etc.)? None ___ Beginner ___ Intermediate ___ Advanced ___

Desktop publishing skills (MS Publisher, etc.)? None ___ Beginner ___ Intermediate ___ Advanced ___

I hereby attest that the proposed participant meets the enrollment policies and requirements of the IAM Communications Dept. and the William W. Winpisinger Education and Technology Center.

**Lodge Officer's signature, Title
(Mandatory)**

Printed Name

**Lodge Seal
(Mandatory)**