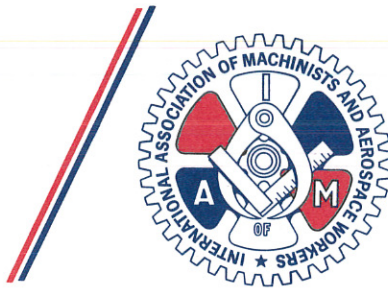


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

GL-2 Communications

October 21, 2011

Subj: **Advanced Web Development Class**
January 15–20, 2012
at the IAM 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 Sisters and Brothers:

This is the official announcement of the IAM's *Advanced Web Development Class* to be held **January 15–20, 2012**, at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland.

Offered by the IAM Communications Department, this advance-level class is for local and district lodges that already have a website. The course highlights a more sophisticated use of graphics by using classic principles of design, and it provides an introduction to HTML and cascading style sheets.

Requirements for the course include:

1. Participants must have successfully completed the Basic Web Development Class using Expression Web.
2. Participants must be currently maintaining their lodge's website.

Registration Forms must be received in the Communications Department no later than Friday, November 18, 2011, and must include the Lodge Officer's signature and Lodge Seal. Applicants chosen will be notified by mail and/or email. Please complete the enclosed Participant Registration Form and mail it to:

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

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

Advanced Web Development Class

January 15–20, 2012

Page 2

If you have questions regarding the Advanced Web Development Class, please call the IAM Communications Department at (301) 967-4520.

With best wishes, I remain

Fraternally yours,

A handwritten signature in cursive script that reads "R. Thomas Buffenbarger".

R. Thomas Buffenbarger
International President

RTB/tc

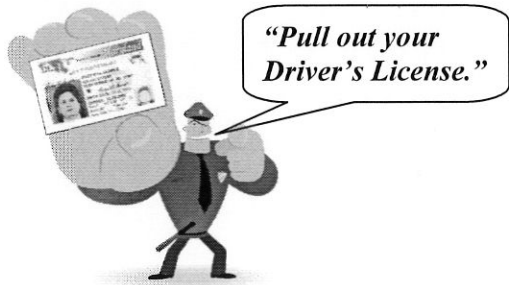
Enclosure: Participant Registration Form

cc: Executive Council
TCU/IAM Executive Council
DIR Sloan
DIR Wagoner
TCRs

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

Advanced Web Development
January 15-20, 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: _____ Middle: _____ Last: _____

Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Gender: _____ Territory: _____

Mailing Address: _____

City: _____ Province/
State: _____ Postal Code/
Zip Code: _____

Home Phone: _____ - _____ Work Phone: _____ - _____

Cell Phone: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

Last 4 digits of SSN/SIN: _____ IAM Book No.: _____

Return this form to: **IAM Communications Department**
Advanced Web Development Class
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, November 18, 2011.

(Please complete reverse side.)

Advanced Web Development Class
January 15-20, 2012

What HTML development software do you use? _____

What graphics programs do you use? _____

What browser and version do you use when accessing the internet? _____

Did you attend Basic Web Development? YES - When? _____ NO _____

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

Y ___ N ___ If yes, which classes? _____

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)***

***Lodge Seal
(Mandatory)***

SIGNATURE

PRINT NAME

TITLE