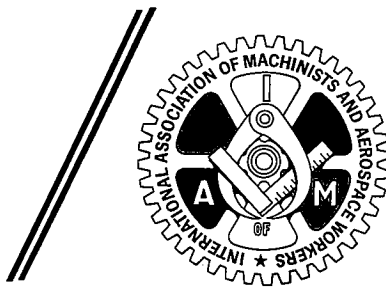


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

GL-2 Communications

August 17, 2010

Subj: **Communicator Class**
December 12-17, 2010
IAM Winpisinger Center

Note: This class was originally scheduled for October 10-15 and will now be held December 12-17.

To All District Lodge Presidents and Secretary-Treasurers
and Local Lodge Presidents and Recording Secretaries

Dear Sisters and Brothers:

This is the official announcement of the IAM's **Communicator Class** to be held **December 12-17, 2010** at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland.

Offered by the IAM Communications Department, this basic course is geared at lodge Communicators who are not publishing newsletters or websites. The course is designed to upgrade their skills and take their lodge communications to the next level by providing instruction in: News writing, internet research, desktop publishing, web page creation using the IAM Microsite service, expanding network of email contacts and starting an effective lodge newsletter or website.

Requirements for the course include:

1. Participants must be the Communicator for their Local or District Lodge.
2. Participants must have either personal or lodge access to the internet and email capability.

Because this course is designed for the entry-level Communicator, priority will be given to participants who have not attended previous Communications Department courses at the Winpisinger Center, such as Basic Newsletter Development, Basic Web Design, Advanced Editors or Advanced Web Design.

COMMUNICATOR CLASS

December 12-17, 2010

Page 2

Applications must be received in the Communications Department no later than Friday, October 1, 2010. Applicants chosen will be notified by mail and/or email. Please complete the enclosed **Participant Registration Form** and mail it to:

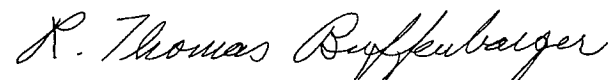
IAM Communications Department
COMMUNICATOR CLASS
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

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

If you should have any questions, 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
TCRs
DIR Sloan, Comms.Dept.
DIR Wagoner, W3 Center

Participant Registration Form
William W. Winpisinger Education and Technology Center
2010 Departmental Programs

Communicator Class
December 12-17, 2010

Mandatory – The following information must be completed
Full Legal Name (as printed on your ID)

First Name: _____ Middle Name: _____

Last 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 to be enrolled in: _____

Program Dates: _____

Return this form to:

IAMAW

Attn: COMMUNICATIONS DEPARTMENT

9000 Machinists Place

Upper Marlboro, MD 20772

Fax – (301) 967-4586

Registration forms *must be received by Friday, October 1, 2010.*

(Please complete reverse side.)

COMMUNICATOR CLASS

December 12 - 17, 2010

-2-

What are your primary duties? _____

What type of training would help you most? _____

Does your lodge have a newsletter? Yes _____ No _____ Website? Yes _____ No _____

Who is the primary employer in your lodge? _____

What type of work do your members do? _____

Have you attended other Communications classes at the Winpisinger Center? Yes _____ No _____

If yes, what 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