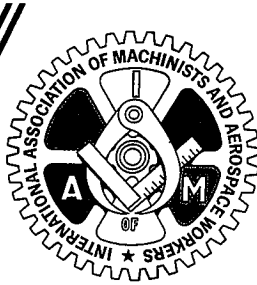


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

GL-2 Communications

November 1, 2007

Subj: **Basic Web Development**
April 6-11, 2008
IAM Winpisinger Center

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 **Basic Web Development** class to be held **April 6-11, 2008** 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. 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 include:

1. This class is for lodges 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 WindowsXP, or Windows 2000

The Communications Department will provide graphics software, Paint Shop Pro, and HTML editor, Microsoft FrontPage.

Applications must be received in the Communications Department no later than Friday, January 25, 2008. Applicants chosen will be notified by mail or email. Please complete the enclosed Participant Registration Form and mail it to:

IAM Communications Department
BASIC WEB DEVELOPMENT
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

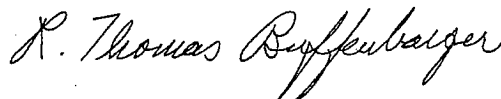
Or send by FAX to: (301) 967-4586.

For your information, the Communications Department offers lodges a basic website that is hosted on the IAM server. More than 250 lodges have taken advantage of this opportunity by signing up for the IAM Microsite Service.

If you are interested in the Microsite 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/tak

Enclosure: Participant Registration Form

cc: Executive Council
GLRs
GLAs
SRs
TCRs
DIR Sloan, Comms.Dept.
DIR Wagoner, W3 Center

Participant Registration Form
Basic Web Development
April 6-11, 2008

IAM William W. Winpisinger Education and Technology Center at Placid Harbor

Registration forms *must be* received at IAM **by Friday, January 25, 2008.**

IAM Communications Department
BASIC WEB DEVELOPMENT
9000 Machinists Place
Upper Marlboro, MD 20772-2687
Or send by fax: (301) 967-4586

Last Name: _____

First Name: _____

Middle Name: _____

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.: _____
(Mandatory)

What HTML development software do you use? _____

What graphics programs do you use? _____

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

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)
