

GL-2 Communications

November 16, 2005

Subj: Basic Web Development School
March 26 – 31, 2006

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

Dear Brothers and Sisters:

This is the official announcement for the **Basic Web Development School** to be offered in 2006 at the William W. Winpisinger Education and Technology Center at Placid Harbor, Maryland. The class will be held on March 26 – 31, 2006. Please note that this is a basic level Web Development class. This class will be paced with the beginning web steward in mind. We will be offering an Intermediate and Advanced Web class for those who are more advanced.

The Internet and web pages are the communications tools of the future. Their potential is unlimited for receiving any information you need on virtually any subject and for disseminating vast amounts of information - all with incredible speed.

The Basic Web Development School will be devoted to designing and constructing web pages appropriate for local and district lodge uses. Because the nature of this school is for personal, hands-on training, we are limited to the number of participants we can efficiently handle. Therefore, you may assign only one person to attend who will be responsible for maintaining your web page. And, the person you assign for this class should have knowledge of basic word processing skills, such as copying, pasting, and saving files and must be familiar with Windows Explorer or File Manager.

We have certain requirements for being considered for the Web Development School.

1. This class is for local lodges and district lodges beginning new websites.
2. Lodges must have a domain name registered.
3. Lodges must also have a local Internet Service Provider (ISP) with at least 10MB of disk space.

Your district or local must have or be willing to purchase for its own use the following hardware:

Hardware Requirements:

Pentium Processor - Computer (PC) w/WindowsXP, or Windows 2000
Access to a Scanner and/or Digital Camera – Color flatbed, w/scanning software
Modem – 56K.

We provide the following Software

Graphics Software – Paint Shop Pro

HTML Editor – Microsoft FrontPage

Please complete the attached application form.

Applications for the March 26 – 31, 2006, class must be submitted to the Communications Department no later than January 20, 2006. Applicants chosen will be notified by mail by February 8.

Send the completed application to the following address:

IAM Communications Department
Basic Web Development School
9000 Machinists Place, Room 303-D
Upper Marlboro, MD 20772-2687
or FAX: 301 967-4586

Please note that the IAM Communication's Department is currently offering district and local lodges a very basic web site hosted on the IAM server. Already over 250 lodges have signed up for the IAM Micro Site Service.

In solidarity,

R. Thomas Buffenbarger
International President

RTB/dh

cc: Executive Council
GLRs
GLAs
Territorial Communication Reps

Enclosures

Participant Registration Form
Basic Web Development Course March 26 - 31, 2006

William W. Winpisinger Education and Technology Center
at Placid Harbor

This application must be *received* by the IAM Communications Department by January 20, 2006.

IAM Communications Department
Basic Web Development Course
9000 Machinists Place
Upper Marlboro, MD 20772-2687
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: _____

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? _____

Lodge Officer's Signature

Lodge Seal
