

GL – 2 Communications

Subj: Communicator Course  
February 19 – 24, 2006

November 16, 2005

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

This is the official announcement for the first of two Communicator Courses to be offered at the William W. Winpisinger Education and Technology Center at Placid Harbor, Hollywood, MD, on February 19 – 24, 2006. (The second course is scheduled for August 6 – 11, 2006).

The course is aimed at Communicators who are not publishing newsletters or websites and need help in basic skills such as news writing, internet research, desktop publishing, creating a web page using the IAM Microsite Service, expanding their network of email contacts and learning what is needed to start an effective newsletter or website for their lodge.

This course is a great opportunity for Communicators who are not publishing newsletters or websites to upgrade their skills and take their lodge communications effort to the next level.

Requirements for the course:

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 entry-level Communicators who do not have a high level of communications experience, priority will be given to participants who have not attended any previous Communications Department Courses at the Winpisinger Center, such as Basic Editors, Basic Web Design, Advanced Editors or Advanced Web Design.

Applications for the Communicators Course must be **received** by the Communications Department by December 16, 2005. Applicants will be notified by mail or email by January 4, 2006.

Send the completed application form to:

IAM Communications Department  
9000 Machinists Place  
Upper Marlboro MD 20772-2687

Applications can also be faxed to: (301) 967-4586.

For further information contact the IAM's Communication Department at  
(301) 967-4520.

In solidarity,

R. Thomas Buffenbarger  
International President

RTB/dh

Enclosure

cc: Executive Council  
GLRs  
GLAs  
Territorial Communication Reps

Participant Registration Form  
**Communicator Course February 19 – 24, 2006**

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

**This application must be *received* by the IAM Communications Dept. by Dec. 16, 2006.**

**IAM Communications Department  
Communicator 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)**

How long have you been your Lodge's Communicator? \_\_\_\_\_

(over)

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 Schools at the Winpisinger Center? \_\_\_\_\_

If yes, what schools? \_\_\_\_\_

***Lodge Officer's Signature***

***Lodge Seal***

\_\_\_\_\_