

GL-2 Communications

March 27, 2006

Subj: Advanced Editors' School
October 29 –November 3, 2006

To: District Presidents, District Lodge Secretary-Treasurers, Local Lodge Presidents and Recording Secretaries

Dear Brothers and Sisters:

This is the official announcement of the **2006 IAM Advanced Editors' School** to be held at the William W. Winpisinger Education & Technology Center at Placid Harbor, Hollywood, Maryland from **October 29 –November 3, 2006**.

This Advanced Editors' School will primarily teach participants the various styles of writing and develop their research skills. Classes and workshops will provide participants with a mix of information and hands-on training for news writing, feature writing, investigative research-reporting and using the internet. Participants should be prepared to do extensive writing during the course of study.

Past Advanced Editors' Schools have been geared to local and district lodge newsletter editors who have a strong record of publishing regular newsletters. This year, however, we are opening the class to advanced web stewards and veteran local lodge communicators who can demonstrate a similar record of producing materials and information for their lodges.

As is the case with these specialized schools, this training must be restricted to those who need it the most and will make the best use of it. And, because of the intense and personal nature of this training, the size of the class is limited. If you or a member of your staff needs this training, apply as soon as possible.

We have certain requirements for being considered for the Advanced Editors' School. They are as follows:

Newsletter Editors:

That the applicant has successfully completed the Basic Editors' training and/or has been a full-fledged editor of a regularly-published newsletter for at least two years. Applicants must supply the last three issues of their newsletter.

Web Stewards:

That the applicant has successfully completed both the Basic and Advanced Web Development training and has been a full-fledged web steward of a regularly-updated lodge website for at least two years. Applicants must supply three articles, at least 300 words each, that they have written for their website.

Communicators:

That the applicant has been a lodge Communicator for at least three years and has been producing written materials that require the types of writing skills that will be taught in the Advanced Editors' course. Applicants must supply three examples of written material they have produced that are each at least 300 words in length.

Please understand that the participants for this school will be selected from those applying on the basis of their skills and their needs. For that reason, it will be necessary for applicants to ***complete the attached application form and send it along with copies of the required writing examples. Applications must be received by the Communications Department no later than August 14, 2006.***

Send the completed application and the copies of the required writing examples to the following address:

***IAM Communications Department
Advanced Editors' School, Room 303
9000 Machinists Place
Upper Marlboro, MD 20772-2687***

No applications will be considered unless the required writing examples are attached. Applicants chosen will be notified by mail and/or email.

In solidarity,

R. Thomas Buffenbarger
International President

RTB/dh

Attachment

cc: Executive Council
GLRs
Leslie
Communication & Education Reps

IAM Advanced Editors' School Application
October 29 – November 3, 2006
William W. Winpisinger Education & Technology Center

This application must be received in the IAM Communications Dept. by August 14, 2006.

IAM Communications Department
Advanced Editors' School, Room 303
9000 Machinists Place
Upper Marlboro, MD 20772-2687

Last Name: _____

First Name: _____

Middle Name: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Gender: _____ Territory: _____

Mailing Address: _____

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

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

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

E-Mail Address: _____

SSN/SIN: **(Mandatory)** _____ IAM Book No.: _____

Newsletter Editors:

How long have you been editor of your publication? _____

When (month/year) did you attend Basic Editors- School? _____

Web Stewards:

How long have you been your website's steward? _____

When (month/year) did you attend Basic Web Development School? _____

When (month/year) did you attend Advanced Web Development School? _____

Communicators:

How long have you been your lodge's Communicator? _____

What types of written materials have you produced as Communicator? _____

All Applicants:

What other IAM schools have you attended? _____

Who are the major employers represented by your lodge? _____

Who is your U.S. Congressperson? _____

Lodge Officer's Signature
(Mandatory)

Lodge Seal
(Mandatory)
