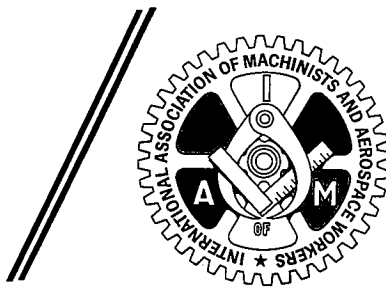


**International  
Association of  
Machinists and  
Aerospace Workers**



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**

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**