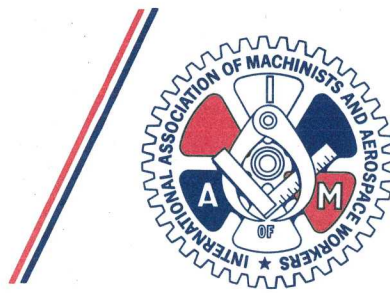**International Association of Machinists and Aerospace Workers**

9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500

OFFICE OF THE INTERNATIONAL PRESIDENT

July 17, 2015

Subj: **Basic Web Development Class**
November 15-20, 2015
at the William W. Winpisinger
Education and Technology Center

To All District Lodge Presidents and Secretary-Treasurers, Local Lodge Presidents and
Recording Secretaries, TCU Carmen Division Officers, National Representatives, Assistant
National Representatives and Local Lodge Officers

Dear Brothers and Sisters:

This is the Official Call for the IAM **Basic Web Development Class** scheduled to be held
November 15-20, 2015 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:

1. Lodges must be beginning new websites or transitioning over to WordPress from either
   Front Page or Expression Web, and their participant must be the person who will be
   responsible for maintaining the new website.

2. Participants must be familiar with Windows Explorer, Internet Explorer, Firefox or
   similar web browsers.

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 and must be able to obtain the credentials
   required for the domain management prior to attending the class.

5. Lodges must have at a minimum a shared hosting provider such as Fatcow, GoDaddy,
   BlueHost or similar, with WordPress support and maintain credentials for accessing
   hosting management.

Registration Forms must be received in the Communications Department no later than Friday, September 11, 2015, and must include the Lodge Officer's signature and Lodge Seal. Applicants chosen will be notified by mail and/or email.

Send the completed Registration Form to:

> IAM Communications Department
> **Basic Web Development Class**
> 9000 Machinists Place
> Upper Marlboro, Maryland   20772-2687
>
> Or send by FAX to: (301) 967-4586.

In addition, this is a reminder that the current IAM Microsite system has run its course and will be retired and replaced. The system is currently offline. As we prepare to launch the new system, we have some sites that are being used regularly and some that are not.

Therefore, if your lodge has an active IAM Microsite (i.e. being updated regularly by a web steward), we will do our best to migrate your site over to the new system. If your lodge has a Microsite that is not active, it will not be migrated to the new system. Holders of inactive sites may re-apply for a new microsite, however, it will be without any data from the old site. You can re-apply by completing the Sign Up form at http://microsites.goiam.org/.

This change only applies to lodges with IAM Microsites, lodges who have sites hosted on the IAM server as part of previous Web Development classes will not be affected.

With best wishes,

In solidarity,

R. Thomas Buffenbarger

R. Thomas Buffenbarger
International President

RTB/tc

Enclosure: Participant Registration Form

cc: Executive Council
        DIR Larkin
        DIR Wagoner
        TCRs

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2015 Departmental Programs

Basic Web Development
November 15-20, 2015

Mandatory - The following information must be filled in

"*Pull out your Driver's License.*"

Full Legal Name *(as printed on your ID)*

Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.

First Name: _____ Middle:_____

Last Name: _____

Nick 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.:_____

Employer _____

Return this form to: **IAM Communications Department**
Basic Web Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687

Or, by FAX to: (301) 967-4586

Registration Forms *must be* received at the IAM *by Friday, September 11, 2015.*
(Please complete reverse side.)

Rev. 11/26/14

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)

_____

Printed Name

Lodge Seal
(Mandatory)

_____

Lodge Officer's Email Address