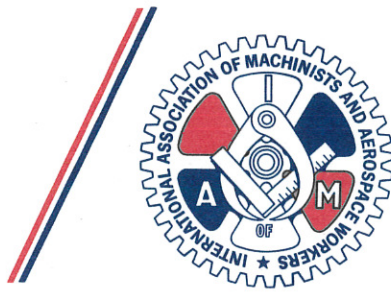


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

November 6, 2015

Subj: **Intermediate Web Development**
February 14-19, 2016
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 announcement of the IAM's ***Intermediate Web Development*** class to be held ***February 14-19, 2016***, at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland.

Offered by the IAM Communications Department, this intermediate-level class is for local and district lodges that already have a website and are using WordPress.

Requirements for the course include:

1. Participants must have successfully completed the Basic Web Development class using WordPress.
2. Participants must be currently maintaining their lodge's website with their lodge's website address. No iamwordpress.com addresses.
3. Registered and currently maintain access for <http://www.goiam.org/divpress>
4. Registered and currently maintain access for <http://www.wordpress.com>

Applications must be received in the Communications Department no later than Friday, December 4, 2015. Applicants chosen will be notified by mail and/or email. Please complete the enclosed **Participant Registration Form** and mail it to:

IAM Communications Department
INTERMEDIATE WEB DEVELOPMENT
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Or send by FAX to: (301) 967-4586.

With best wishes,

In solidarity,



R. Thomas Buffenbarger
International President

RTB/tc

Enclosure: Participant Registration Form

cc: Executive Council
TCRs
DIR Larkin, Communications
DIR Wagoner, WWW Center

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2016 Departmental Programs

Intermediate Web Development
February 14-19, 2016

Mandatory - The following information must be filled in



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 (Phone: 301-967-4520)**
Intermediate 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, December 4, 2015.
(Please complete reverse side.)

Intermediate Web Development Class

-2-

February 14-19, 2016

Lodge website address: _____

Did you attend Basic Web Development: YES _____ NO _____

When _____

Have you attended any other classes offered by the IAM at the William W. Winpisinger Center?

Y___ N___ If yes, which 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)

Printed Name

Lodge Seal
(Mandatory)

Lodge Officer's Email Address