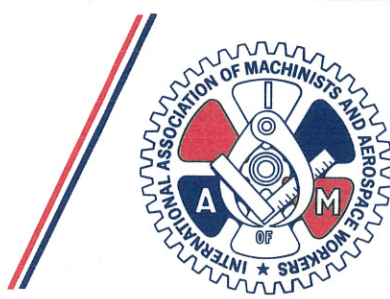


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

December 18, 2015

Subj: **Basic Web Development Class**
April 17-22, 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 Call for the IAM **Basic Web Development Class** scheduled to be held **April 17-22, 2016** 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, February 12, 2016, 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
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 2016 Departmental Programs

Basic Web Development

April 17-22, 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)**
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, February 12, 2016.
(Please complete reverse side.)

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