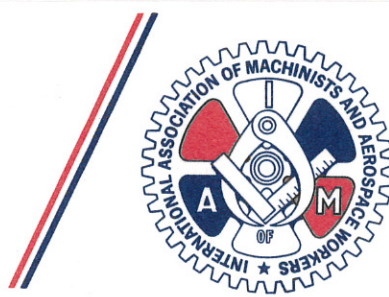


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

November 9, 2017

Subj: **Announcement of 2018
Communications Department Classes**
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 2018 IAM Communications Department classes being held at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

The course schedule offers a wide range of training to start or fine-tune your lodge's communications program, including classes for new Communicators, starting a newsletter or website, advanced training in web design, and new this year, a class on Social Media for Organizers. The schedule is as follows:

Basic Web Development (Official Call & Registration Form enclosed.)	March 11-16, 2018
Social Media for Organizers (New this year.)	April 8-13, 2018 August 5-10, 2018
Basic Communicators Class	May 6-11, 2018
Intermediate Web Development	October 21-26, 2018
Advanced Communicators Class	December 2-7, 2018

Each course's Official Call will be mailed out four months prior to the scheduled class date and will also be available online at www.goiam.org in the Communications Department section under the Headquarters tab. Each call includes the description of the course, the requirements for enrollment and the deadline for submitting Registration Forms, which is approximately two months prior to the class date. *Please read all information carefully.*

Participants in *all* classes must be IAM members in good standing and meet the enrollment policies and requirements of the IAM Communications Department and the William W. Winpisinger Education and Technology Center. Please note that the participant's name on the Registration Form is used for issuing tickets for travel and must match the participant's I.D. exactly. If the names on the ticket and I.D. do not match, the participant may be denied boarding at the airport.

For more information, call the IAM Communications Department at (301) 967-4520.

With best wishes,

In solidarity,

A handwritten signature in black ink, appearing to read "Robert Martinez, Jr." with a stylized flourish at the end.

Robert Martinez, Jr.
International President

RM/tc

cc: Executive Council
TCU/IAM Executive Council
GLRs
GLAs
DBRs/BRs
DGCs/GCs
SRs
TCRs
DIR Wood
DIR Wagoner