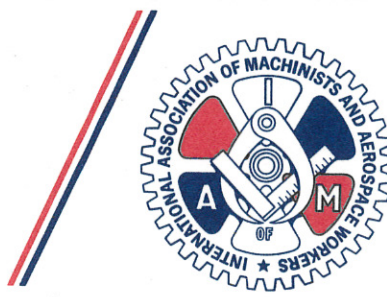


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

July 21, 2017

Subj: **Basic Communicators Class**  
**November 12-17, 2017**  
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 Sisters and Brothers:

This is the official announcement of the IAM's ***Basic Communicators Class*** to be held ***November 12-17, 2017***, at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

Offered by the IAM Communications Department, this basic course is geared toward 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: writing, social media, marketing, photography, desktop publishing, on-camera presence and legal issues.

Requirements for the course:

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 or Web Development.

November 12-17, 2017

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*Registration Forms must be received in the Communications Department no later than Friday, September 15, 2017, and must include the Lodge Officer's signature and Lodge Seal.*  
Applicants chosen will be notified by mail and/or email.

Please complete the enclosed **Participant Registration Form** and mail it to:

IAM Communications Department  
**Basic Communicators Class**  
9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

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

If you should have any questions about this class, please contact the IAM Communications Department at (301) 967-4520.

In solidarity,



Robert Martinez, Jr.  
International President

RM/tc

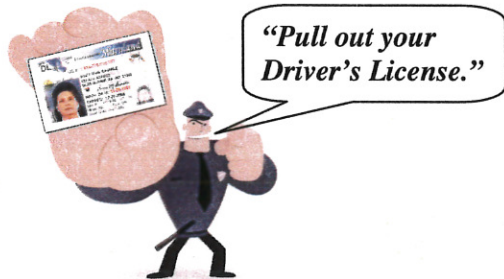
Enclosure: Participant Registration Form

cc: Executive Council  
DIR Wood  
DIR Wagoner  
TCRs

Participant Registration Form  
William W. Winpisinger Education and Technology Center  
Year 2017 Departmental Programs

**Basic Communicators Class**  
**November 12-17, 2017**

**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: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

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 Phone: \_\_\_\_\_ - \_\_\_\_\_ 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 Communicators Class**  
**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 15, 2017.**

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)**

\_\_\_\_\_  
**Printed Name**

**Lodge Seal**  
**(Mandatory)**

\_\_\_\_\_  
**Lodge Officer's Email Address**