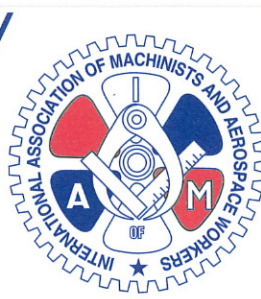


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



December 15, 2017

Subj: **Basic Communicators Class**
May 6-11, 2018
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 ***May 6-11, 2018***, 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.

May 6-11, 2018

Page 2

Registration Forms must be received in the Communications Department no later than Friday, March 9, 2018, 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

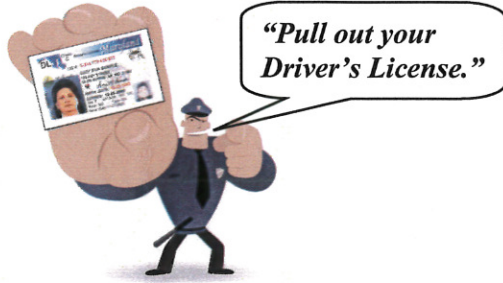
Enclosure: Participant Registration Form

cc: Executive Council
DIR Wood
DIR Wagoner
TCRs

Participant Registration Form
William W. Winpisinger Education and Technology Center
Year 2018 Departmental Programs

Basic Communicators Class
May 6-11, 2018

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, March 9, 2018.

What are your primary duties? _____

What type of training would help you most? _____

Does your lodge have a website? Yes _____ No _____ Facebook page? 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