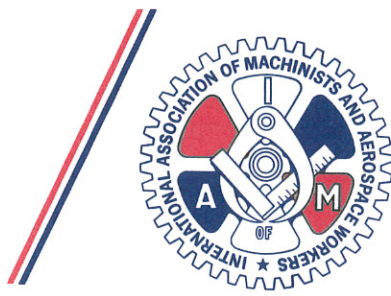


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

August 19, 2018

Subj: **Advanced Communicators Class**
December 8-13, 2019
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 *Advanced Communicators Class* to be held **December 8-13, 2019**, at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

Offered by the IAM Communications Department, this advanced course is geared toward District and Local Lodge Communicators who have attended the Basic Communicator Class. This course is designed to expand on the basic communication aspects covered in the Basic Communicator class and upgrade their skills to take their lodge communications to the next level by providing detailed instruction in: writing, photography and video for social media, marketing, graphics and desktop publishing.

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.
3. Participants must have attended the Basic Communicator Class.

Advanced Communicators Class

December 8-13, 2019

Page 2

Registration Forms must be received in the Communications Department no later than Friday, October 4, 2019, 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
Advanced Communicators Class
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Or send by
Email to: tcutchfield@iamaw.org
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 2019 Departmental Programs

ADVANCED COMMUNICATORS CLASS

DECEMBER 8-13, 2019

Verify your name is
**as it appears on
your driver's license**
or passport that you
are presenting as
identification at the
airport.

All information is mandatory. The form must be completed in full.

First: _____ Middle: _____
Full Legal Name (as printed on your ID)

Last: _____ Nickname: _____

Date of Birth: _____

Gender: _____

Title: _____

Local Lodge: _____ District Lodge: _____

Territory: _____

Mailing Address: _____

Province: _____ Postal Code: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax Number: _____

E-Mail Address: _____

Last 4 digits of SSN/SIN: _____ IAM Book No.: _____

Registration forms
must be received at
the IAM by Friday,
October 4, 2019.

Return this form to: IAM Communications Department
(Phone: 301-967-4520)
Advanced Communicators Class
9000 Machinists Place
Upper Marlboro, MD 20772-2687

Or send by
email to: tcrutchfield@iamaw.org
FAX to: (301) 967-4586

What are your primary duties?

Does your lodge have a website?

Yes No

Facebook page?

Yes No

What type of training would help you most?

Who is the primary employer in your lodge? _____

What type of work do your members do?

Have you attended Basic Communicators class at the Winpisinger Center? Yes No

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