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.
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: terutchfield@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/te

Enclosure: Participant Registration Form

cc: Executive Council
    DIR Wood
    DIR Wagoner
    TCRs
ADVANCED COMMUNICATORS CLASS  
DECEMBER 8-13, 2019

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

First: ____________________________ Middle: ____________________________

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.: ____________________________

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  
e-mail to: tcrutchfield@iamaw.org  
FAX to: (301) 967-4586

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

Registration forms must be received at the IAM by Friday, October 4, 2019.
What are your primary duties?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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