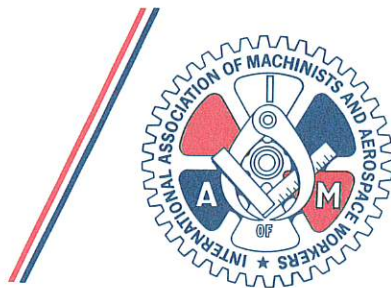**International Association of Machinists and Aerospace Workers**

9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500

OFFICE OF THE INTERNATIONAL PRESIDENT

July 16, 2019

Subj: **Advanced Web Development Class**
November 3-8, 2019
at the IAM 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 Web Development Class** scheduled for **November 3-8, 2019,** at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

Offered by the IAM Communications Department, this advance-level class is for local and district lodges that already have a website and is currently maintained (not outdated). This course takes what was learned in the previous two classes and transitions web stewards into being able to edit live style sheets, and other coding language. Due to the requirements this course will be by invite only and determined by the instructors of the course.

Requirements for the course include:

1. Maintain a website with current information (not older than 30 days. Including articles, graphics, photos and core/plugin updates.

2. Website must be live with local or districts domain. No development domains.

Registration Forms must be received in the Communications Department no later than Friday, August 30, 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 Web Development Class
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

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

If you have questions regarding the Advanced Web Development Class, please call 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 Web Development
November 3-8, 2019

Mandatory - The following information must be filled in:

"Pull out your Driver's License."

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: _____

Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Gender: _____ Territory: _____

Mailing Address: _____

City: _____State: _____Zip Code:_____
(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.:_____

Return this form to: **IAM Communications Department**
Advanced Web Development 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, August 30, 2019.*
(Please complete reverse side.)

What HTML development software do you use? _____

What graphics programs do you use? _____

What browser and version do you use when accessing the internet? _____

_____

Did you attend Basic Web Development? YES - When?_____ NO_____

Have you attended any other classes offered by the IAM at the William W. Winpisinger Center?

Y___ N___ If yes, which 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   *Lodge Seal*
(Mandatory)   *(Mandatory)*

_____
SIGNATURE

_____
PRINT NAME

_____
TITLE