January 11, 2019

Subj: Basic Communicators Class
May 12-17, 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 Basic Communicators Class to be held May 12-17, 2019, 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. 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. The class does not provide instruction on building or maintaining websites. Anyone interested in building a webpage should look into attending the Basic Web Development Course.

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.
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Registration Forms must be received in the Communications Department no later than Friday, March 8, 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 send by mail to:

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

Or send by

Fax: (301) 967-4586
Email: tcrutchfield@iamaw.org

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
Basic Communicators Class
May 12-17, 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: ___________________

Nick Name: ___________________ Date of Birth: ___________________

Title: ___________________ Local Lodge: ___________ District Lodge: ___________

Gender: ___________________ Territory: ___________________

Mailing Address: ____________________________________________

City: ___________________ Province/Postal Code: ___________

State: ___________________ 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 by

Mail to: IAM Communications Department (Phone: 301-967-4520)
Basic Communicators Class
9000 Machinists Place
Upper Marlboro, MD 20772-2687

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

Registration Forms must be received at the IAM by Friday, March 8, 2019.
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