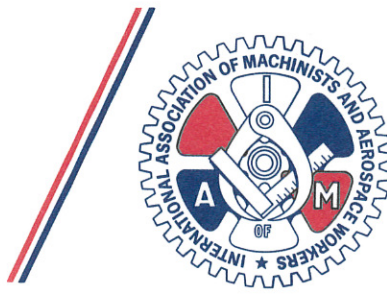


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

Oct. 26, 2018

Subj: News Writing for Communicators
Jan. 27 – Feb. 1, 2019
at the 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 Brothers and Sisters:

This is the Official Call for the inaugural **News Writing for Communicators** class at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland. The class will be held Jan. 27 – Feb. 1, 2019, and is the only Newswriting for Communicators course scheduled for 2019. **In order to qualify for this class, participants are required to have completed Basic Communicators Class or Basic Web Development.**

The Newswriting for Communicators course will teach Local and District Communicators powerful writing skills to better improve the ability of the IAM to better present the ideas and principles of trade unionism to our members and the public at large.

The class will be an intense week-long writing boot camp and will include writing shop flyers, press releases, letters to the editor, short news stories and feature news stories.

Because of the highly-specialized and hands-on training, class size is limited. Participants should complete and return the enclosed Registration Form as soon as possible to ensure a place in this class. Participants must be IAM members in good standing. **Contact the Communications Department at (301) 967-4520 if you have any questions.**

News Writing for Communicators Class

Jan. 27 – Feb. 1, 2019

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Applications for the Jan. 27 – Feb. 1, 2019, class **must be received by the Communications Department no later than November 23, 2018**, and must include the Lodge Officer's signature and Lodge Seal.

Send the completed Registration Form to:

IAM Communications Department
News Writing for Communicators Class
9000 Machinists Place
Upper Marlboro, MD 20772-2687
Email: tcutchfield@iamaw.org
or FAX: 301-967-4586

In solidarity,



Robert Martinez, Jr.
International President

RM/tc

Enclosure

cc: Executive Council
DIR Wood
DIR Wagoner
GLRs
GLAs
TCRs

News Writing for Communicators

January 27 – February 1, 2019

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 Name: _____ Middle: _____

Last Name: _____

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 Number: _____ - _____ Fax Number: _____ - _____

Email Address: _____

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

Employer _____

Return this form to: **IAM Communications Department (Phone: 301-967-4520)**
Basic Web Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687
Email: tcrutchfield@iamaw.org
or FAX to: (301) 967-4586

Registration Forms *must* be received at the IAM by Friday, November 23, 2018.
(Please complete reverse side.)

NEWS WRITING FOR COMMUNICATORS

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January 27 – February 1, 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? _____

When did you attend Basic Communicators Class? _____ Basic Web?: _____
(It is mandatory that you attended at least one of the classes above.)

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