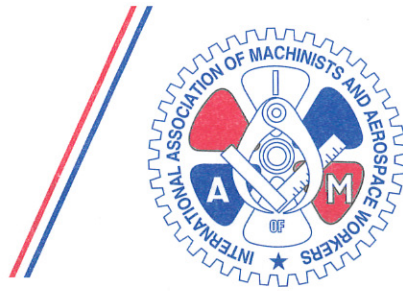


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

October 7, 2019

Subj: **Announcement of 2020  
Communications Department Classes**  
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 announcement of the 2020 IAM Communications Department classes being held at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

The course schedule offers a wide range of training to start or fine-tune your lodge's communications program, including classes for new Communicators, starting a newsletter or website, advanced training in web design, social media and Newswriting for Communicators. The schedule is as follows:

<b>Newswriting for Communicators (Official Call &amp; Registration Form enclosed.)</b>	<b>February 9-14, 2020</b>
<b>Basic Web Development (Official Call &amp; Registration Form enclosed.)</b>	<b>February 16-21, 2020</b>
<b>Intermediate Web Development</b>	<b>April 19-24, 2020</b>
<b>Basic Communicators Class</b>	<b>June 14-19, 2020</b>
<b>Advanced Web Development</b>	<b>November 15-20, 2020</b>
<b>Advanced Communicators Class</b>	<b>December 6-11, 2020</b>

Each course's Official Call will be mailed out four months prior to the scheduled class date and will also be available online at [www.goiam.org](http://www.goiam.org) in the Communications Department section under the Headquarters tab. Each call includes the description of the course, the requirements for enrollment and the deadline for submitting Registration Forms, which is approximately two months prior to the class date. *Please read all information carefully.*

**Participants in *all* classes must be IAM members in good standing and meet the enrollment policies and requirements of the IAM Communications Department and the William W. Winpisinger Education and Technology Center. Please note that the participant's name on the Registration Form is used for issuing tickets for travel and must match the participant's I.D. exactly. If the names on the ticket and I.D. do not match, the participant may be denied boarding at the airport.**

For more information, call the IAM Communications Department at (301) 967-4520.

In solidarity,

A handwritten signature in black ink that reads "Robert Martinez Jr." in a cursive style.

Robert Martinez Jr.  
International President

RM/tc

Enclosures

cc: Executive Council  
TCU/IAM Executive Council  
GLRs  
GLAs  
DBRs/BRs  
DGCs/GCs  
SRs  
TCRs  
DIR Wood  
DIR Wagoner