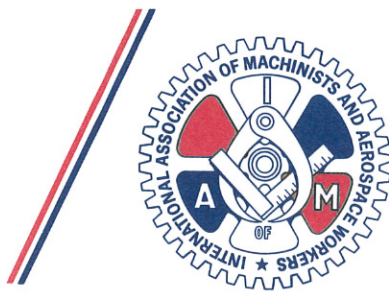


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

October 7, 2019

Subj: **News Writing for Communicators**  
February 9-14, 2020  
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 in Hollywood, Maryland. The class will be held February 9-14, 2020, and is the only Newswriting for Communicators course scheduled for 2020. **In order to qualify for this class, participants are required to have completed either the 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**  
**February 9-14, 2020**  
**Page 2**

Applications for the Feb. 9-14, 2020, class **must be received by the Communications Department no later than December 6, 2019**, 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](mailto:tcutchfield@iamaw.org)  
FAX: 301-967-4586

In solidarity,



Robert Martinez Jr.  
International President

RM/tc

Enclosure

cc: Executive Council  
DIR Wood  
DIR Wagoner  
GLRs  
GLAs  
TCRs

2020 Departmental Program  
Participant Registration Form  
William W. Winpisinger Education and Technology Center

**News Writing for Communicators**

February 9-14, 2020

**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, December 6, 2019.***  
**(Please complete reverse side.)**

NEWS WRITING FOR COMMUNICATORS

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**