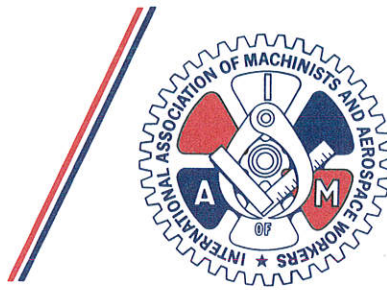


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

April 13, 2017

Subj: Safety & Health Conference

TO ALL DISTRICT AND LOCAL LODGE PRESIDENTS, RECORDING SECRETARIES AND  
SECRETARY-TREASURERS IN THE UNITED STATES and CANADA

Dear Sisters and Brothers:

In accordance with Resolution 17 passed at the 32<sup>nd</sup> Grand Lodge Convention, please be advised that a one-week Safety & Health Conference has been scheduled for the week of August 13-18, 2017, at the William W. Winpisinger Education and Technology Center at Placid Harbor.

Any person selected by your district or local lodge to attend this training should be prepared to travel and arrive on Saturday, August 12, 2017, if such travel is by commercial airline. All trainees must be at the William W. Winpisinger Center no later than 4:00pm Sunday, August 13, 2017.

Enclosed you will find detailed information and instructions on how your lodge may make reservations. Please read and follow the instructions carefully, keeping in mind that they are to be used in conjunction with the September 14, 2015 Policy letter covering "William W. Winpisinger Education and Technology Center Tuition and Transportation Subsidy and Curriculum."

The class topics for this year's Safety and Health Conference will be available on the IAM Safety and Health website: <https://www.goiam.org/departments/headquarters/safety-and-health/> by April 28, 2017.

Due to the limited number of participants who may attend this training, I urge your lodge to take prompt action in notifying the Safety & Health Department by returning the enclosed "Participant Registration Form." Such notification should be forwarded to the Safety & Health department by June 05, 2017.

Looking forward to your lodge's participation, I remain,

Fraternally,

Robert Martinez, Jr.  
INTERNATIONAL PRESIDENT

RM/klj

Enclosures

cc: Executive Council  
S&H Dir. Reid

**IAM SAFETY & HEALTH CONFERENCE**  
**AUGUST 13 – 18, 2017**  
**WILLIAM W. WINPISINGER EDUCATION & TECHNOLOGY CENTER**

**Information and Instructions**

**RESERVATION PROCEDURE**

When a reservation is accepted, participants will be sent an acceptance letter and packet of information, including the "Program Reservation/Travel Information Request" form.

Any correspondence in connection with this training should be directed to the IAM Safety & Health Department, 9000 Machinists Place, Upper Marlboro, MD 20772-2687. For phone inquiries, call (301) 967-4704.

**COSTS**

Participants will be housed in the William W. Winpisinger Education & Technology Center at Placid Harbor dormitory at no charge for room, tuition, study materials, meals or refreshments. Any other costs incurred such as: lost time and normal out-of-pocket expenses are the responsibilities of the participant or the lodge that has sponsored him/her.

Transportation for participants will be provided in accordance with the September 14, 2015 Policy letter covering "William W. Winpisinger Education and Technology Center Tuition and Transportation Subsidy and Curriculum."

Participants should promptly return the "Program Reservation/Travel Information Request" (2 pages) which will be included in their information packet. Members sending those forms to the WWW Center after the cutoff date of **July 14, 2017** will forfeit transportation payment.

**CHECK-IN & TIME SCHEDULE**

Participants providing their own transportation to Placid Harbor should check in at the William W. Winpisinger Center at Placid Harbor on Sunday, August 13, 2017 before 4:00 p.m. There are meals served on Sunday, brunch from 9:00 a.m. to 11:00 a.m. and dinner is from 5:00 p.m. to 6:00 p.m. Upon check-in you will receive a packet of information concerning the program. Please carefully review the contents of the packet and complete the enclosed forms before class on Monday morning.

Orientation is scheduled for Sunday at 6:30 p.m. Class sessions are scheduled from 8:00 a.m. to 5:00 p.m. each day. Participants are expected to attend all sessions. Late arrivals or early departures disrupt the continuity of the program and will not be accepted.

## SPECIAL NOTE

### W3 DEPOT AT BWI

When you arrive at BWI Airport (Baltimore-Washington International Airport) claim your luggage on the lower level. Go outside at door #14 and cross to the second (2<sup>nd</sup>) curb to wait for the W3 vehicle. The W3 vehicle will be clearly marked with the IAM logo on the sides. The W3 vehicle will take you from BWI to the W3 Depot.

At the W3 Depot there will be a place for you to wait. Light snacks and drinks are available at the Depot. There are also several fast food restaurants within walking distance of the W3 Depot. TV and Wi-Fi hookup are available.

The W3 vehicle runs every hour from 4:00 p.m. – 8:00 p.m. If you miss the vehicle, don't panic and stay where you are, it will come back shortly.

The W3 Depot is open from 4:00 p.m. – 8:30 p.m. The address is:

2600 Cabover Drive, Suite N  
Hanover, MD 21076  
**301-997-8839**

The W3 Bus will depart from the W3 Depot promptly at 8:30 p.m. to arrive at William W. Winpisinger Education & Technology Center approximately 10:00 p.m. This is the only transportation that is provided from BWI to the Winpisinger Center. In the event you have a flight delay, contact the Winpisinger Center at (301) 373-3300 and give your flight information and reason for delay to the guard.

There is no public bus service to the William W. Winpisinger Center at Placid Harbor and, cab fare is approximately \$170.00, IF YOU CAN GET A CAB TO MAKE THE RUN! Return transportation to Baltimore Washington Airport will be provided on Friday afternoon. You can plan to depart from BWI anytime after 3:30 p.m., Friday, August 19, 2016.

Directions will be provided to those participants planning to drive to the William W. Winpisinger Center at Placid Harbor.

## EXTRA SPECIAL NOTE

**Depending on space available, participants bringing a guest will be charged \$35.00 per day. If the member brings a guest and children (maximum of three), the charge is \$45.00 per day, providing they stay in the same room. Should the member require an extra room, the cost will be \$75.00 per day per room. All charges should be paid in the Administrative office before Friday. THIS PRIVILEGE IS FOR THE GUEST AND CHILDREN OF THE PARTICIPANT WHO IS LIVING AT HOME, AND DOES NOT INCLUDE ANY OTHER RELATIVES OR FRIENDS. NO CHILDREN UNDER 17 without full time adult supervision.**

Participant Registration Form  
William W. Winpisinger Education and Technology Center  
at Placid Harbor  
2017 Departmental Programs

**Mandatory – The following information must be filled in**

*Full Legal Name (as printed on your ID)*

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last 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: \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Program to be enrolled in: Safety and Health Conference

Program Dates: August 13-18, 2017 S/H Years' Experience \_\_\_\_\_  
S/H COMMITTEE YES or NO \_\_\_\_\_ Yrs.

**NOTE: This original form must be submitted by the local /district lodge and properly signed with the SEAL of the lodge attached**

**TO: IAM SAFETY & HEALTH DEPARTMENT**  
**9000 Machinists Place, Suite 204**  
**Upper Marlboro, MD 20772-2687**  
**301-967-4704**

Please **PRINT OR TYPE** all information.

THIS FORM  
SUBMITTED BY \_\_\_\_\_ TITLE: \_\_\_\_\_

DAYTIME PHONE (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**(over)**

**Mandatory – The following information must be filled in**

*Full Legal Name (as printed on your ID)*

**Alternate:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last 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: \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Program to be enrolled in: Safety and Health Conference

Program Dates: August 13-18, 2017

S/H Years Experience \_\_\_\_\_

S/H COMMITTEE YES or NO \_\_\_\_\_ Yrs.

\_\_\_\_\_ Alternate is authorized by the lodge to attend only upon cancellation of the participant.

\_\_\_\_\_ Alternate has been authorized by the lodge to attend upon cancellation of the participant and along with the participant only if room is available.

**(Mark one choice)**

**What best describes your industry sector?**

- ☐ Aerospace
- ☐ Automotive
- ☐ Machining
- ☐ Maritime
- ☐ Woodworking

- ☐ Airline
- ☐ Government
- ☐ Manufacturing
- ☐ Railroad
- ☐ Other