December 13, 2019

Subj: **Intermediate Web Development**
*April 19-24, 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 announcement of the IAM’s *Intermediate Web Development* class to be held *April 19-24, 2020*, at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

Offered by the IAM Communications Department, this intermediate-level class is for local and district lodges that already have a website and are using WordPress.

**Requirements for the course include:**

1. Participants must have successfully completed the Basic Web Development class using WordPress.

2. Participants must be currently maintaining their lodge’s website with their lodge’s website address. No iamwordpress.com addresses.

3. Registered and currently maintain access for [https://iamdivypress.org/](https://iamdivypress.org/)

4. Registered and currently maintain access for [https://wordpress.com](https://wordpress.com)
Applications must be received in the Communications Department no later than Friday, February 14, 2020. Applicants chosen will be notified by mail and/or email. Please complete the enclosed Participant Registration Form and mail it to:

IAM Communications Department
INTERMEDIATE WEB DEVELOPMENT
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Or send by FAX to: (301) 967-4586.

In solidarity,

[Signature]

Robert Martinez Jr.
International President

RM/tc

Enclosure: Participant Registration Form

cc: Executive Council
    DIR Wood, Communications
    DIR Wagoner, WWW Center
    TCRs
Intermediate Web Development
April 19-24, 2020

Mandatory - The following information must be filled in neatly.

"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 Name: ___________________________ Middle: ___________________________
Last Name: ___________________________
Nick Name: ___________________________ Date of Birth: _______________________
Title: ___________________________ Local Lodge: ___________________________
District Lodge: _______________________
Gender: ___________________________ Territory: ___________________________
Mailing Address: ___________________________
City: ___________________________ Province/Postal Code/Zip Code: ___________________________
Home Phone: _____-______ Work Phone: _____-______
Cell Number: _____-______ Fax Number: _____-______
E-Mail Address: ___________________________
Last 4 digits of SSN/SIN: ___________________________ IAM Book No.: ___________________________
Employer: ___________________________

Return this form to: IAM Communications Department (Phone: 301-967-4520)
Intermediate Web Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687

Or, by FAX to: (301) 967-4586

Registration Forms must be received at the IAM by Friday, February 14, 2020.
(Please complete reverse side.)
Intermediate Web Development Class

-2-  April 19-24, 2020

Lodge website address: ______________________________

Did you attend Basic Web Development:  YES _____  NO _____

When_____________________________

Have you attended any other classes offered by the IAM at the William W. Winpisinger Center?

Y____  N____ If yes, which 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

Rev. 11/20/13