February 14, 2020

Subj: Basic Communicators Class
       June 14-19, 2020
       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 Sisters and Brothers:

This is the official announcement of the IAM’s Basic Communicators Class to be held
June 14-19, 2020, at the William W. Winpisinger Education and Technology Center in
Hollywood, Maryland.

Offered by the IAM Communications Department, this basic course is geared toward
lodge Communicators. The course is designed to upgrade their skills and take their lodge
communications to the next level by providing instruction in: writing, social media, marketing,
photography, desktop publishing, on-camera presence and legal issues. The class does not
provide instruction on building or maintaining websites. Anyone interested in building a
webpage should look into attending the Basic Web Development Course.

Requirements for the course:

1. Participants must be the Communicator for their Local or District Lodge.

2. Participants must have either personal or lodge access to the internet and email
capability.

Because this course is designed for the entry-level Communicator, priority will be given to
participants who have not attended previous Communications Department courses at the
Winpisinger Center, such as Basic Newsletter or Web Development.
Registration Forms must be received in the Communications Department no later than Friday, April 10, 2020, and must include the Lodge Officer’s signature and Lodge Seal. Applicants chosen will be notified by mail and/or email.

Please complete the enclosed Participant Registration Form and send by mail to:

IAM Communications Department
Basic Communicators Class
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Or send by

FAX: (301) 967-4586
Email: tcrutchfield@iamaw.org

If you should have any questions about this class, please contact the IAM Communications Department at (301) 967-4520.

In solidarity,

Robert Martinez Jr.
International President

RM/te
Enclosure: Participant Registration Form

cc: Executive Council
    DIR Wood
    DIR Wagoner
    TCRs
Basic Communicators Class
June 14-19, 2020

Mandatory - The following information must be filled in

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

Return this form by

Mail to: IAM Communications Department (Phone: 301-967-4520)
Basic Communicators Class
9000 Machinists Place
Upper Marlboro, MD 20772-2687

FAX to: (301) 967-4586
Email to: tcutchfield@iamaw.org

Registration Forms must be received at the IAM by Friday, April 10, 2020.
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? ____________________________________________

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