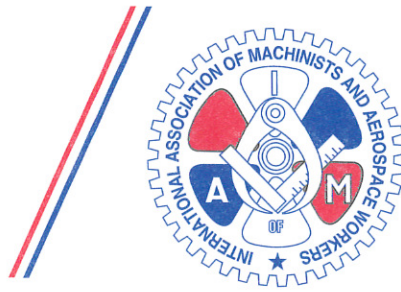


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

October 7, 2019

Subj: **Basic Web Development Class**
February 16-21, 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 IAM **Basic Web Development Class** scheduled to be held **February 16-21, 2020**, at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

Offered by the IAM Communications Department, this basic-level class is for lodges just beginning new websites and focuses on designing and constructing web pages appropriate for lodge use. Because the nature of the class calls for personal, hands-on instruction, the number of participants is limited. Therefore, *only the person who will be responsible for maintaining your website should be assigned.*

Requirements for the course:

1. Lodges must be beginning new websites or transitioning over to WordPress from either Front Page or Expression Web, and their participant must be the person who will be responsible for maintaining the new website.
2. Participants must be familiar with Windows Explorer, Internet Explorer, Firefox or similar web browsers.
3. Participants must have knowledge of basic word processing skills, such as copying, pasting and saving files.
4. Lodges must have a domain name registered and must be able to obtain the credentials required for the domain management prior to attending the class.
5. Lodges NOT taking advantage of the IAM Cloud server for hosting will need to provide their own hosting with another provider. At a minimum, shared hosting providers such as Fatcow, GoDaddy, BlueHost or similar, with WordPress support are acceptable. Lodges must maintain credentials for accessing hosting management.

Registration Forms must be received in the Communications Department no later than Friday, December 13, 2019, and must include the Lodge Officer's signature and Lodge Seal.
Applicants chosen will be notified by mail and/or email.

Send the completed Registration Form to:

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

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

In addition, this is a reminder that the current IAM Microsite system has run its course and will be retired and replaced. The system is currently offline. As we prepare to launch the new system, we have some sites that are being used regularly and some that are not.

Therefore, if your lodge has an active IAM Microsite (i.e. being updated regularly by a web steward), we will do our best to migrate your site over to the new system. If your lodge has a Microsite that is not active, it will not be migrated to the new system. Holders of inactive sites may re-apply for a new microsite, however, it will be without any data from the old site. You can re-apply by completing the Sign-Up form at <http://microsites.goiam.org/>.

This change only applies to lodges with IAM Microsites, lodges who have sites hosted on the IAM server as part of previous Web Development classes will not be affected.

With best wishes,

In solidarity,



Robert Martinez, Jr.
International President

RM/tc

Enclosure: Participant Registration Form

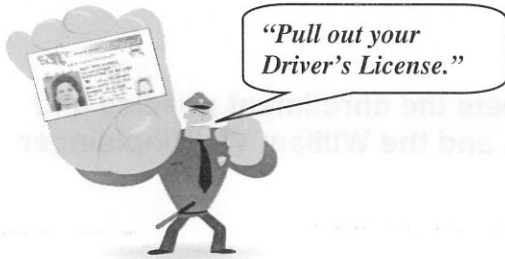
cc: Executive Council
DIR Wood
DIR Wagoner
TCRs

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

Basic Web Development

February 16-21, 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
FAX: (301) 967-4586
Email: tcrutchfield@iamaw.org

Registration Forms *must be* received at the IAM by *Friday, December 13, 2019.*
(Please complete reverse side.)

BASIC WEB DEVELOPMENT

February 16-21, 2020

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