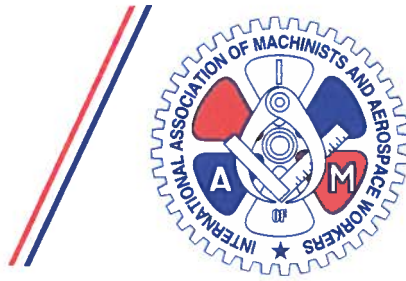


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

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OFFICE OF THE INTERNATIONAL PRESIDENT

GL-2 Communications

October 21, 2011

Subj: **Announcement of 2012
Communications Department Classes**
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 Sisters and Brothers:

This is the official announcement of the 2012 IAM Communications Department classes being held at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

The course schedule offers a wide range of training to start or fine-tune your lodge's communications program, including classes for new Communicators, starting a newsletter or website, and advanced training in web design. The schedule is as follows:

*Advanced Web Development *(Official Call & Registration Form enclosed.)	January 15 - 20, 2012
Basic Newsletter Development	March 18 - 23, 2012
Basic Web Development	April 29 - May 4, 2012
Communicators Class	December 9 - 14, 2012

Each course's Official Call will be mailed out four months prior to the scheduled class date and will also be available online at www.goiam.org in the Communications Department section. Each call includes the description of the course, the requirements for enrollment and the deadline for submitting Registration Forms, which is approximately two months prior to the class date. *Please read all information carefully.*

Participants in *all* classes must be IAM members in good standing and meet the enrollment policies and requirements of the IAM Communications Department and the William W. Winpisinger Education and Technology Center. Please note that the name on the Registration Form is used for issuing tickets for travel and must match the participant's I.D. exactly. If the names on the ticket and I.D. do not match, the participant may be denied boarding at the airport.

For more information, call the IAM Communications Department at (301) 967-4520.

With best wishes, I remain

Fraternally yours,



R. Thomas Buffenbarger
International President

RTB/tc

Enclosures

cc w/Enclosures:

Executive Council
TCU/IAM Executive Council
DIR Sloan
DIR Wagoner
TCRs
GLRs
SRs
GLAs

cc: DBRs/BRs
DGCs/GCs