

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2012 Departmental Programs

Basic Newsletter Development
March 18-23, 2012

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: _____ Middle: _____ Last: _____

Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Gender: _____ Territory: _____

Mailing Address: _____

City: _____ Province/ State: _____ Postal Code/ Zip Code: _____

Home Phone: _____ - _____ Work Phone: _____ - _____

Cell Phone: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

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

Return this form to: **IAM Communications Department
Basic Newsletter 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, January 20, 2012.

(Please complete reverse side.)

BASIC NEWSLETTER DEVELOPMENT

March 18-23, 2012

What type of work do your members do? _____

Who is your local's major employer(s)? _____

Does your local have a newsletter? Y___ N___ If Yes, how often is it published? _____

How is it distributed? ___ Mail ___ At the worksite. How many (circulation)? _____

Are you the Lodge Communicator? Y___ N___ Are you the newsletter editor? Y___ N___ How long? _____

Do you have any prior training in Journalism? Y___ N___ Layout and Design? Y___ N___

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

If yes, which classes? _____

Please rate your computer skills in the following areas:

Copy and paste, saving files, desktop navigation? None ___ Beginner ___ Intermediate ___ Advanced ___

Word processing skills (MS Word, WordPerfect, etc.)? None ___ Beginner ___ Intermediate ___ Advanced ___

Desktop publishing skills (MS Publisher, etc.)? None ___ Beginner ___ Intermediate ___ Advanced ___

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
(MANDATORY)**

**LODGE SEAL
(MANDATORY)**

LODGE OFFICER'S PRINTED NAME

TITLE