

**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

September 16, 2024

**Re: 2025 Basic Web Development
Schedule and Enrollment**

To: Directing Business Reps, Local Lodge Presidents and Recording Secretaries in the United States and Canada, and TCU-IAM

Dear Sisters, Brothers, and Siblings:

This is the call for the **Basic Web Development** to be held **February 2 - 7, 2025**, at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland. Offered by the 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.

Included in this call letter is the IAM policy letter that details tuition, transportation, and curriculum. Use the link below to register members for this program.

[Departmental Program Registration Form](#)

Registration must be submitted by December 9, 2024. If you should have any questions about this program, please contact the Communications Department at (301) 967-4500.

Thank you for your support of this valuable program for our members. With every best wish, I remain in solidarity,

Fraternally yours,

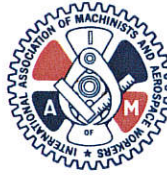
A handwritten signature in black ink that reads "Brian Bryant". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Brian Bryant
International President

BB/taw

cc: Dir. Battaglia
Asst. Adams

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS**



9000 Machinists Place, Upper Marlboro, MD 20772

POLICY NO. XI.1

**William W. Winpisinger Education
and Technology Center Tuition,
Transportation Subsidy and
Curriculum**

ISSUED: September 14, 2015

The IAM will pay full transportation costs under certain conditions for all participants selected to attend any IAM sponsored function at Winpisinger Center. These conditions are as follows:

1. The name(s) of participants attending any function must be in the Winpisinger Center Administrative Office a minimum of eight (8) weeks prior to the starting date of the function.
2. All transportation (air or rail) will be handled for the participant by Grand Lodge's designated agent, Metropolitan Travel Services, based on information provided by the member. 21-day Super Saver air or rail tickets will be purchased for each participant selected to attend a program upon the completion of a Travel Request Form.
3. If there is a cancellation of attendance once a non-refundable ticket has been purchased for any reason other than a doctor's excuse due to illness or death of the participant or a member of their family; the cost of the ticket will be billed to the local or district lodge sending the participant once the ticket expires. If the ticket is used at another time to attend a William W. Winpisinger function the local or district sending the participant will be charged any change fees or costs associated with the use of the ticket. This also applies to Business Representatives or General Chairpersons.
4. If a ticket is purchased after the 21-day Super Saver Fare deadline, any difference in the super saver round trip ticket and actual cost of the ticket will be the responsibility of the participant or lodge sending the participant.
5. Participants from air transportation lodges are requested to travel by employer furnished passes. Should the employer refuse to supply positive space passes; participants should contact their district for assistance.
6. No reimbursement will be made for tickets purchased by the member or their local or district lodge.

7. Should a participant be required to spend a night while traveling to or from the Winpisinger Center, the cost of such accommodations will not be reimbursed by Grand Lodge.
8. Taxis, rental cars, limousines, buses, subways, parking, etc. will not be reimbursed by Grand Lodge.
9. Grand Lodge will bear no travel costs for any dependents.
10. Should a participant elect to drive their own vehicle, they will be reimbursed at the IRS Standard Rate per mile up to a maximum of 1,600 miles round trip or the equivalent of a round trip super saver air fare, whichever is less. Distance will be determined by the member's home address to Hollywood, Maryland.
11. If space permits, carpooling is strongly encouraged when multiple participants from the same local or district lodge are driving. When carpooling, the reimbursement amount will be determined in a manner consistent with Item # 10 above.

Every IAM member attending any function at Winpisinger Center, when the IAM is the primary sponsor, will attend at no charge for his or her room, meals and refreshments.

Depending on space availability, a participant enrolled in a program may bring his or her family for a minimal charge. The family is restricted to the participant's, spouse or partner, and their children who are living at home. Children under the age of 17 must have adult supervision at all times.

Consistent with the requirements of the curriculum, programs will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

Recruitment for the Leadership Programs will be according to the Official Announcement Packet for the Machinists Leadership and Train-the-Trainer Programs.

Applicants for the Leadership Programs will be enrolled on a first come, first served basis, and will be based upon the allotments allowed for the number of participants in the specific lodge and / or the General Vice President's territory.

If a lodge applies to send a member for Leadership I, II, Advanced or Train-the-Trainer and all the programs have been filled, that member will be placed on a waiting list by date received for that year. All potential participants remaining on the waiting list at the end of the year will be given first choice of dates for the following year, but must resubmit an enrollment form in a timely manner.

Assignment to staff programs will be on the basis of need and will be assigned by their General Vice President.