



INTERNATIONAL ASSOCIATION OF MACHINISTS  
AND AEROSPACE WORKERS  
DISTRICT LODGE 19

OFFICE OF PRESIDENT DIRECTING GENERAL CHAIRMAN: ANDREW W. SANDBERG

March 12, 2024

TO: District 19 Local Lodge Recording Secretaries and Presidents

Dear Brothers and Sisters:

This is the Official announcement for the District 19 Advanced Local Chairman Program scheduled for July 28<sup>th</sup>-August 2, 2024 at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland.

The program schedule offers a wide range of training for all members of your Lodge to educate, develop and refine their skills to represent the membership skillfully and effectively. This program is designed for Local Chairmen and Committee persons within your Lodge. This intense training has limited space. **To be enrolled in this program the eligible participant must have completed the Basic Local Chairman Program after November 2014.** We will give priority to members who are currently holding a position that the course is designed for.

Included in this correspondence is the Official Enrollment information for the class and includes a brief description of the course, the requirements for enrollment if any, and the deadline for submitting registration forms, which is approximately two (2) months prior to the class date, but early enrollment is recommended as there is limited space available. ***Please read all information carefully.***

Participants in all classes must be District 19 members in good standing and meet the enrollment policies and requirements of the William W. Winpisinger Education and Technology Center.

We look forward to seeing you there!

Fraternally Yours,

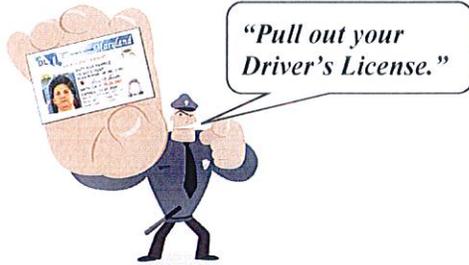
Andrew W. Sandberg  
President Directing General Chairman

Enclosures

cc: District 19 Staff

2024 Departmental Program  
Participant Registration Form  
William W. Winpisinger Education and Technology Center

**Mandatory - The following information must be filled in**



**Full  
Legal  
Name**  
(as  
printed  
on your ID)

<p><b><u>Advanced Local Chairman Development</u></b></p>	<p><b>July 28, 2024- August 2, 2024</b></p>
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**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: \_\_\_\_\_

Nickname: \_\_\_\_\_ 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: \_\_\_\_\_ - \_\_\_\_\_ IAM Book No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Carrier: \_\_\_\_\_

Program: Advanced Local Chairman Program July 28 – August 2, 2024

**All enrollment forms must be processed through the District 19 Tennessee Office**

Please email this form to Cheryl Lane at [cheryl.lane@districtlodge19.com](mailto:cheryl.lane@districtlodge19.com) or fax it to 865-269-4611 as soon as possible as space is limited.

Please direct all questions regarding the program to Assistant PDGC/Educator Juan Estrada at 818-359-2992 or [jestrada@districtlodge19.com](mailto:jestrada@districtlodge19.com)

**ADVANCED LOCAL CHAIRMAN DEVELOPMENT**  
July 28-August 2, 2024

**INSTRUCTIONS FOR ENROLLMENT**

The Advanced Local Chairman Development class will provide an educational service to Railroad Local Lodges by providing them specific training on formal investigations.

**PROGRAM CONTENT**

The program consists of intense hands on individualized training on effective representation skills. Each participant will be required to complete multiple assignments including participating in the role of a Local Chairman in a total of three formal investigations with District 19 staff.

**ELIGIBILITY**

Open to **any member** in good standing who has completed Basic Local Chairman training after November 2014, with preference given to members currently occupying the position of Local Chairmen or committee person.

**ENROLLMENT PROCEDURE**

Since enrollment will be given consideration in the order they are received, and since the class size is limited to 12 participants, lodges are urged to submit the **Enrollment Form** in as soon as possible after receipt of this announcement. Any delay could lessen your chance of being involved. Too much delay could result in **not** being enrolled at all. Approximately eight (8) weeks before the starting date of the school, a letter will be sent to the attendees with a travel information request and further instruction.

**COST**

Participants will be housed at the William W. Winpisinger Education and Technology Center dormitory at no charge for room, meals, tuition, study materials, or refreshments. Because of our desire to use the Winpisinger Center to its maximum, availability of single rooms will be impossible, and from time-to-time, participants might be housed in a room with another student. Any room charges other than at the Winpisinger Center are the responsibility of the local or district lodge.

Transportation will be provided as outlined in keeping with the September 14, 2015 Policy NO. XI.1 Letter. Costs to be borne by the lodge are lost time and per diem for the travel days only.

## ARRIVALS

**Public Transportation:** For those participants planning to arrive in the area by airplane, bus transportation will be provided to the William W. Winpisinger Education and Technology Center (W3) on Saturday, July 27<sup>th</sup>, 2024 at 8:00 PM from the W3 Depot, which is just outside the Baltimore Washington International Airport (BWI). When you arrive at BWI Airport, claim your luggage on the lower level. Go outside at door #14, and cross to the second (2nd) curb to wait for the W3 vehicle. The W3 vehicle will be clearly marked with the IAM logo on the sides. The W3 vehicle will take you from BWI to the W3 Depot. The W3 vehicle runs every hour from 4:00-8:00 PM. If you miss the vehicle, don't panic. Stay where you are and the W3 vehicle will return shortly. The W3 Depot is open from 4:00 to 8:30 PM. The address is: 2600 Cabover Drive, Suite N, Hanover, MD 21076, telephone number is **301-997-8839**. At the W3 Depot, there will be a place for you to wait. A television and Wi-Fi connectivity are available. Light snacks and drinks are available at the Depot. There are also several fast food restaurants within walking distance of the W3 Depot.

The W3 Bus will depart from the W3 Depot promptly at 8:30 PM to arrive at the William W. Winpisinger Education & Technology Center approximately 10:00 PM. This is the **only** transportation that is provided from BWI to the Winpisinger Center. Reservations for seats on the bus to the Winpisinger Center are to be made by indicating this on the "Travel Information Request" which will be provided by the Winpisinger Center at a later date. In the event you have a flight delay, contact the Winpisinger Center at **301-373-3300** and give your flight information and reason for the delay to the guard.

There is no public bus service to the William W. Winpisinger Education and Technology Center, and the cab fare from BWI Airport is more than \$200.00, IF YOU CAN GET A CAB TO MAKE THE RUN.

## DRIVERS

Directions will be provided to those participants planning to drive to the William W. Winpisinger Education and Technology Center. Drivers may check in beginning at 4:00 PM on Saturday, July 27<sup>th</sup>, 2024, or Sunday morning as class will begin at 1:00 PM on Sunday, July 28<sup>th</sup>, 2024. **NOTE: There is not any meal service provided on Saturday.** Transportation reimbursement forms will be given out during Sunday's session.

## DEPARTURES

Return transportation on Friday, August 2<sup>nd</sup>, 2024 from the William W. Winpisinger Education and Technology Center will be provided only to BWI Airport. You may plan to depart from BWI Airport any time after 3:30 PM on Friday, August 2<sup>nd</sup>, 2024.

### TIME SCHEDULE

Brunch will be served at 9:00 — 11:00 AM on Sunday morning, followed later by dinner from 5:00 - 6:00 PM. Welcome Introductions in the first class session will take place at 1:00 pm on Sunday, July 28<sup>th</sup>, 2024. Please follow the schedules you receive upon check-in for further information and any class changes. Class sessions are normally scheduled from 8:00 AM - 5:00 PM and sometimes 7:00 PM — 8:30 PM each day. The school will close at approximately 11:30 AM, Friday, August 2<sup>nd</sup>, 2024.

### SPECIAL NOTE

The guest and children of participants may attend the William W. Winpisinger Education and Technology Center on the basis of space availability. The fee for a guest is \$45.00 per day or \$225.00 for a week of class. The fee for a guest and children staying in the same room with the participant is \$60.00 per day or \$300.00 for a week of class, with a limit of three (3) children per room. **THIS PRIVILEGE IS FOR THE GUEST AND CHILDREN WHO ARE LIVING AT HOME WITH THE PARTICIPANT, AND DOES NOT INCLUDE ANY OTHER RELATIVES OR FRIENDS.** All children under 17 years of age must be supervised by a parent at all times. The fee includes rooms and meals. Those participants wishing to bring a guest and/or children will be asked to indicate this in follow-up correspondence.

### ADDITIONAL INFORMATION

All correspondence or requests for additional information in connection with Advanced Local Chairman program described in this announcement should be directed to your respective General Chairman at District Lodge 19.