

**BULLETIN 97 – 03**

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U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u>  A-541 Headquarters. A-544 All Field Tech A-547 SD+RD+SAC+ Lab. Com.	<u>Subject:</u> Mass Media  <u>Code:</u> 300
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**PURPOSE:** To inform Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff of the availability of the DOL/ETA Internet Calendar of Events and to encourage its use to promote BAT events that are national, regional and State in scope and of interest to our partners and other Employment and Training members.

**BACKGROUND:** The Calendar currently lists activities from June through December, 1997. The Office of Regional Management (ORM) staff review events posted directly on the Calendar On-Line Post Event Form, through electronic mail or fax, when there is no access to the DOL/ETA Internet. Telephone submissions will not be accepted.

The Calendar Icon is located on the DOL/ETA Internet Home Page at <http://www.doleta.gov>. After events have been entered directly on the Internet or by fax at (202)219-6510, ORM, Attn: Maria Winston, the data is reviewed for completeness and to prevent duplication. If there are two submittals from different organizations for the same event, ORM staff will select the submittal that contains the most complete information and, probably, the submittal from the primary sponsor of the activity. ORM staff review and edit submittals on a weekly basis which are then added to the Calendar.

The inclusion of BAT's activities or related events in this Calendar will contribute to a broader dissemination of BAT events with the potential for expanding the base of entities attending. Discretion is recommended in selecting events to be posted. Some examples of recommended events could include: Women in Trades Fair, Ohio Apprenticeship Conference and the 53rd Annual Eastern Seaboard Apprenticeship Conference. Recently, BAT and other ETA offices were requested to provide information on events that the DOL Secretary might be interested in attending.

**ACTION:** Field staff interested in submitting events should contact their Regional Director for assistance. A copy of the transmittal to ORM should also be faxed to the BAT National Office, Attn: PMG.