Adapting to the Future of Government Communications

GPO on the Road

Imagine More. **This FREE seminar is offered by the U.S. Government Printing Office to help educate customers on the full range of GPO services and how to access them.** Through an agency-to-agency partnership, GPO can provide you with access to printing, copying, promotional items, design services, security credentials, scanning and copying solutions, copy center management, eBooks, paper stocks, and more. GPO is continually working to introduce new products and services that reflect the accelerating movement toward digital communications. **Come learn how we can help you!**

When: Wednesday April 4, 2012, 9:00 am to 3:00 pm (lunch on your own)
Where: Strom Thurmond Federal Building, 1845 Assembly Street, Room 1576, Columbia, SC 29201

RSVP Here or e-mail GpoOnTheRoad@gpo.gov with your name, phone number, government agency, and e-mail.
If you have any questions, contact your National Account Manager, NAM, at (214) 403-4999, or jzelaya@gpo.gov

See attached for more information on the event.

GPO U.S. GOVERNMENT PRINTING OFFICE
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150 YEARS 1861-2011

Adapting to the Future of Government Communications

This seminar is designed to educate new and existing GPO customers about the products and services available to help meet the changing communication needs and budgets of Federal agencies.

Come learn about every step of our GPO processes including job creation, layout, design and print procurement, as well as our other numerous innovative programs. We'll discuss quality control, billing and budget control, on-site and online training, and getting your publication into the public's hands. Through this seminar we will cover every aspect of the document lifecycle.

Who should attend?
All federal agency employees* are welcome to come and learn more about us. The seminar will be beneficial to those federal employees who are responsible for:

- ordering printing, copying, or office supplies for their agency (including paper, ink, envelopes, stationery, business cards, and more)
- managing an in-house print or mail facility or copier program
- mailing or distribution of printing materials
- design or layout of materials for their agency, including multimedia (web, photography, video, etc)
- library functions or cataloging information for their agency, including scanning
- forms or publication creation
- training and getting materials to users or classrooms nationwide
- creation of secure federal credentials like federal ID badges
- controlling the budget for administrative activities

Past attendees have included:

Printing Specialists/Officers – Marketing Specialists – Contract Specialists – Mailing and Distribution Officers
Administrative Assistants – Administration Officers – Contract Officers – Visual Information Specialists
Training Coordinators – Superintendants – Public Affairs – Management Analysts – District Managers
Office Managers – Project Managers – Production Managers – COOP Specialists – Purchasing Agents
Recruiters – Technicians – Web Managers – Budget Coordinators – Outreach Specialist – Regional Managers
IT Specialists – Library Officials – Secretaries – Library Specialists – Supply Technicians – Instructors
Program Cord. – Purchase Card Program Mgr. – Attorneys – Investigators – Account Managers – Analyst
Information Officers – Procurement Analysts – Procurement Techs. – Acquisition Officers – Contractors
Academic Director – Accountant – Acquisitions Specialist – Archives Specialist – Attorney – Business Manger
Purchasing Chief – Communications Officer – Public Affairs Specialist – Conference Coordinator

*Private contracted employees of the federal government are welcome to attend.

Date(s): **Training Date**
Wednesday, April 4, 2012

Location: **Strom Thurmond Federal Building**
1845 Assembly Street
Room 1576
Columbia, SC 29201

Seminar schedule: 9:00 am – 12:00 pm seminar*
12:00 pm – 1:00 pm lunch (on your own)
1:00 pm – 3:00 pm seminar*

There will be a drawing for two FREE paper sample books. Please RSVP today to ensure your name is entered in the drawing. You must be present to win.

Cost: Free to any federal employee, grantee, or contractor employed by the federal government.

TO RSVP:

Please RSVP here - http://usgpo.wufoo.com/forms/gpo-event-registration/ or RSVP via e-mail or telephone with your name, government agency, e-mail, and telephone number to Stephanie Jaeger, GPO on the Road Team, 202-512-2010 ext 30951, gpoontheroad@gpo.gov.

For further information on this seminar and a complete list of GPO products and services please visit www.gpo.gov.

Can't make this event? To see more events like this across the nation visit http://www.gpo.gov/customers/roadshows

Agenda for the event:

9:00am ***Welcome to GPO! Meet the GPO team***

Learn about the history of the U.S. Government Printing Office (GPO) and gain an overview of what's new at GPO today.

9:30am ***GPO Product/Service line up and going Green with GPO!***

Learn how your agency can use our full range of procurement tools and alternative programs to control costs and take advantage of new communication technologies. Discover the full breath of the GPO products and services available to you. Also, learn how GPO can help your agency "go green". Experts from GPO business units will be onsite to answer specific questions.

10:30am ***Break***

10:40am The GPOExpress Program: Nationwide Discounted Copying

Join us for an in depth look into GPO's fastest growing program: GPO*Express* -- a nationwide convenience digital printing contract that allows Federal Government personnel to utilize the nationwide network of over 1,800 FedEx Office Print Centers to take care of all their quick copying needs at *significant discounts*. Learn about the print-on-demand options available that can reduce or eliminate your warehousing and distribution costs.

11:15am A Look at the GPO Online Paper Store (OPS) Program

The GPO Online Paper Store (OPS) is a fast growing program that provides copier paper nationwide with 24-48 hour delivery using a robust and simple on-line ordering system. GPO is able to provide federal agencies a range of cost-effective, environmentally friendly, and federally compliant xerographic copier papers in quantities as low as a single carton.

11:30 Learning How to Fund a GPO Program

Learn how the funding process for GPO programs work and how you can take advantage of cost savings and online options. We will be discussing in detail the four main funding processes GPO uses: government (IMPAC) purchase credit cards, IPAC billing, GPO Deposit Accounts, MIPRS, as well as direct invoicing. If you are responsible for budget or accounting at your agency, don't miss this session!

12:00pm-1:00pm Break for lunch (on your own)

1:00PM Learning how to place work with GPO and GPO Forms 101

This session will include a brief overview of the new Standard Form 1, GPO's job ticket, as well as other important forms used in requesting work from GPO. We will also cover GPO's Quality Assurance program (QATAP) including explanations of quality levels, and take an in-depth look at billing address codes (BACs), paper specifications, PMS colors and more. For agencies that are looking to streamline their workflow with GPO this will be the perfect session for you.

1:40pm GPO and eBooks

This session provides an overview of the latest eBook-related services available through GPO for conversion, dissemination, and consulting. You will learn how GPO will distribute your eBooks to places where your readers can easily find them – *at no additional charge*!

2:10pm How to Get the Most Out of GPO's Federal Digital System

This session will provide an overview of the entire range of content available through the GPO Federal Digital System (FDsys) and how you can put FDsys to work for your agency.

2:40pm Seminar Wrap Up and Drawing

Join us for the finale! GPO will hold a drawing for two official framed portraits of the 44th President of the United States, Barack Obama. Two lucky seminar attendees will walk away with this unique item as well as a letter of authenticity signed by GPO.

Location: **Strom Thurmond Federal Building**

1845 Assembly Street

Room 1576

Columbia, SC 29201

Per Diem information: Columbia, SC

Season Begin Date	Season End Date	Max Lodging Price	M&IE Rate
January 1	December 31	$85	$51

Hotel Recommendations:

Hampton Inn Columbia Downtown Historic District 0.7 miles

822 Gervais Street, Columbia, SC

(803) 231-2000

Columbia Marriott 0.4 miles

1200 Hampton Street, Columbia, SC

(803) 771-7000

Sheraton Columbia Downtown Hotel 0.5 miles

1400 Main Street, Columbia, SC

(803) 988-1400

Please **RSVP** here - http://usgpo.wufoo.com/forms/gpo-event-registration/ or RSVP via e-mail or telephone with your name, government agency, e-mail, and telephone number to Stephanie Jaeger, GPO on the Road Team, 202-512-2010 ext 30951, gpoontheroad@gpo.gov.

For additional information about this seminar contact your NAM, Jose Zelaya, 214.767.0451 ext. 16 or 214.403.4999 (cell) or jzelaya@gpo.gov

For a complete list of GPO products and services please visit www.gpo.gov.

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