

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!**



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GPO COLUMBUS REGIONAL OFFICE OPEN HOUSE AND TRAINING SEMINAR

Adapting to the Future of Government Communications

This event 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. Join us to meet our experienced staff and see what's new in the world of government communications.

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. Review sample displays of current projects, network with others within the federal community and chat with our staff to see how we can partner with you to accomplish your goals. Have ideas, questions, and suggestions? Let's talk about it! We can help you think outside the box and accomplish much more with a lot less.

We'll discuss your procurement options, 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.

Unable to commit to the entire day? Attend our Open House or pop in to any of our ongoing classes listed in the following agenda. Come see what's new at GPO. Make sure you register in advance to ensure we have sufficient materials on hand.

Need more time to discuss your particular needs? Just let us know and we'll be happy to schedule a one-on-one appointment with you.

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

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- 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 also welcome to attend.

Date: Tuesday, June 5, 2012

Location: U.S. Government Printing Office, Columbus Regional Office
1335 Dublin Road
Suite 112-B
Columbus, OH 43215

Seminar schedule: 8:30am – 4:00pm Seminar (includes Open House)
12:00pm – 1:00pm Lunch (on your own)

2:30pm – 4:00pm Open House
3:00pm Tour and Reception (light refreshments)

Two official portraits of the 44th President of the United States, Barack H. Obama, (including a letter of authenticity), a GPO Paper Sample Book, and 2 GPO mugs will be raffled off FREE to those who RSVP and attend the event.

Please RSVP today to ensure your name is entered in the raffle. You must be present to win.

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

TO RSVP:

- Online here: <http://usgpo.wufoo.com/forms/gpo-event-registration/>
- or
- Call our GPO on the Road Team, Stephanie Jaeger, 202-512-2010 ext. 30951, Matt Gioffre, ext. 30324,
- or
- Email our team at gpoontheroad@gpo.gov and provide your name, phone number, email address, and your agency



Agenda for the event:

8:30am Sign in/History of GPO Video/Introductions

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

9:30am Adapting to the Future of Government Communications

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 as well as volume pricing. Discover the full breath of the GPO products and services available, from digital scanning services, eBooks and marketing items to our copier/laser printer paper contract and, well, printing. Interested in going green? We can show you how.

10:30am Break

10:45am The GPOExpress Program: Nationwide Discounted Copying

Join us for an in depth look into GPO's fastest growing program: *GPOExpress* -- 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 up to 70% off retail rates**.

Already have a GPOExpress card? Learn more about online ordering and how we can meet your print on demand requirements. Find out how a customized "virtual" catalog can help reduce or eliminate your warehousing and distribution costs.

11:40am Secure Federal Documents Video

GPO's newest video will show you how we connect security printing with secure electronics to design, print, personalize manufacture and deliver the most trusted credentials in Government from US Passports to the last Super Bowl credentials.

12:00pm-1:00pm Lunch (on your own)

1:00pm Multi-Track - CHOOSE YOUR SESSION FOR THIS SLOT

TRACK ONE: Agency Funding Options/GPO Billing

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!

OR



TRACK TWO: GPO Term contracts/How to complete a 2511

Do you have a repetitive requirement(s) and want to use the most cost effective method to meet your specific needs? Is a GPO customized term contract for you? We'll review the process in setting up a customized contract just for you. Learn how to place work on the contract by issuing a print order (GPO 2511).

Already have a term contract with GPO and need a refresher course? Always had problems completing a 2511? Then this class is for you, too.

1:45pm Multi-Track - CHOOSE YOUR SESSION FOR THIS SLOT

TRACK ONE: GPO Forms 101/How to place work with GPO

This session will include a brief overview of the new Standard Form 1, 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.

OR

TRACK TWO: SPA Training (Simplified Purchase Agreement)

Ever hear of SPA? Would you like to work with local vendors, veteran owned businesses, or choose your own sources? Then SPA is for you. In this class we'll show you how to apply for SPA, explain how the programs works and train you on how to complete a work order. Once you complete the class and submit the necessary paperwork, you'll get a certificate that will make you SPA "certified." (You must have contracting authority to place work on SPA.)

2:45pm Presidential Portrait Video

GPO's award winning video shows how the "official" portrait of the 44th President of the United States, Barach H. Obama, was produced at GPO's in-house printing plant in Washington DC. Did you know it's the first presidential portrait to be "born" digital?

3:00 – 4:00pm Office Tour, Reception and Raffle

Meet the knowledgeable staff of our as you take a tour of our Columbus Regional office and learn the workflow. If you're already a GPO customer, it's a great opportunity to put a face to the name. If you're new to GPO, meet the experts and together we'll lay the foundation for a great partnership. Review our sample displays that may generate questions you always wanted to ask and give you some great ideas.

Join us for light refreshments as we draw the names of the lucky winners of an official framed Portrait of President Barach H. Obama, a GPO Paper Sample Book, or a GPO coffee mug. You must RSVP and be present to win.



All **registered seminar attendees** (excluding Open House only) will also receive a GPO certificate of training.

SPA certificates will be issued when all SPA requirements are met.

Travel/ Per Diem information: Columbus OH

Season Begin Date	Month	Max Lodging Price	M&IE Rate
n/a	n/a	\$94	\$56

Hotel Suggestions:

Hyatt Place Columbus OSU

795 Yard Street, Columbus, OH

(614) 280-1234 ·

2 miles

Spring Hill Suites Columbus OSU

1421 Olentangy River Road, Columbus, OH

(614) 297-9912 ·

2.1 miles

Hampton Inn & Suites Columbus-Downtown

501 N High Street, Columbus, OH

(614) 559-2000

3.3 miles

For additional information about this event contact Donna Cyrwus, your National Account Manager (NAM) at 312.353.3916, ext 14 (office) or 312.519.5381 (cell) or dcyrwus@gpo.gov

For 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, please visit www.gpo.gov/customers/roadshows