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!**

Date: Wednesday, April 25 2012, 9:00 am to 3:30 pm (lunch on your own)
Where: U.S. Government Printing Office, 732 N. Capitol St. NW, Washington, DC 20401

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 202.512.1904, or nam@gpo.gov

See attached for more information on the event.

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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): **Wednesday, April 25, 2012**

Location: **U.S. Government Printing Office**
732 N. Capitol St NW
Washington, DC 20401

Seminar schedule: 9:00am – 2:45pm seminar
12:00pm – 1:00pm lunch (on your own)
2:45pm – 3:30pm optional tour

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, 202-512-1904, 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.

10:45am ***Break***

11:00am 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.

11:45 Learning How to Fund a GPO Program

Learn how the funding process for GPO programs works 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 Introduction to ICCPS

1:10pm – 1:45pm Learning how to place work with GPO and using GPO Forms

This session will include a brief overview of the Standard Form 1, GPO's job ticket. It will also cover other important forms used in requesting work from GPO. We will touch on the GPO quality levels (QATAP), options for specifying paper stocks, and how to get the most from our forms when communicating your printing needs.

1:45pm – 2:15pm GPO e-Book Program

This session will cover the full range of e-Book services available from GPO, including consulting and conversion services as well as our various channels to make your publications more widely seen and available to your audience.

2:15pm – 2:45pm *Tips for Stretching Your Printing Budget*

Learn how the decisions you make during the planning stage impact the cost of your publications throughout the print production process. The focus will be on making more cost-efficient decisions before your print projects are produced.

2:45pm Seminar Wrap-up and Drawings

Bonus - Optional Tour of GPO!

Stick around after either seminar and join us for a guided tour of GPO. In this 45-minute tour you will learn firsthand how GPO produces the "documents of democracy" everyday. You will see how content is compiled and made ready for our presses; see our state-of-the-art multimedia design studio, visit the pressroom, bindery, and distribution facilities; and explore some of GPO's one-of-a-kind services. Comfortable shoes are recommended!

Seminar Location and Further Information:
U.S. Government Printing Office
732 N. Capitol St NW
Washington, DC 20401

Per Diem information: Washington, DC

Season Begin Date	Month	Max Lodging Price	M&IE Rate
March 1	June 30	$224	$71

Hotel Recommendations:

Phoenix Park Hotel **0.1 mile**
520 North Capitol Street, N.W. Washington, DC
(202) 638-6900

Hyatt Regency Washington DC **0.3 miles**
400 New Jersey Avenue N.W., Washington, DC
(202) 737-1234

Washington Court Hotel **0.2 miles**
525 New Jersey Avenue N.W., Washington, DC
(202) 628-2100

Directions to the Seminar:
The GPO is just several blocks north of the Capitol Building on North Capitol St. between G and H Streets. The GPO consists of four buildings, three on the west side of North Capitol and one on the east. The main building is located on the corner of North Capitol and H St.

Arriving by train:
The GPO is located just three city blocks from Union Station. Union Station is a transportation hub in Washington DC with a Metro stop on the Red Line and an Amtrak station, which is the last stop for Maryland's MARC commuter trains and Virginia's VRE trains.

Arriving by Metro:
GPO is located next door to Union Station, a major hub for the Metro trains. Commuters can access GPO by taking any line to the Union Station stop on the Red Line and walking to GPO. The main building is located on the corner of North Capitol and H St. You can find Metro schedules at www.metroopensdoors.com

Arriving by bus:
There are a variety of bus stops near Union Station. Also, there are several bus stops located directly in front of the GPO. You can find schedules at http://www.wmata.com/.

Parking:
Parking in private lots and garages is available around the GPO building. GPO will not be able to provide parking unless special arrangements are made at least two business days in advance before all events. If you require special assistance to attend this event please contact GPO at 202-512-1904.