

## GPO on the Road

### How to do Business with the U.S. Government Printing Office (GPO)

GPO's Nevada seminar is built on the foundation of helping educate customers like you on how to make GPO work for **you!**

Meet Michael Barnes, Manager of our San Francisco Regional Office, and hear from our panel of experts. Come learn about every step of the GPO process, from our various procurements tools to our entire product/service line. We'll discuss quality control, billing and getting your publication in to the public's hands. Through this seminar, we will cover every aspect of how we do business with your agency as well as our contractors nationwide. This is a great opportunity to network and share experiences. All Attendees will receive a certificate of completion.

**When:** Friday, March 26, 2010  
8:30 am to 3:00 pm – Seminar

**Where:** EPA-LV Executive Center Building  
Auditorium  
944 East Harmon Avenue  
Las Vegas, NV 89119

**RSVP by March 19<sup>th</sup> via email to:**

Diane Abeyta, National Account Manager, [dabeyta@gpo.gov](mailto:dabeyta@gpo.gov)  
(303) 236-5300

### **Parking**

There are ample free parking spaces in front of and on the side of the EPA-LV Executive Center Building. All conference attendees driving the privately owned vehicles to the conference are required to contact the receptionist upon arrival to receive temporary onsite parking permits.

### **Visitor access to EPA –LV Executive Center Building:**

Open access to the EPA-LV Executive Center Building is between the hours of 8:00am to 3:30pm, Monday through Friday. Conference attendees are required to have in their possession valid Government issued identification/badges to get temporary visitor badges and parking permits. Upon arrival at the facility go to the Executive Center Lobby and advise the receptionist you are there to attend the GPO Conference. The receptionist will contact the EPA staff member that will provide entry access assistance, temporary parking permits, and directions to the auditorium where the one day GPO conference is being held.

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### Need a map of the area? Overnight accommodations? Area Restaurants?

Click on the attached Las Vegas Visitors Guide.

Information on public transportation in the Las Vegas Area can be found on the website at URL: <http://www.rtcsv.com>

### Who should attend?

All federal agency employees are welcome, as well as private contract employees and federal grantees.

The seminar will be beneficial to those who

- currently do not work with GPO and would like to
- have been working with GPO for many years
- may only interact with GPO a few time a year

### 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         | Instructors             | Public Affairs       | Management Analysts               |
| District Managers             | Office Managers         | Project Managers     | Production Managers               |
| COOP Specialists              | Purchasing Agents       | Recruiters           | Technicians                       |

## AGENDA

**8:30 am**      **Sign in**

**8:45 am**      **Welcome to GPO, introductions**

Learn more about our history, form our beginnings in 1981 to today, where GPO triumphs as the largest print buyer in the nation.

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- 9:00 am**     **GPO product lines**  
Learn more about our five major procurement operations and how your agency can use each procurement tool for the most cost effective savings and time management. Get in-depth knowledge of GPO Small Purchases, Term Contracts, One-Time Bids, and the Simplified Purchase Agreement (SPA). We will also discuss the On-Line Paper Store, GPO web management, Creative Services/Design and GPO's Training Institute. We'll talk about how your agency can go green by partnering with GPO.
- 10:00 am**     **Break**
- 10:15 am**   **GPOExpress by Brandon Hill, FedEx Office**  
Get an in-depth look at GPO's newest and fastest growing program. GPOE is a nationwide convenience contract that allows participants to utilize the nationwide network of over 1,800 FedEx Office Print Centers to take care of their quick print needs. You'll see, through our demo, how to order online, how an online catalog work (print on demand), and how the recent enhancements to the program makes this a truly powerful, convenient tool.
- 12:00 noon**   **Lunch on your own**
- 1:00 pm**     **How to place work with GPO and GPO Forms 101**  
Includes an overview of the Standard Form 1 as well as other GPO forms. We'll cover GPO's Quality Assurance Program, quality levels, paper specs, PMS colors and more. This is perfect for agencies looking to streamline their workflow or for those not familiar with GPO. See job samples and hear from current customers using GPO.
- 1:45 pm**     **GPO's award winning video on YouTube**  
First presidential portrait digitally produced.
- 2:00 pm**     **The fundamentals of GPO billing**  
Learn how the billing process works and how you can take advantage of cost savings and online billing. We'll be discussing the four main GOP billing processes. If you are responsible for budget or accounting functions at your agency, don't miss this session.
- 2:45 pm**     **Q&A session**