**Free Seminar** for federal agencies

## GPO on the Road

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

**Spend your day with us.** This seminar is built on the foundation of helping educate customers like you on how to make GPO work for you.

GPO provides you access to expertise in printing and publishing, Web, design, security credentials, training and many specialized services. Our programs continue to stay on the cutting-edge of innovative technologies and are the tools of the future that will enable Government communication to become more effective and efficient. **Learn how we can help you!**

When: February 17, 2010
9am – 3pm seminar

Where: U.S. Government Printing Office
Carl Hayden Room, 8th Floor
732 N. Capitol St. NW
Washington, DC 20401

RSVP directly to:
GPO National Account Managers, 202.512.1904 or nam@gpo.gov

See attached for more information on the event.

GPO U.S. GOVERNMENT PRINTING OFFICE
Keeping America Informed | www.gpo.gov

# A seminar built on the foundation of helping educate customers like you on how to make GPO **work for you**.

Come learn about every step of our GPO processes from job creation, layout and design, print procurement and our other numerous innovative programs, 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 and how we do business with your agency today and every day.

**Who should attend?**
All federal agency employees* are welcome to come and learn. 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:**

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| 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 | Information Officers |
| Procurement Analysts | Procurement Techs. | Acquisition Officers | |

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

## Agenda for the day:

**Date:** February 17, 2010
9am – 3pm seminar*
12pm – 1pm lunch (on your own)

*You must register for this class; this class will have certification available for those that attend.

**Cost:** Free to attend for any federal employee or contractor employed by the federal government

**Agenda for the event/Further topic discussions:**

**8:00am Bonus - Optional Early-Bird Tour of GPO!**

Come early and join us for a guided tour of GPO. In this 45-minute tour you will learn first-hand how GPO produces the "documents of democracy" everyday. You will see how content is compiled and made ready for our presses; visit the pressroom, bindery, and distribution facilities; and explore some of GPO's one-of-a-kind services. Comfortable shoes are recommended!

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

Learn about the history of the U.S. Government Printing Office (GPO). See where we have come from our beginnings in 1861 to today, where GPO triumphs as the largest print buyer in the nation. Follow us on Twitter and our YouTube Channel!

**9:30am GPO Product Line up and going Green with GPO!**

Learn about our five major procurement operations and how your agency can use each procurement tool for the most cost effective savings and time management goals. Get in-depth knowledge on GPO Small Purchases, One-Time Bidding, Term Contracts, and the Simplified Purchase Agreement (SPA). We will also discuss the GPO Online Paper Store, GPO web management, Creative Services and design. Also, learn how your agency can go green by partnering with GPO!

**10:30am The GPOExpress Program**

Join us for an in depth look into GPO's newest and fastest growing program: GPOExpress -- a nationwide convenience 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 printing needs. GPOExpress allows for convenient ordering options via e-mail, phone, the Web, or walk-in; high-quality digital printing services, finishing services; print-on-demand programs including access to a customized GPOExpress catalog of frequently printing documents, and much more!

**11:30am The Fundamentals of GPO Billing**

Learn how the billing process at GPO works and how you can take advantage of cost savings and online billing. We will be discussing in detail the four main billing processes GPO uses: government (IMPAC) purchase credit cards, IPAC billing, GPO Deposit Accounts, MIPRS, and 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 an overview of the 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, 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 or new agencies using GPO, this will be the perfect session for you. See samples of jobs and hear from current customers using GPO.

**2:00pm The GPO Institute**

Take a look into GPO's Institute for Federal Printing and Electronic Publishing and learn how you can get accredited document management training from the comfort of your own office or from our professional training facility in Washington, DC.

**2:30pm Navigating the GPO Web Site**

Federal web sites are enormous. During this session we will present readers with the most user-friendly path through the GPO classification system so that they can find the content they want quickly. This includes things like access to our newest print and online programs, how users can register to receive informational updates automatically, finding the right person to contact for the right reason, seeing how contractors and the public view our site and use GPO content, and more! This session, seemingly so simple, can provide customers with a better understanding of navigating through potential information overload!

**Seminar Location and Further information:**

U.S. Government Printing Office
Carl Hayden Room
732 N. Capitol St. NW
Washington, DC 20401

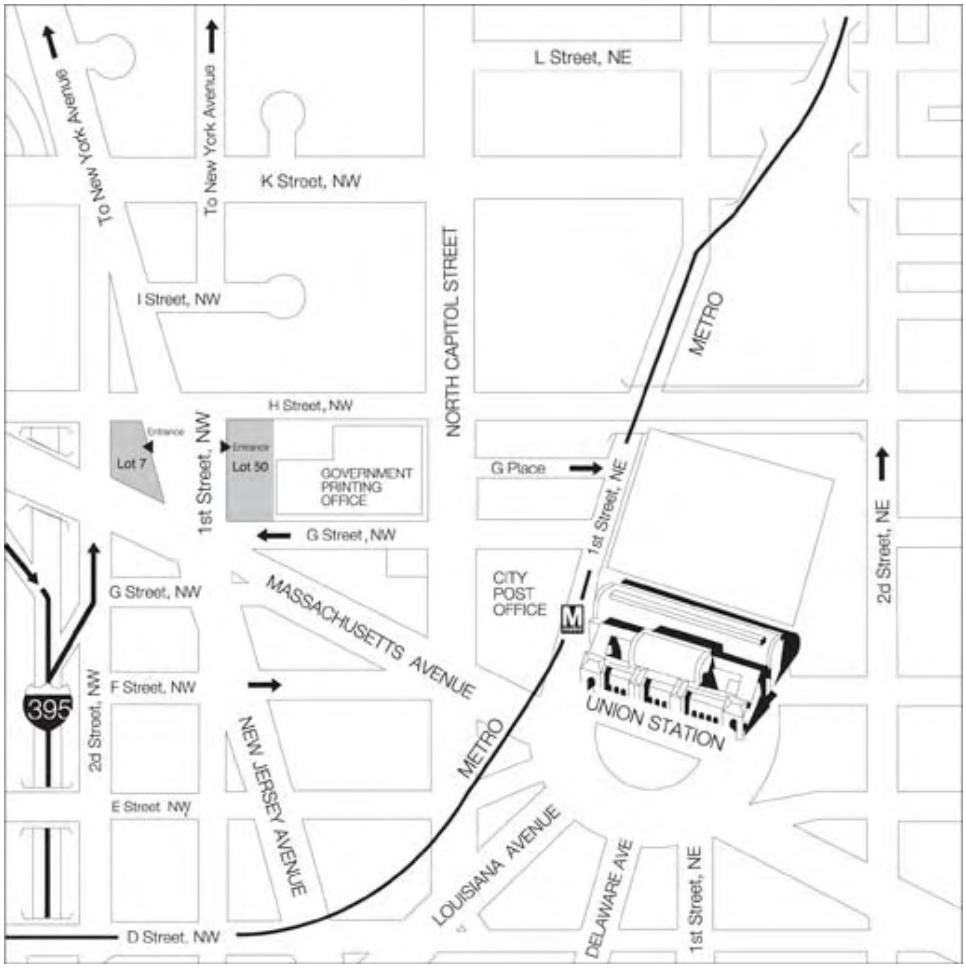
**Directions to the Seminar:**

**Directions**
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 focal point of transportation 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 (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 before all events. If you require special assistance please contact GPO at 202-512-1904.

**RSVP:**
Please provide your name, contact phone or email, and your agency when RSVPing. You may email or call to any of the addresses below.

National Account Manager Team, nam@gpo.gov, 202-512-1904

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