

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!**



U.S. GOVERNMENT PRINTING OFFICE
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GPO's Louisville seminar is built on the foundation of helping educate customers, like you, on how to make GPO work for **you!**

Learn about every step of the GPO process, from our various procurement tools to our entire product/service line as well as "going green". We'll discuss quality control, billing and how your publication reaches the general public. Through this seminar, we will cover every aspect of how we do business with your agency, as well as vendors nationwide.

Come and meet the GPO Team and take advantage of this great opportunity to network and share experiences with other agencies. *All participants who RSVP by June 10th will receive a certificate of attendance.*

When: Thursday June 17, 2010
8:15 am to 3:30 pm

Where: Louisville HUD Office, Rm. 110
Gene Snyder Courthouse
601 W. Broadway
Louisville, KY 40202 Light refreshments will be served.

RSVP no later than Thursday June 10th to: gpoontheroad@gpo.gov

If you have any questions, contact Donna Cyrwus, National Account Manager, at 312.353.3916, ext 14 (office) 312.519.5381 (cell) or dcyrwus@gpo.gov.

Hotel accommodations, restaurants, map of the area:

<http://www.mapquest.com/maps?1c=Louisville&1s=KY&1a=601+W+Broadway&1z=40202-2238&1y=US&1l=38.246323&1q=-85.761735&1v=ADDRESS&2c=Louisville&2s=KY&2a=601+W+Broadway&2z=40202-2238&2qn=hotels&2y=US&2l=38.246323&2q=-85.761735&2v=ADDRESS>

Driving directions:

From I-71 South:

Take I-71 South to I-64 toward St. Louis. Take the River Road exit and turn right at the light. Go approximately 2 blocks to 6th Street and turn left. Go straight on 6th Street to Broadway. The Gene Snyder Courthouse is located at 6th and Broadway and will be on the right; the Courier-Journal is on the left. Parking is directly across the street from the Courier Journal.

From I-65 North:

Take I-65 North, to the Broadway Exit. Turn left on Broadway and go approximately 6 blocks. The Gene Snyder Courthouse Building will be located on the right-hand side of the street at 6th and Broadway, next to the Courier-Journal. The HUD Office is located on the first floor.

From I-64 West, Lexington to Louisville:

Take I-64 West toward Louisville. Take the 3rd Street/River Road exit (5B) and turn right at the light. Go approximately 2 blocks to 6th Street and turn left. Go straight on 6th Street to Broadway. The Gene Snyder Courthouse is located at 6th and Broadway and will be on the right; the Courier-Journal is on the left. Parking is directly across the street from the Courier Journal.

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From I-64 East in Indiana to Louisville:

Take the 9th Street Exit. Turn left (onto Market Street) at the light and stay in the far right lane. Go a couple of blocks and turn right on Sixth Street. Stay on Sixth Street until you come to Broadway. The Gene Snyder Courthouse Building will be on the right-hand side of the road. The HUD Office is located on the first floor.

Parking: Commercial lot approx. \$2.50/day located across the street from the Courier Journal

Security: You must have picture ID to gain entrance into the building.

For further information about this seminar and a complete list of GPO products and services visit our website at www.gpo.gov. Can't make this seminar? Join us at another one at <http://www.gpo.gov/customers/roadshows/>.

AGENDA for the event /Further topic discussions

8:15 am Sign in

8:30 am Welcome to GPO! Meet the GPO Team

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

9:15 am GPO Product Line up and going Green with GPO!

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 talk about our On-Line Paper Store, GPO web management, Creative Services/Design and GPO's Training Institute. See how your agency can go green by partnering with GPO. Learn about your options and decide what fits you best.

10:15 am Break

10:30 am GPOExpress

Get an in depth look at GPO's newest and fastest growing program. GPOE is a nationwide convenience contract with FedEx Office Print Centers to take care of quick print needs. Place orders via email, phone, online, or walk-in. Get access to high-quality digital printing and finishing services, including access to a customized catalog of frequently printed documents at highly discounted prices.

11:30 am Lunch on your own

12:45 pm GPO's Award Winning Video

See how the first presidential portrait was "born" digital.

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- 1:00 pm** **How to Place Work with GPO and GPO Forms 101**
We'll review the newly released/revised 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.
- 2:00 pm** **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 main GPO billing processes and your options. If you are responsible for budget or accounting at your agency, don't miss this session.
- 3:00 pm** **How to Navigate the GPO Website**
- 3:15 pm** **Seminar Wrap Up**