Free Seminar for federal agencies

GPO on the Road

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

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 numerous innovative programs, quality control, billing and budget control, on-site and online training, and getting your publication in to 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, stationary, 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	Superintendents	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

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

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Agenda for the day:

Date: April 29, 2010
9am – 1pm seminar
12pm – 1pm lunch (on your own)
1pm – 2pm. The Gpoexpress Program

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

Agenda for the event/Further topic discussions:

9:00am Welcome to GPO! Meet the GPO team/ GPO Product Line up and going Green with GPO!

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!

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!

10:00 am 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!

10:30am Learning how to place work with GPO and GPO Forms 101/ The GPO Institute

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.

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.

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

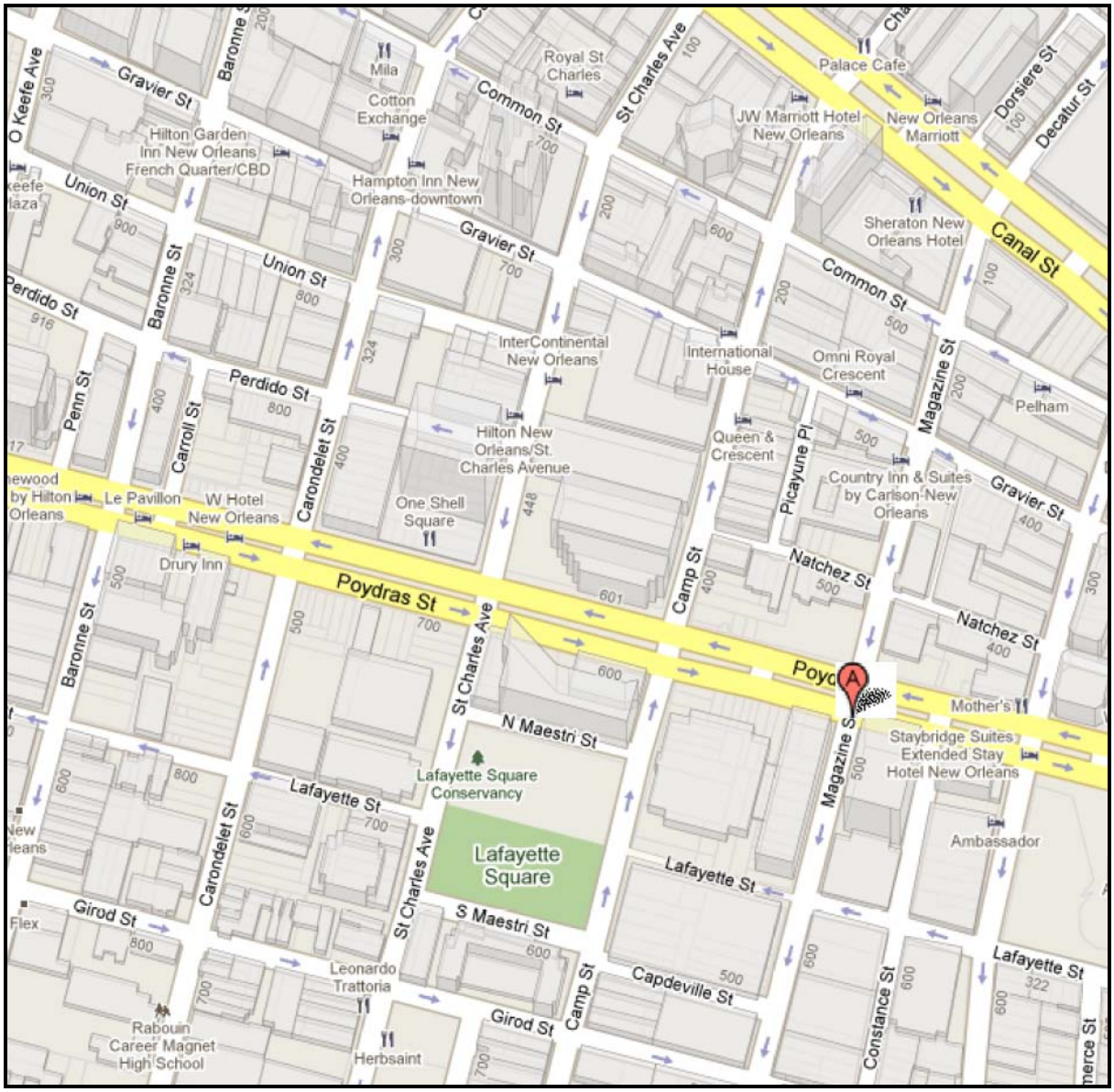
1:00pm – 3:00pm The GPOExpress Program

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[SM] 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**,**

Seminar Location and Further information:
Hale Boggs Federal Building
Conference Room B106
500 Poydras Street, New Orleans, LA 70130.

Directions to the Seminar:



Parking:
Parking in private lots and garages is available around the Earle Cabell Federal building.

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, gpoontheroad@gpo.gov 202-512-2010 ext 30951

For further information on this seminar and a complete list of GPO products and services please visit www.gpo.gov

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