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: Thursday, December 2, 2010
9:00am-3:00pm

Where: U.S. Bankruptcy Courthouse
421 Gold Avenue, SW
Albuquerque, NM 87102

RSVP to: Stephanie Jaeger, GPO On the Road Team
202-512-1904, gpoontheroad@gpo.gov
Please provide your name, contact phone or e-mail, and your agency when you RSVP.

See attached for more information on the event.

GPO U.S. GOVERNMENT PRINTING OFFICE
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150 YEARS 1861-2011

How to do Business with the 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 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:

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: Thursday, December 2, 2010

Location: **U.S. Bankruptcy Courthouse**
421 Gold Avenue, SW, Albuquerque, NM 87102.

Seminar schedule: 9:00 am – 12:00 pm seminar
12:00 pm – 1:00 pm lunch (on your own)
1:00 pm – 3:00 pm seminar

Two framed official portraits of the 44th President of the United States, Barack H. Obama, and a letter of authenticity from GPO, will be raffled off FREE to those who attend and RSVP. Please RSVP today to ensure your name is entered in the raffle. You must be present to win.

Cost: Free to any federal employee, federal grantee, or contractor employed by the federal government.

Agenda for the event/Further topic discussions:

9:00am **Sign in**

9:15am **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 very own 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!

10:00am **Break**

10:15am **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 convenient ordering options include e-mail, phone, the Web, or walk-in and it also provides access to high-quality digital printing and finishing services. This may become your ultimate print-on-demand source that can include access to a customized GPOExpress catalog of frequently printed documents, and much more!

11:00pm The GPO Institute

Take a look at GPO's Institute for Federal Printing and Electronic Publishing and see how you can get accredited document management training from the comfort of your own office or from our professional training facility in Washington, DC. We offer classes in Desktop publishing software including the Adobe Creative Suite and Quark, Digital Photography, XML coding for the Federal Register, 508 compliance, and much more.

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

1:00 pm How to fund a GPO project or program

Learn how the funding process for GPO programs work and how you can take advantage of cost savings and online options. Find out what a Billing Address Code (BAC) is and why GPO needs this to process work from your agency. We will discuss in detail the five main funding processes GPO uses: government (IMPAC) and purchase credit cards, IPAC Treasury billing, GPO Deposit Accounts, MIPRS, and direct invoicing. If you are responsible for budget or accounting at your agency, don't miss this session! We will also cover the two new forms GPO recently launched: Setting up a Deposit Account, Form 4045, and Requesting a GPO Billing Address Code (BAC), Form 4046.

1:30pm 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 discuss in detail the new changes to the SF-1 and how the new information will impact customers using the form. We'll cover GPO's Quality Assurance program (QATAP) including explanations of quality levels and take an in depth look at paper specifications, PMS colors and more. If you're looking to streamline your workflow with GPO or if you've never worked with us before, this is the perfect session for you.

2:30pm Navigating the GPO web site

Federal web sites are enormous and can be confusing. During this session we'll present the most user-friendly path through the GPO classification system. We'll show you how easy it is to access our newest print and online programs, how to register to receive automatic informational updates, how to find a GPO contact, where a vendor registers and more! This session, seemingly so simple, can provide customers with a better understanding of our site and avoid potential information overload!

2:45pm Seminar Wrap up and Raffle Drawing

Join us for the finale! GPO will be raffling off two official framed portraits of the 44th President of the United States, Barack H. Obama. Two lucky seminar attendees will walk away with this unique prize as well as a letter of authenticity signed by GPO.

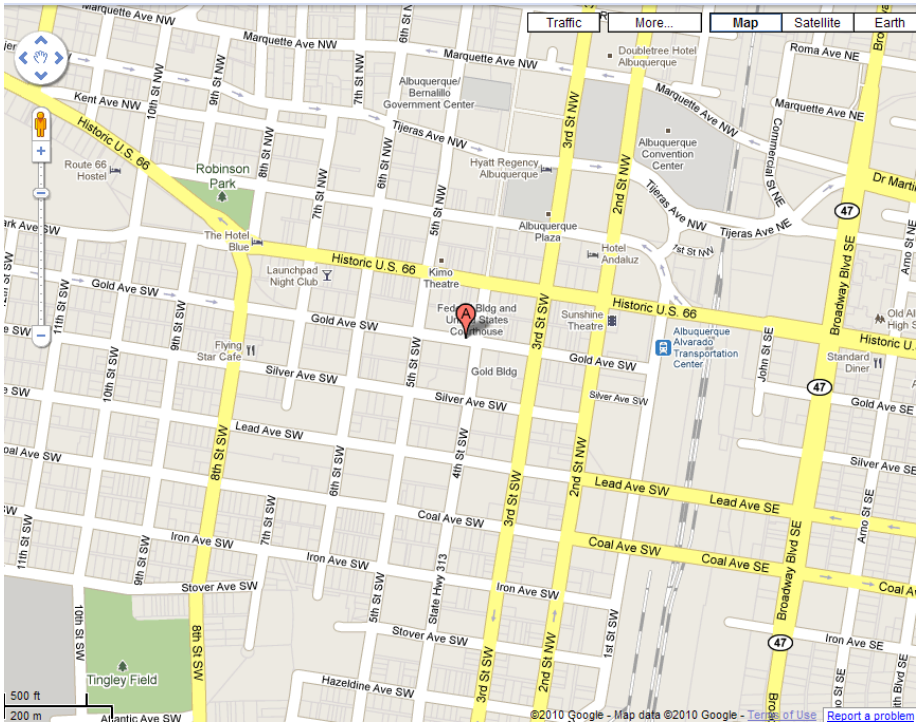
Additional information:

Light refreshments will be served.

Parking: Pay parking is available in the surrounding area. See the Google map link below for specifics.

Per Diem information: Albuquerque, NM
Max lodging: $81.00
M&IE rate: $56.00

Driving directions, hotel accommodations, parking, places of interest:



http://maps.google.com/maps?q=421+gold+avenue+SW+albuquerque+NM+87102+United+States

Click on the link above to get a map of the area. Click on the address "421 Gold Avenue, SW," on the left and a dialog box will appear on the map portion on the right.

- For **directions**, just click on "directions" in the dialog box.
- For area **hotels**, click on local search in the box and type in "hotels". Hit enter and a list of hotels will appear on the left with their location on the map at your right. Three hotels are within walking distance and most have courtesy shuttles that will take you to the seminar building. None listed hotel shuttle service to/from the airport. See the airport link below for transportation options.
- Type in **"parking"** in the search box for specific parking sites in the area.

Transportation by air: Albuquerque International Sunport ground transportation information is available at: http://www.cabq.gov/airport/ground-transportation

RSVP no later than November 26th with your name, contact phone or email, and your agency to: Stephanie Jaeger, GPO On the Road Team, 202-512-1904, gpoontheroad@gpo.gov,

For additional information or specific questions about this seminar contact Diane Abeyta, 303.236.5300, 303.345.1764 (cell) dabeyta@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, please visit www.gpo.gov/customers/roadshows