

**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  
Keeping America Informed | [www.gpo.gov](http://www.gpo.gov)





# 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 including job creation, layout, design and print procurement, as well as our other numerous innovative programs. We'll discuss 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 by providing support today and every day.

## **Who should attend?**

All federal agency employees\* are welcome to come and learn more about us. 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 – Analyst  
Information Officers – Procurement Analysts – Procurement Techs. – Acquisition Officers – Contractors  
Academic Director – Accountant – Acquisitions Specialist – Archives Specialist – Attorney – Business Manger  
Purchasing Chief – Communications Officer – Public Affairs Specialist – Conference Coordinator

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



## **Agenda for the day:**

**Date: New Orleans**  
July 14th, 2011

### **Seminar Agenda:**

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

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

## **Agenda for the event:**

**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!

**10:00am**            ***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)***



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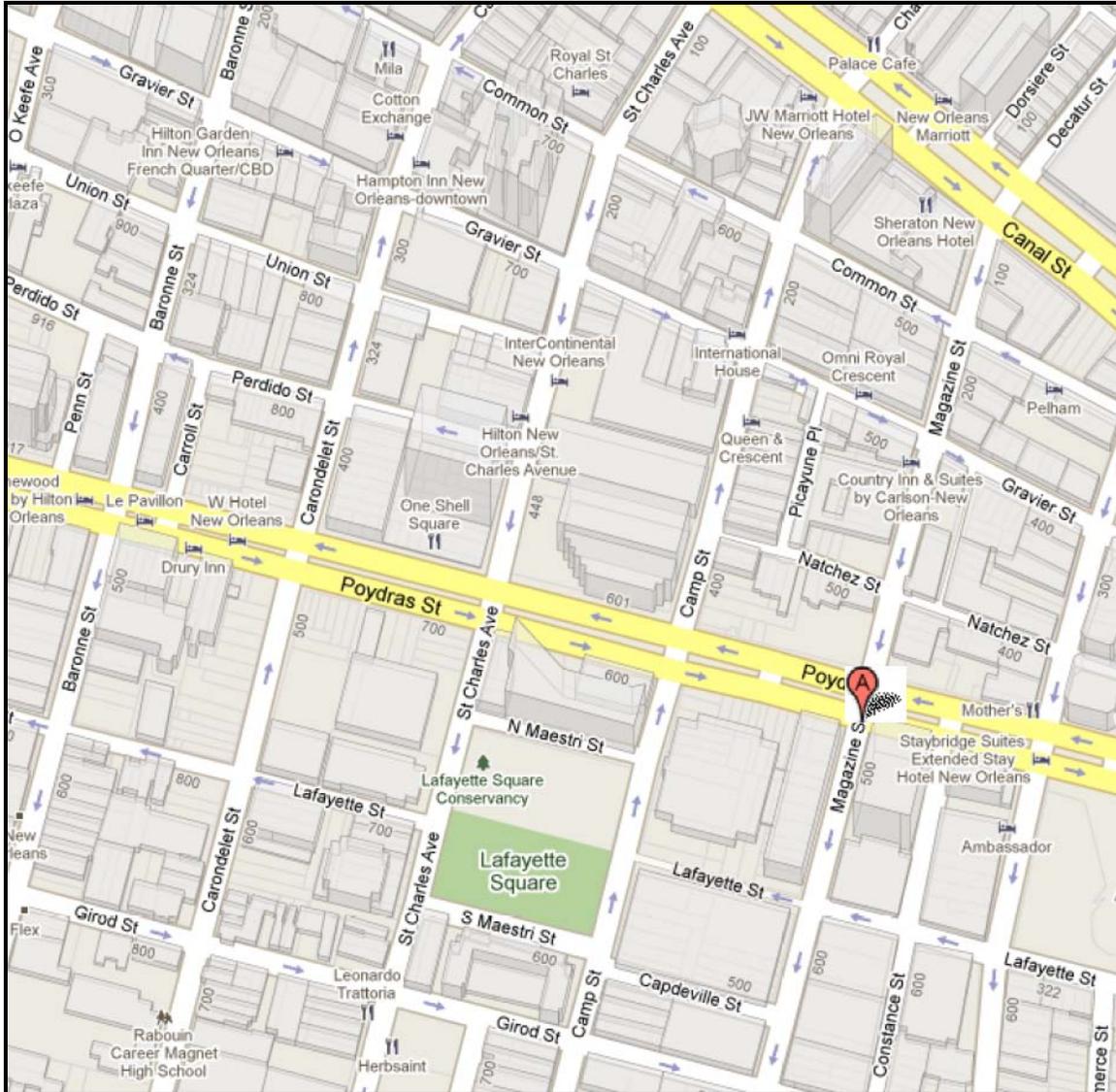
### 1:00pm-3:00pm **The GPOExpress Program**

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<sup>SM</sup> 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!

### Seminar Location and Further information:

Hale Boggs Federal Building  
Conference Room B106  
500 Poydras Street, New Orleans, LA 70130.

### Directions to the Seminar:





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**Parking:**

Offsite parking is available in garages surrounding the building.

**RSVP:**

Please provide your name, contact phone or email, and your agency when RSVPing to Stephanie Jaeger, GPO on the Road Team, 202-512-2010 ext. 30951; [GPOontheroad@gpo.gov](mailto:GPOontheroad@gpo.gov)

For further information on this seminar and a complete list of GPO products and services please visit [www.gpo.gov](http://www.gpo.gov).

Can't make this event? To see more events like this across the nation visit <http://www.gpo.gov/customers/roadshows>