

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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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.

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Date: Thursday, July 15th, 2010

Seminar Agenda:

9am – 12pm seminar*

12pm – 1pm lunch (on your own)

1pm – 2:30pm seminar*

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

Two professionally framed portraits of the 44th President of the United States, Barack H. Obama, including 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 to the raffle. You must be present to win.

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

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!

10:30am Break

10:45am 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 OfficeSM 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 Learning How to Fund a GPO 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 be discussing 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

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brand new forms GPO has launched: Setting up a Deposit Account, Form 4045, and Requesting a GPO Billing Address Code (BAC), Form 4046.

12:00-1:00pm 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 discuss in detail the new changes to the SF-1 and how the new information will impact customers using the form. We will also cover GPO's Quality Assurance program (QATAP) including explanations of quality levels, take an in depth look at 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.

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. We offer classes in Desktop publishing, publishing software including the Adobe Creative Suite and Quark, Digital Photography, XML coding for the Federal Register, 508 compliance, and many more.

2:15pm 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!

2:30pm 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.

Seminar Location and Further information:

Federal Highway Administration Building
545 John Knox Road
Suite 200
Tallahassee, FL 32303

Light refreshments and snacks will be provided to all attendees.

Per Diem information: Tallahassee, FL
(Leon)

Max Lodging: \$90.00
M&IE Rate: \$46.00

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Tallahassee, FL Hotel Recommendations:

Wingate by Wyndham

2516 West Lakeshore Drive
Tallahassee, FL 32303
(850) 553-4400
wingatehotels.com

0.9 miles NW

Ramada

2900 North Monroe Street
Tallahassee, FL 32303
(850) 386-1027
ramada.com

1.0 mile NW

Fairfield Inn by Marriot

3211 North Monroe Street
Tallahassee, FL 32303
(850) 562-8766
marriott.com

1.7 miles NW

Governors Inn Tallahassee Florida Hotel

209 South Adams Street
Tallahassee, FL 32301
(850) 681-6855
thegovinn.com

2.3 miles S

Directions to the Seminar:

Please have photo identification available.

RSVP for the event:

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

RSVP online: <http://joiningpointallahassee.eventbrite.com/>

Stephanie Jaeger, GPO On the Road Team, 202-512-1904, gpoontheroad@gpo.gov,

Katherine Clarke Radican, "Casey", 202-465-6640, kclarke@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