

Adapting to the Future of Government Communications

GPO on the Road

Imagine More. This **FREE** seminar is offered by the U.S. Government Printing Office to help educate customers on the full range of GPO services and how to access them. Through an agency-to-agency partnership, GPO can provide you with access to printing, copying, promotional items, design services, security credentials, scanning and copying solutions, copy center management, eBooks, paper stocks, and more. GPO is continually working to introduce new products and services that reflect the accelerating movement toward digital communications. **Come learn how we can help you!**



U.S. GOVERNMENT PRINTING OFFICE
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Adapting to the Future of Government Communications

This seminar is designed to educate new and existing GPO customers about the products and services available to help meet the changing communication needs and budgets of Federal agencies.

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.

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 copier paper, 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 such as Federal ID badges
- controlling the budget for administrative activities
- saving money on their copying and print procurement responsibilities

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.

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Date(s): **Training Date**
Wednesday, February 8, 2012

Location: **Claude Pepper Federal Office Building**
Room 100
51 SW 1st Avenue
Miami, FL 33130

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

One 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 RSVP and attend. Also raffled off will be one GPO sample Paper book and one GPO Coffee Mug. Please RSVP today to ensure your name is entered in the raffle. You must be present to win.

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

TO RSVP:

Please [RSVP here](#) or RSVP via e-mail or telephone with your name, government agency, e-mail, and telephone number to Stephanie Jaeger, GPO on the Road Team, 202-512-1904, gpoontheroad@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 visit <http://www.gpo.gov/customers/roadshows>

Agenda for the event:

9:00am Welcome to GPO! Meet the GPO team

Learn about the history of the U.S. Government Printing Office (GPO) and gain an overview of what's new at GPO today.

9:30am GPO Product/Service line up and going Green with GPO!

Learn how your agency can use our full range of procurement tools and alternative programs to control costs and take advantage of new communication technologies. Discover the full breath of the GPO products and services available to you. Also, learn how GPO can help your agency "go green". Experts from GPO business units will be onsite to answer specific questions.

10:30am Break



10:40am *The GPOExpress Program: Nationwide Discounted Copying*

Join us for an in depth look into GPO's fastest growing program: *GPOExpress* -- a nationwide convenience digital 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 copying needs at significant discounts. Learn about the print-on-demand options available that can reduce or eliminate your warehousing and distribution costs.

11:15am *A Look at the GPO Online Paper Store (OPS) Program*

The GPO Online Paper Store (OPS) is a fast growing program that provides copier paper nationwide with 24-48 hour delivery using a robust and simple on-line ordering system. GPO is able to provide federal agencies a range of cost-effective, environmentally friendly and federally compliant xerographic copier papers in quantities as low as a single carton.

11:30 *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. We will be discussing in detail the four main funding processes GPO uses: government (IMPAC) purchase credit cards, IPAC billing, GPO Deposit Accounts, MIPRS, as well as direct invoicing. If you are responsible for budget or accounting at your agency, don't miss this session!

12:00pm-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 a brief overview of the new 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, and 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 this will be the perfect session for you.

1:40pm *Tips on Saving Money on Your Printing Communications*

This session provides a look at ways to save money on your print communications. We will review Design, Pre-Press, Printing and paper, finishing and mailing.

2:40pm *Seminar Wrap Up and Drawing*

Join us for the finale! GPO will hold a drawing for one official framed portraits of the 44th President of the United States, Barack Obama. There will also be a drawing for a GPO coffee mug and a 2011 official paper sample book. You must be present to win.



Seminar Location and Further Information:

Claude Pepper Federal Office Building

Room 100

51 SW 1st Avenue

Miami, FL 33130

Per Diem information: Washington, DC

Season Begin Date	Month	Max Lodging Price	M&IE Rate
January 1	March 31	\$152	\$66

Hotel Recommendations:

Courtyard Miami Downtown

200 SE Second Avenue

Miami, FL 33131

(305) 374-3000

marriott.com

0.3 miles E

Hyatt Regency Miami

400 Southeast 2nd Avenue

Miami, FL 33131

(305) 358-1234

miamiregency.hyatt.com

0.3 miles SE

InterContinental Hotel Miami

100 Chopin Plaza

Miami, FL 33131

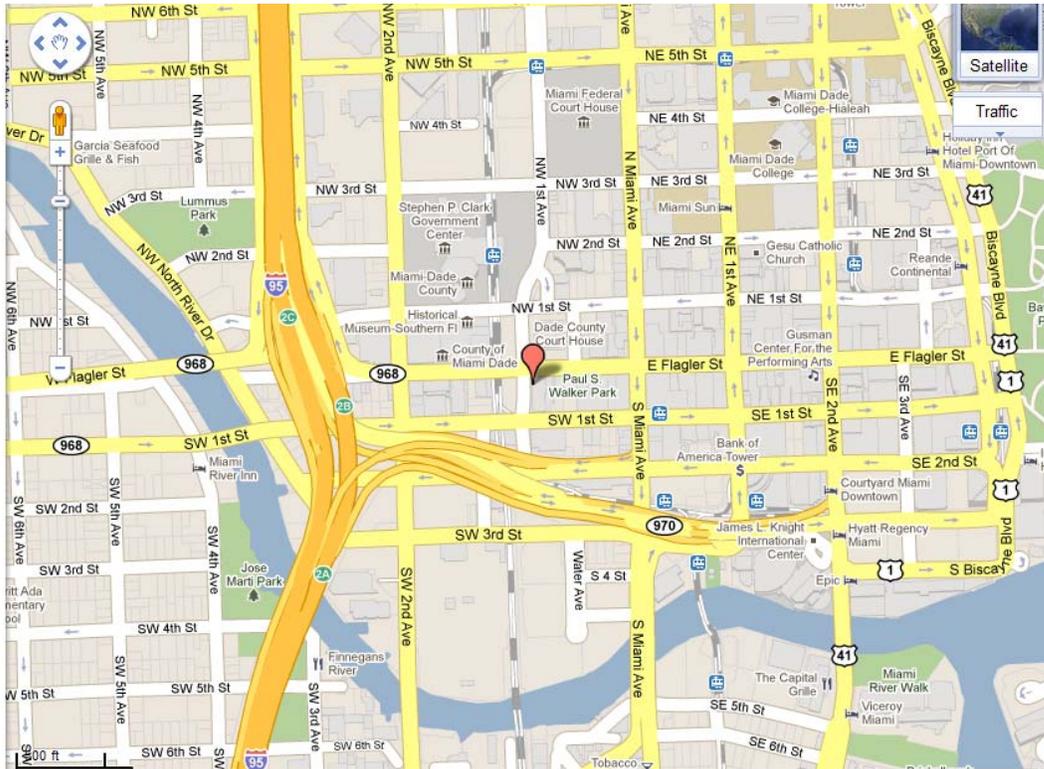
(305) 577-1000

ichotelsgroup.com

0.5 miles E



Directions to Claude Pepper Federal Office Building:



Directions:

Via Car: From Miami International Airport, take 836 Expressway east to I-95 South. Take exit 2C (Miami Avenue) and stay in the left lane past the fork in the road and make the first hard right before the traffic light. Continue to bear to the right. You will now be headed west. Proceed west for two blocks to S.W. 2nd Avenue and make a right. Park and walk east from the parking lot to S.W. First Avenue and First Street. The building will be on your left. It sits at the corner of Flagler Street and S.W. First Avenue and First Street.

Via Taxi: From Miami International Airport - taxis available at all times.

Via MTA: Take any MTA route that goes downtown Miami to Flagler Street and S.W. First Avenue or S.W. First Avenue and First Street. The Federal Building sits at the corner of Flagler Street and S.W. First Avenue and S.W. First Avenue and First Street.

Parking: There are some parking garages in the area, but they fill quickly and are expensive.