

**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.



## GPO on the Road

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**Date:** Thursday, January 13, 2011

**Location: Ralph H. Melcalfe Federal Building**

77 West Jackson Boulevard, Room 328, Chicago, IL 60604  
Government ID required for access into the building.

**Seminar schedule:** 8:30am – Noon seminar  
Noon – 1:00pm lunch (on your own)  
1:00pm – 3:30pm seminar

**Two framed official portraits of the 44<sup>th</sup> 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, grantee, or contractor employed by the federal government.

### Agenda for the event:

**8:30am Sign in. History of 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 own YouTube Channel!

**9:00am Welcome to GPO. Meet our Team.**

**9:30am GPO Product/Service 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 and our 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 Office<sup>SM</sup> 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!



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**11:30am      *How to fund a GPO project or program***

Learn how the funding processes 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.

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

**1:00pm          *How to place work with GPO and GPO Forms 101***

This session will include an overview of the revised 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          *Break***

**2:45pm          *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!

**3:15pm          *Digital Portrait Video/Seminar Wrap up/Raffle Drawing***

Join us for the finale! See how the presidential portrait was actually produced. GPO will be raffling off two official framed portraits of the 44<sup>th</sup> 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 throughout the surrounding area.

**Per Diem information: Chicago, IL**

Max lodging: \$128.00

M&IE rate: \$71.00



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**Driving directions/Google link:**

[http://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=77+West+Jackson+Boulevard,+Chicago,+IL&sll=41.878069,-87.63044&sspn=0.007158,0.013754&doflg=ptm&ie=UTF8&hq=&hnear=77+W+Jackson+Blvd,+Chicago,+Cook,+Illinois+60604&z=16](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=77+West+Jackson+Boulevard,+Chicago,+IL&sll=41.878069,-87.63044&sspn=0.007158,0.013754&doflg=ptm&ie=UTF8&hq=&hnear=77+W+Jackson+Blvd,+Chicago,+Cook,+Illinois+60604&z=16)

**For area per diem hotels:**

[http://maps.google.com/maps?f=q&source=s\\_q&hl=en&q=per+diem+hotels&sll=41.868283,-87.706947&sspn=0.107635,0.22007&ie=UTF8&rq=1&ev=p&radius=6.79&split=1&filter=0&hq=per+diem+hotels&hnear=&ll=41.906876,-87.658882&spn=0.10757,0.22007&z=12](http://maps.google.com/maps?f=q&source=s_q&hl=en&q=per+diem+hotels&sll=41.868283,-87.706947&sspn=0.107635,0.22007&ie=UTF8&rq=1&ev=p&radius=6.79&split=1&filter=0&hq=per+diem+hotels&hnear=&ll=41.906876,-87.658882&spn=0.10757,0.22007&z=12)

**Transportation by air:** Transportation is available to/from O'Hare Field and Midway Airport. We do not recommend that you rent a car. Go Airport Shuttle (1-888-284-3826) is approx \$25 each way and public transportation is available. For additional information about the Chicago transit Blue and Orange lines, click on [http://www.transitchicago.com/riding\\_cta/airports.aspx](http://www.transitchicago.com/riding_cta/airports.aspx)

**RSVP no later than Friday, January 7th** with your name, contact phone or email, and your agency to: Stephanie Jaeger, GPO On the Road Team, 202-512-1904, [gpoontheroad@gpo.gov](mailto:gpoontheroad@gpo.gov),

For additional information or specific questions about this seminar contact Donna Cyrwus, 312.353.3916, ext 14; 312.519.5381 (cell) or [dcyrwus@gpo.gov](mailto:dcyrwus@gpo.gov)

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

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