

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

GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

GPO's Indianapolis seminar is built on the foundation of helping educate customers, like you, on how to make GPO work for **you!**

Meet members of the staff from the **Chicago and Columbus Regional Offices** and hear from our panel of experts. Come learn about every step of the GPO process, from our various procurement tools to our entire product/service line. We'll discuss quality control, billing and getting your publication in to the public's hands. Through this seminar, we will cover every aspect of how we do business with your agency as well as contractors nationwide. This is a great opportunity to network and share experiences. *All attendees will receive a certificate of completion.*

When: Wednesday, February 17, 2010

8:15 am to 3:00 pm - Seminar

3:15 pm to approx 4:30 pm - SPA Training (**Optional class. Special registration reqd.**)

Where: Birch Bayh Federal Building

46 E. Ohio St.

Indianapolis, IN 46204

Exact room number will be provided when reservation is confirmed.

RSVP by February 10th via email to:

Donna Cyrwus, GPO National Account Manager, dcyrwus@gpo.gov

(312) 353-3916, ext 14

Parking: Several pay lots are available in the area. Just click on the following link for additional information:

<http://www.mapquest.com/maps?1c=Indianapolis&1s=IN&1a=46+E+Ohio+St&1z=46204-1903&1y=US&1l=39.76987&1g=-86.15673&1v=ADDRESS&2c=Indianapolis&2s=IN&2a=46+E+Ohio+St&2z=46204-1903&2qn=hotels&2y=US&2l=39.76987&2g=-86.15673&2v=ADDRESS#b/maps/m:map:13:39.769242:-86.156566:::1:1:::/l:46+E+Ohio+St:Indianapolis:IN:46204-1903:US:39.76987:-86.15673:address:1:::/l:46+E+Ohio+St:Indianapolis:IN:46204-1903:US:39.76987:-86.15673:address:Marion+County:1:parking::/io:1:::f::/so:Parking+Garages:::d::25::752102::/bl:/e>

Need a Map of the area? Overnight Accommodations? Area restaurants?

Just click on the following MapQuest link: <http://www.mapquest.com/maps?1c=Indianapolis&1s=IN&1a=46+E+Ohio+St&1z=46204-1903&1y=US&1l=39.76987&1g=-86.15673&1v=ADDRESS&2c=Indianapolis&2s=IN&2a=46+E+Ohio+St&2z=46204-1903&2qn=hotels&2y=US&2l=39.76987&2g=-86.15673&2v=ADDRESS>

Who should attend? All federal agency employees are welcome, as well as privately contracted employees and federal grantees.

The seminar will be beneficial to those who

- currently do not work with GPO and would like to
- have been working with GPO for many years
- may only interact with GPO a few times a year

GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

Past attendees have included:

Printing Specialists/Officers	Marketing Specialists	Contract Specialists	Mailing and Distr Officers
Administrative Assistants	Administration Officers	Contract Officers	Visual Information Spec
Training Coordinators	Purchase Card Coord	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

RSVP: Please email your name, contact phone and email address to Donna Cyrwus at dcyrwus@gpo.gov . (312.353.3916, ext 14). Also, be sure to let us know if you plan to take the SPA certification class when you RSVP.

For further information about this seminar and a complete list of GPO products and services visit our website at www.gpo.gov. Can't make this seminar? Join us at another one at <http://www.gpo.gov/customers/roadshows/>.

Agenda for the event/further topics of discussion:

8:15 am **Sign in. Browse through the sample and collateral table**

8:30 am **Welcome to GPO, Introductions**

Learn more about our history, from our beginnings in 1861 to today, where GPO triumphs as the largest print buyer in the nation. Meet members from the Chicago and Columbus Regional Offices.

9:00 am **GPO PRODUCT LINES**

Learn more about our five major procurement operations and how your agency can use each procurement tool for the most cost effective savings and time management. Get in-depth knowledge of GPO Small Purchases, Term Contracts, One-Time Bids, and the Simplified Purchase Agreement (SPA). We will also discuss the On-Line Paper Store, GPO web management, Creative Services/Design and GPO's Training Institute. We'll talk about how your agency can go green by partnering with GPO.

GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

- 9:30 am** **How to place work with GPO and GPO Forms 101**
Includes an overview of the Standard Form 1 as well as other GPO forms. We'll cover GPO's Quality Assurance Program, quality levels, paper specs, PMS colors and more. This is perfect for agencies looking to streamline their workflow or for those not familiar with GPO. See job samples and hear from current customers using GPO.
- 10:15 am** **BREAK**
- 10:30 am** **A Basic Overview on How to Prepare "Print Friendly" Digital Files**
Do you know what bleeds are? Do you know how to prepare your files to ensure that they appear on the finished product? Do you know what you want but you're not quite sure how to get there from here? Our speaker will offer tips, "tricks of the trade" and answer all those questions you always wanted to ask.
- 11:15 am** **Proofs and What to do When You Get Them**
Why are proofs a good idea? What kind of proofs should you get? What do you look for in proofs? What happens when you OK a proof? Get basic answers to these and other questions you may have about proofs.
- 12:00 to 1:00 pm** **Lunch on your own**
- 1:00 pm** **GPO's Award Winning Video on YouTube**
First presidential portrait digitally produced.
- 1:15 pm** **The Fundamentals of GPO BILLING**
Learn how the billing process works and how you can take advantage of cost savings and online billing. We'll be discussing the four main GPO billing processes. If you are responsible for budget or accounting at your agency, don't miss this session.
- 1:45 pm** **GPOExpress by Brandon Hill, FedEx Office**
Get an in depth look at GPO's newest and fastest growing program. GPOE is a nationwide convenience contract that allows participants to utilize the nationwide network of over 1,800 FedEx Office Print Centers to take care of their quick print needs. GPOExpress allows for convenient ordering options via email, phone, Web, or walk in; high-quality digital printing services, finishing services, and print-on-demand programs, including access to a customized GPOExpress catalog of frequently printed documents and much more.

GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

3:00 pm **BREAK**

3:15 pm **Certified SPA Training (approx 1 to 1.5 hrs)**

Take our **Simplified Purchase Agreement** class and **become SPA certified**. This contracting certification will allow you to choose your own sources and partner with pre-certified local or national vendors for best value contracting up to a \$10,000 limit.

Agency participants on the SPA must have verified contracting authority, be trained by GPO, and complete the necessary forms before they are authorized to place work on the program.

If you do not have contracting authority you may still take the class to become familiar with the process but you cannot sign work orders.

When all requirements are met, participants will be issued certificates verifying their level of SPA certification (with or without contracting authority).

This is also a great opportunity to take a “refresher course” if you’re already on the program.

NOTE THAT SPECIAL REGISTRATION IS REQUIRED FOR SPA TRAINING.

When you register for our seminar, mention if you intend to take this SPA class.