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!**

When: May 12, 2010
9:00 am – 2:30 pm

Where: 400 State Avenue
Tower II Building, Room 201
Kansas City, KS 66101

RSVP directly to: Diane Abeyta, National Account Manager, 303.236.5300 or dabeyta@gpo.gov

See attached for more information on the event.

GPO U.S. GOVERNMENT PRINTING OFFICE
Keeping America Informed | www.gpo.gov

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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.

Cost: Free to attend for any federal employee or contractor employed by the federal government

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Agenda for the day:

Agenda for the event/Further topic discussions:

9:00 am **Sign In**

9:15 am **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.

9:30 am **GPO Product Lines**

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 and GPO's Training Institute.

10:30 am **Break**

10:45 am **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^{SM} Print Centers to take care of all their quick copying 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!

11:30 am **Break for Lunch (on your own)**

12:30 pm **GPO's award winning video on YouTube**

First presidential portrait digitally produced.

12:45 pm Learning how to place work with GPO and GPO Forms 101

This session will include an overview of the Standard Form 1 as well as other important GPO forms. We will also cover GPO's Quality Assurance Through Attributes Program (QATAP) including explanations of quality levels, take an in depth look at billing address codes (BAC's), paper specifications, pantone colors and more. This is perfect for agencies that are looking to streamline their workflow or for those not familiar with GPO. See samples of jobs and hear from current customers using GPO.

1:45 pm The Fundamental of GPO billing

Learn how the billing 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, Deposit Accounts, and Direct Invoicing. If you are responsible for budget or accounting at your agency, don't miss this session!

2:15pm Q & A session

RSVP by May 7, 2010 via email or call to:

You may email or call to RSVP. Please include the following information:

Please provide your name, agency, contact phone and email address.

Diane Abeyta, 303-236-5300, dabeyta@gpo.gov

Visitor Access to the Building:

Seminar attendees are required to have in their possession a valid Government identification or valid driver's license when entering the building. This will need to be shown to the security guard before proceeding to the elevators.

Please make sure that you are not carrying and pocket knives or any sharp objects as you will be asked to take it back to your car.

Parking:

There is free parking both in front of the building and a parking lot on the North West corner of the street

Additional Information:

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

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