

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...

...is a seminar built on the foundation of helping educate our federal customers, like you, on how to make our agency work for you.

Come learn every step of our GPO process 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, envelopes, stationery, business cards, marketing items like pens, mouse pads, t-shirts 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, file digitization
- 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.



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Date: Monday, November 14, 2011

Location: U.S. Department of Veterans Affairs
Wm. S. Middleton Memorial Hospital
Auditorium, 1st floor
2500 Overlook Terrace
Madison, WI 53705

Bring your govt ID. Directional signs will be posted in the main entrance area.

Seminar schedule: 9:00 am – 12:00 pm seminar
12:00 pm – 1:00 pm lunch (on your own)
1:00 pm – 3:30 pm seminar

Two framed official portraits of the 44th President of the United States, Barack H. Obama, a letter of authenticity from GPO, and 2 sets of GPO's Government Paper Samples will be raffled off FREE to those who attend and RSVP.

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/topics of discussion:

9:00am History of GPO

Learn about the history of the U.S. Government Printing Office (GPO) from 1861 to today, where GPO triumphs as the largest print buyer in the nation. Follow us on Twitter and YouTube.

9:15am Welcome to GPO Meet our GPO and FedEx Office 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 OfficeSM 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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11:15am *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/raffle drawings/seminar wrap up*

Join us for the finale! Watch our award winning video and see how the presidential portrait was actually produced.

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.

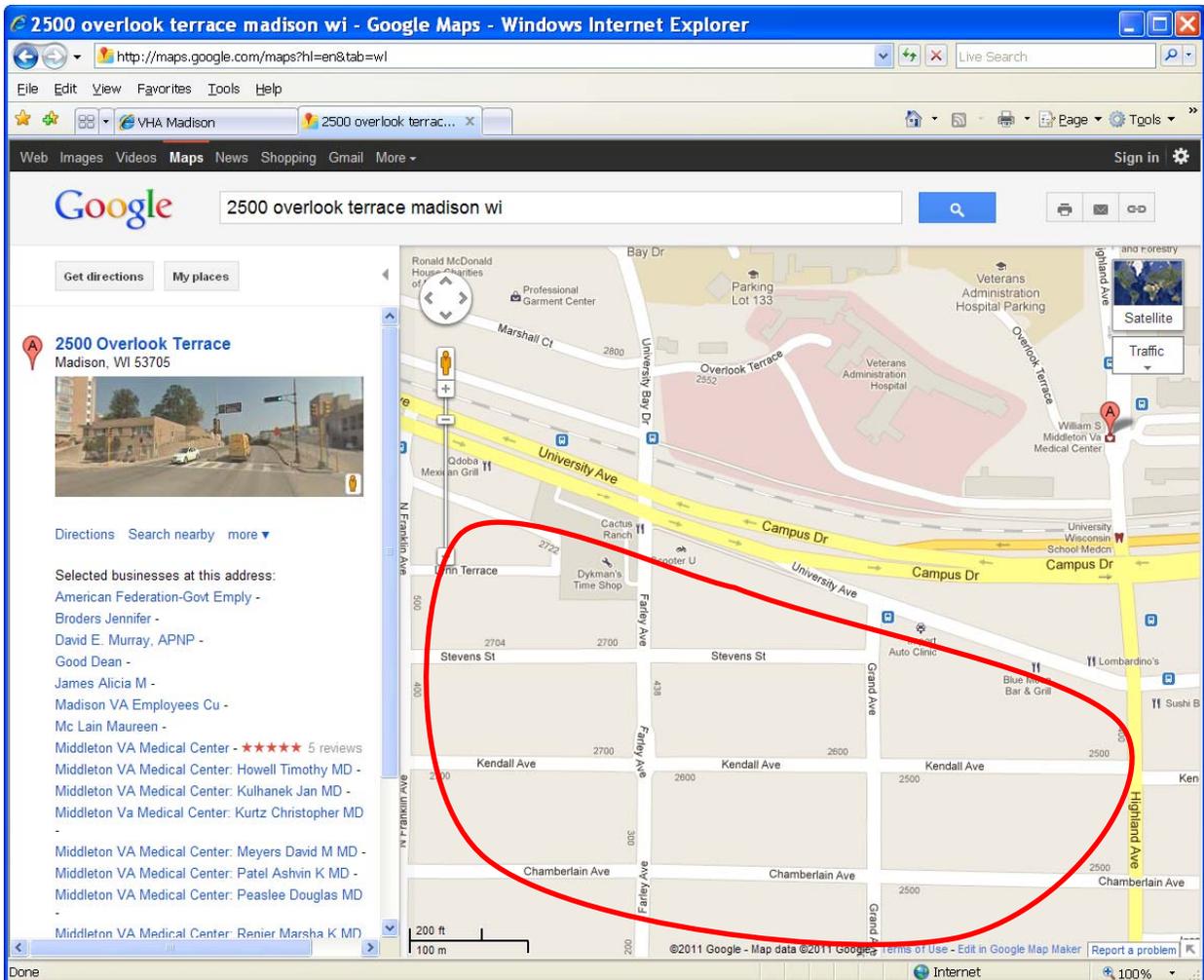


Madison Per Diem Rates: Madison Max lodging: \$89
M&IE rate: \$56

Parking: Due to continued construction, parking is very limited. Non-VA attendees are asked to park in alternate areas south of University AVE and Campus Drive.

Off Street Parking Options for VA Hospital:

The area circled in red is neighborhood parking. There is no cost to park here and no time limits. It is an easy 10-15 minute walk to the hospital.



Another option is to park at Hilldale Shopping Center, 702 N. Midvale Blvd, and catch the Metro bus.

Driving directions: <http://www.madison.va.gov/visitors/directions.asp>

Hotels in the area:

- **Best Western Plus InnTowner Hotel**, 2424 University Avenue, (608) 233-8778
- **Double Tree by Hilton Hotel Madison**, 525 West Johnson Street, (608) 251-5511
- **Hilton Madison Monona Terrace**, 9 East Wilson Street, (608) 255-5100



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RSVP with your name, phone number, email address, and your agency to: GPO on the Road Team, Stephanie Jaeger, 202-512-2010 ext. 30951, Matt Gioffre, ext. 30324, or gpoontheroad@gpo.gov,

For additional information about this seminar contact your NAM, Donna Cyrwus, 312.353.3916, ext 14 or 312.519.5381 (cell) or dcyrwus@gpo.gov

For 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

Come join us to learn more about GPO and how we can provide the support you deserve. Every agency is currently experiencing budget and personnel shortfalls. Let us show you how our programs and services can save you time and money. You'll have the unique opportunity to network with others within the federal community, exchange ideas, and perhaps learn some tricks of the trade.

Consider this my personal invitation and I hope I have the pleasure of meeting you there.

Donna Cyrwus, Sr. National Account Manager, US Government Printing Office