

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)

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 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.

GPO on the Road

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

Agenda for the day:

Date: Boston, MA
November 16, 2010

Seminar Agenda:

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

*You must register for this class; this class will have certification available for those that attend. Please have photo identification available.

Two professionally framed portraits of the 44th President of the United States, Barack H. Obama, including 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 to the raffle. You must be present to win.

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

Agenda for the event/Further topic discussions:

9:00am 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. Follow us on Twitter, check out our new BookTalk book blog, and view videos our very own YouTube Channel!

9:30am GPO Product 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 (**with NEW products!**), GPO web management, Creative Services and design. Also, learn how your agency can go green by partnering with GPO!

10:45am Break

11:00am 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 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!

GPO on the Road

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

11:30am 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. Find out what a Billing Address Code (BAC) is and why GPO needs this to process work from your agency. We will be discussing 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 brand new forms GPO has 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 Learning how to place work with GPO and GPO Forms 101

This session will include an overview of the 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 will also cover GPO's Quality Assurance program (QATAP) including explanations of quality levels, take an in depth look at paper specifications, PMS colors and more. For agencies that are looking to streamline their workflow with GPO or new agencies using GPO, this will be the perfect session for you.

1:45pm Break

2:00pm Navigating the GPO web site

Federal web sites are enormous. During this session we will present readers with the most user-friendly path through the GPO classification system so that they can find the content they want quickly. This includes things like access to our newest print and online programs, how users can register to receive informational updates automatically, showing you how vendors bid on your work, finding the right person to contact for the right reason, seeing how contractors and the public view our site and use GPO content, and more! This session, seemingly so simple, can provide customers with a better understanding of navigating through potential information overload!

2:45pm Seminar Wrap up and Raffle Drawing

Join us for the finale! 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. GPO staff will be at the seminar until all questions are answered, if you have specific issues you want to discuss, please let a GPO staffer know.

Seminar Location and Further information:

John F. Kennedy Federal Office Building
Conference Room #2075
Boston, MA 02203

Light refreshments and snacks will be provided to all attendees.

Per Diem information: Boston, MA

Boston / Cambridge

Max Lodging: \$154.00

M&IE Rate: \$71.00

GPO on the Road

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

Hotel Recommendations:

Intercontinental Boston 510 Atlantic Ave, Boston, MA 02210 (617) 747-1000	1.1 mile
Bulfinch Hotel Boston Massachusetts 107 Merrimac Street, Boston MA 02114 Phone: (617) 624-0202 Fax: (617) 624-0211 Toll Free: (877) 267-1776	0.3 miles
Boston Omni Parker House Hotel 60 School St., Boston, MA 02108 Phone: (617) 227-8600 Fax: (617) 742-5729	0.6 miles
Holiday Inn Express - Boston Garden 280 Friend Street Boston, MA 02114 Hotel Front Desk: 1-617-7205544 Hotel Fax: 1-617-7237784	0.4 miles

Directions to John F. Kennedy Federal Building:

The seminar is located at the John F. Kennedy Federal Building in Government Center across from Boston City Hall. Enter through main doors on Cambridge Street. Any visiting guest will be asked to clear security.

Via I-95 North from Connecticut & Rhode Island:

- Route 95 North to the Boston area
- At Norton/Canton Area take 93 South ("To Boston")
- At Braintree take 93 (left split) toward Boston
- Several miles on South Xpressway — enter South Station Tunnel
- Exit tunnel on to Central Artery elevated highway
- Exit #25 to Causeway Street — down ramp
- Left onto Causeway
- 2nd left onto Canal Street — go to end of street
- Right on to New Chardon Street
- Cross over light at Congress Street
- Immediate left into parking garage
- The JFK Federal Building runs parallel to the parking garage across New Sudbury Street.

Via I-93 South from New Hampshire and Vermont:

- Route I-93 South to Exit #25, Haymarket exit
- At bottom of ramp, mandatory right turn at traffic lights
- Cross over next light at Congress Street
- Immediate left into parking garage

GPO on the Road

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

- The JFK Federal Building runs parallel to the parking garage across New Sudbury Street.

Using the MBTA:

- Take any Green line or Blue line car to Government Center T Station.
- The JFK Federal Building is located directly across City Hall Plaza.

Arriving at Logan Airport:

- Take Mass Port shuttle bus to Blue Line T Station
- Take Blue Line to Government Center
- (A taxi from Logan to Government Center is a second option and costs approximately \$15-20)

Parking:

There are some parking garages in the area, but they fill quickly and are expensive. The closest parking garage is across the street (Sudbury St) and is \$30 for the entire day.

RSVP for the event:

All seminar attendees should RSVP for this event. Please bring your Federal agency ID badge and notify GPO with your RSVP if you plan on bringing a laptop computer with you to the seminar.

Please provide your name, contact phone or email, and your agency when RSVPing. You may email or call to any of the addresses below.

Stephanie Jaeger, GPO On the Road Team, 202-512-1904, gpoontheroad@gpo.gov,
Katherine Clarke Radican, "Casey", 202-465-6640, kclarke@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, please visit www.gpo.gov/customers/roadshows