

**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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## GPO on the Road

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

# How to do Business with the GPO...

...is 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 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, 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.

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**Date:** Thursday, July 21, 2011

**RSVP no later than Friday, July 15th** with your name, phone number, email address, and your agency to: Stephanie Jaeger, GPO on the Road Team, 202-512-2010 x 30951 or [gpoontheroad@gpo.gov](mailto:gpoontheroad@gpo.gov)

**Location:** Celebrezze Federal Building  
GSA Conference Room B-1 (near the cafeteria)  
1240 East Ninth St  
Cleveland OH 44199-2001

Bring your govt ID.

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

**RSVP today to ensure your name is entered in the raffle. You must be present to win:**

- **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**
- **Two sets of GPO's recently released Paper Sample Books**

**Cost:** Free to any federal employee, grantee, or contractor employed by the federal government.

### Agenda/topics of discussion:

**8:30am**            **Sign in.** Mingle and network at the sample and refreshment tables.

**8:45am**            **History of GPO**

Watch our video 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.

**9:00am**            **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!

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### How to do Business with the U.S. Government Printing Office (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!

**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. If you are responsible for budget or accounting at your agency, don't miss this session!

**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, as well as other important forms used to place orders with 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 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!

After viewing our award winning video demonstrating how the presidential portrait was produced, we'll draw the names of the four lucky raffle winners. Everyone gets a Certificate of Training.

Additional info on the GSA building, including parking: <http://www.gsa.gov/portal/content/103451>

**Cleveland FY11 Per Diem Rates:** Max lodging: \$102  
M&IE rate: \$56

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Map of the area, hotels, directions: <http://classic.mapquest.com/mq/2-F1PwloWv9j5FLosZ>

**For additional information about this seminar contact Donna Cyrwus, 312.353.3916, ext 14 or 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)

Can't make this event? To see more events like this across the nation, please visit

[www.gpo.gov/customers/roadshows](http://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 so 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. I hope I have the pleasure of meeting you there.*

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