

## FCPN# FY04-06 GSA SmartPay Conference

**Note: All Points of Contact - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, Certifying Officials and Card Users (if applicable) IN YOUR HIERARCHY.**

The 6<sup>th</sup> Annual GSA Conference will be held August 24-26, 2004 in New Orleans, LA. You can also visit the GSA website at [www.gsa.gov/gsasmartpay](http://www.gsa.gov/gsasmartpay) or click on [http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCXM&contentId=15017&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCXM&contentId=15017&contentType=GSA_BASIC) to access the GSA SmartPay Conference event. This page will provide details on how to register for the conference, hotels, as well as a detailed brochure for the event.

**Who should attend?** Agency/Organization Program Coordinators and Designated Billing Office Personnel for purchase, travel and fleet business lines of the GSA SmartPay® charge card programs. The training presented at this conference is not for card users.

**What is the purpose?** Get the tools you need to "fine tune" your charge card program. Whether you're a novice program coordinator just learning the basics or a seasoned professional looking to use the latest enhancements and innovations to bring your program to new levels of success, you'll find what you need at this conference. A lively mix of hands-on electronic access training, best practice roundtables, and information packed lectures will keep you jazzed throughout the conference. This is the premier opportunity for you to meet and network with your colleagues across the government and to get to know your bank's client support staff. Don't miss out!

**How do I get hotel reservations?** Please check our website [www.gsa.gov/gsasmartpay](http://www.gsa.gov/gsasmartpay) early and often for the release of hotel reservation information as it becomes available. Click on the "In the News" link to obtain all information about the conference.

**How do I register?** You can register online <http://www.psava.com/smartpay2004/home.asp>. There is no registration fee associated with this conference. For further information, contact Professional and Scientific Associates at 1-800-772-8232.

### **Navy Training/Breakout Sessions**

The DON eBusiness Operations Office Fleet Card Team is on the GSA Conference schedule to make a presentation Wednesday morning from 8:30-10:30 in the Southdown Room (4th Floor at the Sheraton). Additionally, the bank is providing the following training:

Fleet Computer Lab-Account Commander (monitoring, managing, and updating online):

Tuesday, August 24 - 10:10am-5:00pm

Wednesday, August 25 - 7:00am-5:00pm

Thursday, August 26 - 7:00am-5:00pm

Fleet Acceptance-TeleTrans program (vehicle maintenance, service, parts and repairs):

Wednesday, August 25 - 12:30pm-1:40pm

Thursday, August 26 - 8:00am-9:10am

Fleet Overview & Updates:

Wednesday, August 25 - 9:30am-10:40am and 2:00pm-3:10pm

Fleet Reporting:

Wednesday, August 25 - 3:30pm-4:40pm

Thursday, August 26 - 9:30am-11:00am

All Fleet Card Periodic Notices (FCPNs) are located on our website [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil) under the Policy tab. Please send any questions/comments to [fleet\\_card@navsup.navy.mil](mailto:fleet_card@navsup.navy.mil).

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