

# New Directions for Government Meetings

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Presented by:

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Manager

California Meeting Management Program

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MPA

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Senior Account Executive

CA State Govt Market-Marriott Lodging



# Agenda

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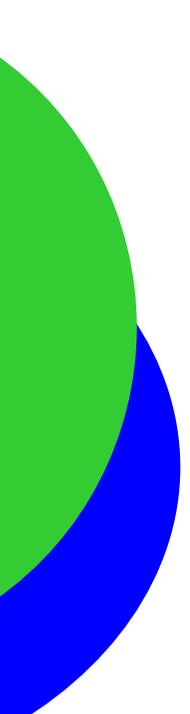
- Introductions
- Hotel Perspective
- American Express MPA
- DGS California Meeting Management Program



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## Hotel Supplier Perspective

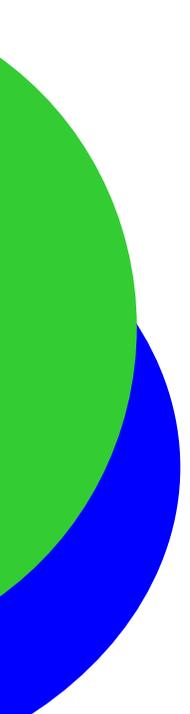
- One unit to work with
- Understand CA State terms/contracts
- Volume of Government Business
- Coordinate multiple meetings for greater savings
- Can provide better venues at State rates
- Questions????



**American Express**

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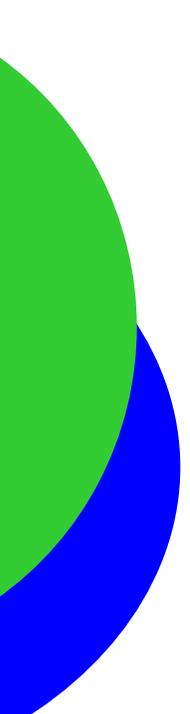
**Meeting Planners Account  
Billing Solution**



# What is the MPA?

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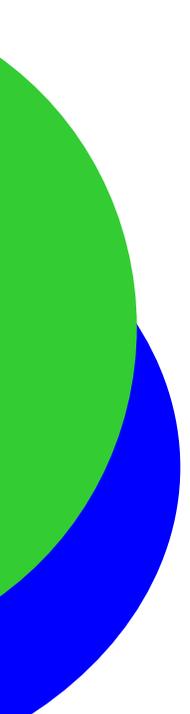
- “Cardless” flexible payment process.
- For meeting related and lodging expenses.
- Utilized with your existing contract procedures.
- Authorized by government agency accounting offices. (University , local government, State, etc.)
- Hotels, Conference and Convention Centers, Tradeshow, Job Fairs, etc.
- Restaurants and Caterers.
- Audio Visual, Telecommunications, Exhibit Space.
- Transportation and Shuttle Companies.



# What does this mean to you?

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- Hotels are paid at 100% upon an approved hotel folio
- Significantly reduce deposits and timely payment with MPA
- No payment delays with checks or purchase orders
- Better utilization of space with more than one unrelated department hosting meeting in a hotel (stack meetings)
- Hotels can target the available meetings for greater efficiency/value



# Why are we using the MPA?

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Develop strategic collaboration with hotel partners:

- Create a hotel program much-like the airlines and car rental programs
- Drive savings for meetings & conferences
- Leveraging the data to identify locations and spend by each department for better negotiations
- Better quality of meeting at lower cost by stacking meetings and working with unrelated state departments

# MANAGEMENT MEMO

SUBJECT:

**PAYMENT PROCESS FOR MEETING, CONFERENCE, AND  
EVENT RELATED EXPENSES**

REFERENCES:

NUMBER:

**MM08-08**

DATE ISSUED:

JULY 1, 2008

EXPIRES:

UNTIL RESCINDED

ISSUING AGENCY:

GENERAL SERVICES

## PURPOSE

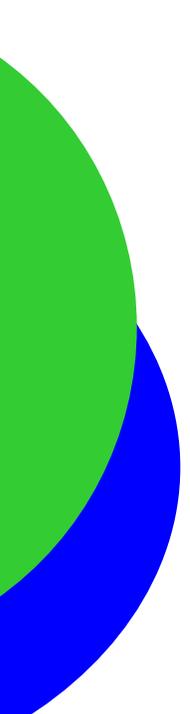
This Management Memorandum announces the new payment process for the contracting of state meetings, conferences and events. The American Express Payment system will now be the only authorized form of payment. This will provide meeting, conference and event data that will enable the state to effectively negotiate cost savings with the lodging and industry vendors.

## HISTORY

The Department of General Services (DGS), Office of Fleet & Asset Management (OFAM), entered into a contract with American Express to consolidate the State's travel expenditures. Contract benefits include:

- Travel and meeting assistance
- Lower costs and increased value of service
- Increased efficiency of the entire meeting, conference and event management process
- Improved consistency in contracting, reconciliation and payment

The American Express Payment System will consolidate the meeting, conference and event charges onto a single statement for improved accountability and will streamline the payment process. There is no cost to use the American Express Payment System.



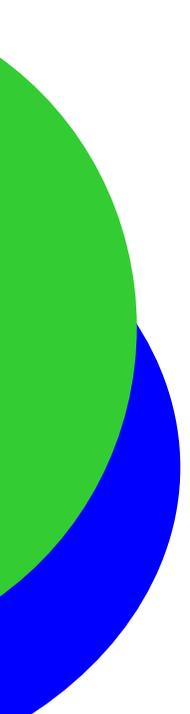
## **POLICY**

Effective immediately, payment for all State-conducted meetings, conferences, events, seminars, workshops, off-sites, presentations, training, examination locations, forums, public hearings, trade shows, and job fairs when conducted at a lodging or event establishment shall be made utilizing the American Express Payment System Meeting Planners Account (MPA).

Authorized meeting and event expenses include but are not limited to:

- Meeting space for hotel, conference and convention centers
- Exhibit space
- Conference meals
- Hotel business services (faxing, photocopying)
- Audio visual and telecommunications rentals and services
- Meeting planner consultant fees
- Air transportation
- Ground transportation including shuttle companies and car rentals

The DGS is dedicated to assisting departments with the training needed for the payment of all meetings, conferences and events with the MPA. In 2008, DGS will establish a new Meeting & Conference Office to assist departments with their travel and planning needs. This office will work with vendors to get the best value possible and to continually improve options.



**PROCEDURE** For all meeting and event contracts between the State of California and a lodging and/or meeting industry vendor, the contract must include the American Express Payment System (MPA) as the method of payment. If you do not currently have an existing MPA for your department or agency, please contact Shawn Campbell at American Express for assistance. Additional information may be found at [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov)

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**AMERICAN EXPRESS CONTACT** Shawn Campbell, Dedicated Account Representative  
State Hotel Programs Coordinator  
(877) 302-4413  
[Shawn.T.Campbell@aexp.com](mailto:Shawn.T.Campbell@aexp.com)

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**DGS CONTACT** Donna Carey, Statewide Travel Manager  
DGS Statewide Travel Program  
(916) 376-3998  
[Donna.Carey@dgs.ca.gov](mailto:Donna.Carey@dgs.ca.gov)

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**ADDITIONAL RESOURCES** The DGS and American Express jointly produce the California Government Travel and Lodging Guide. The guide assists employees in the selection of lodging, meeting planning services and business traveler assistance and can be found at the following [www.catravelmart.com](http://www.catravelmart.com)

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**SIGNATURE** Original signed by Will Bush, Director

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Will Bush, Director  
Department of General Services

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# California Meeting Management Program

*One-Stop shop for successful meetings and conferences!*

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The California Meeting Management Program (CMMP) was established to assist State agencies, departments, commissions and boards, universities and the like in securing suitable space for meeting and conferences, conventions, events, seminars, presentations, trainings, workshops, examinations, forums, award programs, ceremonies, and public hearing facilities in the most cost effective and efficient manner.

# California Meeting Management Program

*One-Stop shop for successful meetings and conferences!*

**Let CMMP Staff do the work for you!**

The California Meeting Management Program provides experienced meeting professionals to assist with your meeting and conference needs and requirements.

# California Meeting Management Program

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Complete all contract and related paperwork

Participate on planning committees to provide guidance and insight on efficient meeting planning strategies

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Maintain database history of all meetings and summary of related costs

**Coming Soon!**

Online-registration

Conference website development

# California Meeting Management Program

## **Department of General Services**

California Meeting  
Management Program  
707 Third Street, MS 600  
West Sacramento, CA 95605

[www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov)



Department of General Services  
State of California

# California Meeting Management Program

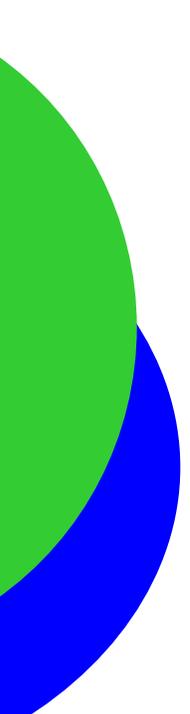
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# QUESTIONS?

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