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**Date:** January 18, 2013

**To:** Administrative Deputies and Travel and Meeting Coordinators  
All State Agencies

**From:** Brent J. Jamison, Chief  
Office of Fleet and Asset Management  
Department of General Services

**Subject:** California Meeting Management Program – Service Discontinuance

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This memorandum is to notify you that, effective July 1, 2013, the Department of General Services (DGS) will be eliminating its California Meeting Management Program (CMMP) and will no longer provide meeting management services.

As a result of this upcoming change in service, CMMP will not be accepting any new requests for the planning of future meetings and events. Additionally, agencies with future meetings and/or events that are actively being planned by CMMP can expect to be contacted shortly by their Meeting and Conference Specialist. CMMP Specialists will provide updates as to the status of each meeting or event being planned, and will work with our client agencies to identify any necessary transfer of responsibilities.

Please be assured that we will make every effort to ensure that there are no disruptions to any meetings or events that CMMP may be planning on behalf of your agency. Our goal is to make this transition as seamless as possible and to provide you with excellent customer service during this process.

It is important to note that this change in service will not have an impact on the DGS Statewide Travel Program. The Statewide Travel Program will continue to assist government travelers' needs by providing efficient and cost-effective travel services to government entities.

For additional information or updates on the elimination of the CMMP, please visit the STP website at [www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel), or direct your questions to OFAM Assistant Chief Gary Fujii at (916) 928-2519.

Sincerely,



BRENT J. JAMISON, Chief  
Office of Fleet and Asset Management