

# 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.

## CMMP Vision Statement!

The California Meeting Management Program provides superior service to our clients while achieving quantitative cost savings for the State.

## CMMP Mission Statement!

The California Meeting Management Program provides conference and meeting related services that streamline processes and improve efficiency as well as ensure compliance with State regulatory laws and guidelines. As the meetings industry and technology solutions mature, this program will evolve by adding services and refining existing components.

## Department of General Services

Statewide Travel & Meeting  
Management Program  
707 Third Street, MS 600  
West Sacramento, CA 95605  
[www.dgs.ca.gov/travel/meetings.aspx](http://www.dgs.ca.gov/travel/meetings.aspx)  
REV 8.10.12

The California Meeting Management Program (CMMP) was established to assist State agencies, departments, commissions, boards, 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.

## The CMMP provides the following services:

- Obtain bids and negotiate as necessary for all aspects of meetings, including meeting space, group lodging, group meal functions, audio/visual equipment, group transportation and reduced parking rates
- Ensure compliance with State regulatory laws and guidelines
- Conduct facility site inspections and assist with the site selection
- Complete all contract and related paperwork
- Participate on planning committees to provide guidance and insight on efficient meeting planning strategies
- Provide on-site logistics
- Act as the single point of contact with the hotel for meeting flow, security, banquet events, ADA compliance, emergency procedures, and final billing
- Reconcile and recommend approval of invoices for payment
- Maintain database history of all meetings and summary of related costs

## Coming Soon!

- Online-registration
- Conference website development

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