

WORKSHOPS: 1ST SERIES

Workshop I:

Accidents, Liabilities, Insurance Affecting our State Travelers

Room 202

Vince Santucci and Pete Kalisky

When you drive your personal vehicles, state vehicle or rental car on official state business, what are the requirements should an accident occur? Which forms must be completed and is a police report required? Will I be liable or will my department? When is it appropriate to buy additional insurance? All your questions answered in this lively interactive session.

Workshop II:

Greening the Travel Industry

Room 204

Bahia Abdallah, Kelly May, Lori Wasson, Jeff Haag, Lisa Holmes, Doug Browne

The *Carbon Footprint* and how the travel industry is developing innovative solutions to conserve the environment when traveling on state business. Learn the components of traveling green and reducing emissions from airlines and rental cars. The Green Lodging program will address what the hotel industry is doing to conserve our natural resources. This panel of experts discusses the State's new initiatives. American Express discusses how they are reducing their carbon footprint by providing on-line invoices instead of paper.

Workshop III:

Voyager Fuel Card

Room 203

Adam Bruttell

The Voyager fuel card provides level I, II and III data that can prevent misuse of your departments fuel card. Secure 24/7 access to functionality streamlines processes, drives savings, maximizes control and ensures compliance with the state's transportation policies. New technology, including Fleet Commander On-line and new value added services, round out this informational workshop.

WORKSHOPS: 2ND SERIES

Workshop I:

Security on the Move

Room 202

Teresa Soria and Michael Van Meter

Join the DGS Information Security Office as they create a security-aware culture. Learn best practices when traveling with mobile devices such as laptops, Blackberries, PDAs. Apply information security and privacy best practices required by State and Federal laws to guarantee integrity, confidentiality and availability of organization assets.

Workshop II:

New Directions for Government Meetings

Room 204

Pamala Corona, CMP, CGMP, Dana Ohmann, CGMP, Shawn Campbell

The California Meeting Management Program was established to assist state agencies, departments, commissions and boards to secure suitable meeting and conference facilities in the most cost effective and efficient manner. The recent Management Memo 08-08 provided a new policy for meetings and conferences. This informative panel discussion addresses the newly created partnership with the State of California and the hotel industry which results in cost savings and added value for state departments.

Workshop III:

Show Me the Money

Room 203

Elizabeth Cornell

Do you know the steps for processing your department's claim schedules. From travel claims to the payment of CAL-Card and American Express invoices, learn common errors encountered by the State Controllers Office. The SCO provides helpful tips and shows the common issues that cause claim schedule reductions or rejections.