

# Meeting Management Resources

## State Resources

- Departmental internal contracting/procurement office, business services office, legal office, etc.
- California Human Resources (CalHR) Travel guidelines and human resource issues
  - Travel Reimbursements  
<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>
  - Bargaining Unit Contracts  
<http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>
  - Travel Rules under the Code of Regulations for Represented Employees  
<http://www.calhr.ca.gov/employees/Pages/travel-rules-represented.aspx>
  - Travel Rules under the Code of Regulations for Excluded Employees  
<http://www.calhr.ca.gov/employees/Pages/travel-rules-excluded.aspx>
- CA Code of Regulations  
<http://ccr.oal.ca.gov/linkedslice/default.asp?SP=CCR-1000&Action=Welcome>
- State Contracting Manual [www.dgs.ca.gov/ols/Resources/StateContractManual.aspx](http://www.dgs.ca.gov/ols/Resources/StateContractManual.aspx)
- Master Service Agreements  
[www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements.aspx](http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements.aspx)
- Small Business/DVBE certifications  
[www.bidsync.com/DPXBisCASB](http://www.bidsync.com/DPXBisCASB)
- Management Memo 08-08  
[http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM08\\_08.pdf#search=management%20memo%2008-08&view=FitH&pagemode=none](http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM08_08.pdf#search=management%20memo%2008-08&view=FitH&pagemode=none)
- DGS State-owned Conference Rooms  
<http://www.dgs.ca.gov/resd/Programs/BuildingPropertyMgmt/ConferenceRooms.aspx>
- Caltravelstore  
<http://www.caltravelstore.com/>
- Office of Risk and Insurance Management  
<http://www.dgs.ca.gov/orim/Home.aspx>

## Meeting Organizations

- California Society of Association Executives (CalSAE)  
[www.calsae.org](http://www.calsae.org)
- Convention Industry Council (CIC)  
<http://www.conventionindustry.org/index.aspx>
- Meeting Professionals International (MPI)  
[www.mpissn.org](http://www.mpissn.org)
- Professional Convention Management Association (PCMA)  
[www.pcma.org/](http://www.pcma.org/)
- Society of Government Meeting Professionals (SGMP)  
[www.sgmpsac.org](http://www.sgmpsac.org)

## ADA Useful Links

- Sign Language Interpreting

- <http://www.cdss.ca.gov/cdssweb/PG1952.htm>
- Captioning Services  
<http://www.cdss.ca.gov/cdssweb/entres/pdf/ODA/CaptioningServices.pdf>
- CA Department of Rehabilitation for Americans with Disabilities Act (ADA) issues  
[www.dor.ca.gov](http://www.dor.ca.gov)
- California Disability Access Information  
<http://www.dor.ca.gov/DisabilityAccessInfo/>
- California State Independent Council (SILC)  
<http://www.calsilc.org/>

## Miscellaneous

- Meeting Space Calculator  
<http://www.hotelplanner.com/Common/Popups/SpaceCalculator.cfm>
- Meeting Process Outline (PDF)
- Bagley-Keene Open Meeting Act of 2004  
<http://oag.ca.gov/open-meetings>
- Brown Act  
[http://ag.ca.gov/publications/2003\\_Intro\\_BrownAct.pdf](http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf)
- U.S. Environmental Protection Agency - "Green" Meetings
  - <https://www.epa.gov/greenerproducts/identifying-greener-meetings-and-conferences>  
[Green Meetings](#)

## Hotels

- Best Western  
[www.bestwestern.com](http://www.bestwestern.com)
- Carlson Hotels  
[www.carlson.com](http://www.carlson.com)
- Intercontinental Hotel Group  
[www.crowneplaza.com](http://www.crowneplaza.com)
- Destination Hotels  
[www.destinationhotels.com](http://www.destinationhotels.com)
- Hilton Worldwide  
[www.hiltonworldwide.com](http://www.hiltonworldwide.com)
- Hyatt National Sales  
[www.hyatt.com](http://www.hyatt.com)
- Marin Management Inc.  
<http://destinations.hotelpros.biz>
- Marriott Hotels  
Nina Lemke, Account Executive  
[nina.lemke@marriott.com](mailto:nina.lemke@marriott.com)  
[www.marriott.com](http://www.marriott.com)
- Oxford Suites  
[www.oxfordsuites.com](http://www.oxfordsuites.com)

- Red Lion Hotels Corporation  
[www.redlion.com](http://www.redlion.com)
- Starwood Hotels & Resorts of California  
<http://www.starwoodhotels.com>
- Choice Hotels  
[inside\\_sales@choicehotels.com](mailto:inside_sales@choicehotels.com)

## **Convention & Visitors Bureaus (CVB)**

- The Convention Visitor Bureaus & Tourism Directory Since 1998  
<http://conventionbureaus.com/>
- Anaheim/Orange County CVB  
<http://anaheimoc.org/>
- Bakersfield CVB  
<http://www.visitbakersfield.com>
- Berkeley CVB  
<http://www.visitberkeley.com>
- Calaveras VB  
<http://www.visitcalaveras.org/info@gocalaveras.com>
- Fairfield CVB  
<http://www.californiafairfield.com>
- Fresno CVB  
<http://www.playfresno.org>
- Irvine CVB  
[www.destinationirvine.com](http://www.destinationirvine.com)
- Lodi CVB  
<http://www.visitlodi.com/sales@visitlodi.com>
- Long Beach CVB  
[www.visitlongbeach.com](http://www.visitlongbeach.com)
- Los Angeles CVB  
<http://www.discoverlosangeles.com/tourism/meeting-professionals>
- Marin CVB  
<http://www.visitMarin.org>
- Modesto CVB  
<http://www.visitmodesto.com/meetings@visitmodesto.com>
- Monterey CVB  
[www.MeetInMonterey.com](http://www.MeetInMonterey.com)
- Newport Beach CVB  
<http://visitnewportbeach.com>
- North Lake Tahoe CVB  
<http://www.gotahoenorth.com>
- Oakland CVB  
<http://visitoakland.org/>

- Ontario CVB  
<http://www.ontariocc.com>
- Palm Springs CVB  
<http://www.Palmspringsusa.com>
- Pasadena CVB  
<http://www.visitpasadena.com>
- Placer Valley Tourism  
<http://www.placertourism.com>
- Redding CVB  
[www.visitredding.com](http://www.visitredding.com)
- Richmond CVB  
[www.visitrichmondCa.com](http://www.visitrichmondCa.com)
- Riverside CVB  
<http://www.riversidecb.com>
- Sacramento CVB  
[www.discovergold.org](http://www.discovergold.org)
- San Diego CVB  
[www.sandiego.org](http://www.sandiego.org)
- San Francisco CVB  
[www.sanfrancisco.travel](http://www.sanfrancisco.travel)
- San Jose CVB  
[www.sanjose.org](http://www.sanjose.org)
- San Luis Obispo CVB  
<http://www.sanluisobispo.com>
- San Mateo CVB  
<http://www.visitsanmateocounty.com>
- Santa Clara CVB  
[www.santaclara.org](http://www.santaclara.org)
- Santa Cruz CVB  
<http://www.santacruzcounty.travel>
- Sonoma County Tourism  
<http://www.SonomaCounty.com>
- Stockton CVB  
<http://www.CelebrateStockton.com>
- Tri Valley CVB  
<http://www.trivalleycvb.com>
- Vallejo CVB  
<http://www.visitvallejo.com/>
- Ventura CVB  
<http://www.ventura-usa.com>
- Visalia CVB  
[www.visitvisalia.org](http://www.visitvisalia.org)
- Yolo County CVB  
<http://www.yolocvb.org>

- Yosemite Sierra CVB  
[www.yosemitethisyear.com](http://www.yosemitethisyear.com)