

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.

How the CMMP Staff partners with State Agencies and Suppliers!

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

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California Meeting
Management
Program

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REV 1/7/09

Information for Meetings Industry Suppliers



California
Meeting
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Statewide Travel & Meeting Management Program (STAMMP)

On July 1, 2008, DGS Office of Fleet and Asset Management's Statewide Travel and Meeting Management Program became operational. The program has two segments; the California Meeting Management Program (CMMP) and the Statewide Travel Program.

The CMMP was established to assist State agencies, departments, commissions, boards, universities and the like in securing suitable space for meetings and conferences in the most cost effective and efficient manner. The CMMP will also assist State agencies with incorporating the newly mandated American Express Meeting Planners Account for payment to the meeting industry suppliers.

The Statewide Travel Program assists State employees with their travel needs by obtaining the most economical rates available through the use of contracted travel-related services for airfare, car rentals and travel agencies.

California Meeting Management Program (CMMP) provides the following services to State funded agencies:

FREE 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
 - 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
- Review/reconcile and approve invoices for payment assuring compliance with Management Memo (MM) 08-08
- Maintain database history of all meetings and summary of related costs



Board meeting

- 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 meeting industry supplier for;
 - Meeting flow
 - Security
 - Banquet events
 - ADA compliance
 - Emergency procedures
 - Final billing

Coming Soon!

- Online-registration
- Conference website development



Theater seating

Most importantly our FREE SERVICES enable Department staff to focus on the content of their meeting!