



## **WELCOME**

It is a pleasure to welcome you to the California Department of General Services *New Directions* Travel and Transportation Conference. This one-day event is designed to promote an environmentally friendly approach to travel for employees conducting business on behalf of the State of California.

Educational workshops are scheduled throughout the day, featuring topics such as Accidents, Liabilities, Insurance Affecting our State Travelers; Greening the Travel Industry; Voyager Fuel Card; Information Security & Privacy; New Directions for Government Meetings; and Show Me the Money. Delivering what promises to be an energetic keynote address at lunch is comedian, actor and writer Jack Gallagher. Trade show exhibitors will have an opportunity to showcase their products and services that are proven to have a minimal impact on the environment and dramatically reduce a traveler's carbon footprint.

The Travel Green Conference & Trade Show is expected to attract more than 500 government business travelers, including those involved in purchasing, contracts, and travel coordination such as fleet managers, accounting and fiscal officers, business service officers, travel coordinators, and meeting and conference planners.

On behalf of the Statewide Travel Program and the Office of Fleet and Asset Management, thank you for your participation. Enjoy your day and be energized with education knowing that you are contributing to the greening of California.

Sincerely,

**KATHY HICKS**

Chief, Office of Fleet and Asset Management



## AGENDA

EVENT	TIME	ROOM
<b>Registration</b>	7:00 a.m.–8:30 a.m.	Exhibit Hall A Foyer
<b>Welcome</b> Greg Sandin ( <i>Master of Ceremonies</i> ) Rosario Marin, Will Bush, Kathleen Webb, Kathy Hicks	8:30 a.m.–9:00 a.m.	3rd Floor Ballroom
<b>Educational Breakouts:</b> Workshop I—Accidents, Liabilities, Insurance Affecting State Travelers Workshop II—Greening the Travel Industry Workshop III—Voyager Fuel Card	9:15 a.m.–10:15 a.m.	Room 202 Room 204 Room 203
<b>Break</b>	10:15 a.m.–10:45 a.m.	
<b>Educational Breakouts:</b> Workshop I—Security on the Move Workshop II—New Directions for Government Meetings Workshop III—Show Me the Money	11:00 a.m.–12:00 p.m.	Room 202 Room 204 Room 203
<b>Lunch with Keynote Speaker</b> Jack Gallagher	12:15 p.m.–1:45 p.m.	3rd Floor Ballroom
<b>Trade Show</b>	2:00 p.m.–4:00 p.m.	Exhibit Hall A



## **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.