



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: July 8, 2011

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)
Small Business and DVBE Advocates
Agency Telecommunications Representative (ATR)**

RE: Invitation to July 21, 2011 State Department Customer Forum

The Department of General Services, Procurement Division (DGS/PD) invites you to the upcoming Procurement Division State Department Customer Forum on Thursday, July 21, 2011 from 9:00 AM to 11:30 AM in the DGS Auditorium. The Customer Forum will also be available via webinar. To participate via webinar, see the instructions on the following page.

The agenda for the Customer Forum will soon be available at:

<http://www.dgs.ca.gov/pd/Programs/OSDS/CommunicationsOutreach.aspx>

Seating is limited; please click the link below to register.

Registration will be open until July 19, 2011 **or** until we reach capacity:

Note: You can only submit one registration per email address.

<http://www.applications.dgs.ca.gov/pd/cssibid/RegisterIntro.asp?EventID=290>

If you have any questions regarding this notification, please contact:

Judy Burnett
(916) 375-4578
Judith.burnett@dgs.ca.gov

Americans with Disabilities Act (ADA): It is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with disabilities requiring reasonable modification to participate in the meeting/training should **provide their request to Judith Burnett at Judith.burnett@dgs.ca.gov or 916-375-4578**. You may also contact the Procurement Division main office at (916) 375-4400 or the **Procurement Division TTY** (West Sacramento) at (916) 376-1891, **California Relay Service** at 1-800-735-2922 or 1-888-877-5379; TTY at 1-900735-2929 or 1-888-877-5378, Speech to speech at 1-800-854-7784. It is recommended that DGS receives the request **at least six working days prior to the event.**

State Agency Customer Forum Webinar Instructions

DGS has invited you to attend an online meeting using Microsoft® Office Live Meeting service.

[Join the meeting](#)

AUDIO INFORMATION

Computer Audio

To use computer audio, you need speakers and a microphone, or a headset.

FIRST-TIME USERS

To save time before the meeting, [check your system](#) to make sure it is ready to use Office Live Meeting.

IMPORTANT: To listen to this webinar, you **MUST** have computer speakers or a headset connected to your computer. A microphone is not necessary but is recommended to ask questions. Please test your audio in advance or contact your IT help desk for support.

TROUBLESHOOTING

Unable to join the meeting? Follow these steps:

1. Copy this address and paste into your web browser:
<https://www112.livemeeting.com/cc/dgsotr/join>
2. Copy and paste the required information:
Meeting ID: JN5KKR
Entry Code: tXQk8?\$kt
Location: <https://www112.livemeeting.com/cc/dgsotr>

If you still cannot enter the meeting, [contact support](#).

NOTICE

Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.