



CalJOBSSM USER GROUP MEETING APRIL 2017

The Workforce Services Branch (WSB) invites Local Workforce Development Area (Local Area) Management Information System Administrators and Alternates, Employment Development Department (EDD) Single Points of Contact/Ambassador, and other Local Area/EDD Staff who would benefit from the information being provided to attend the upcoming CalJOBS User Group Meeting. This meeting will be held at the following location on April 18 and 19, 2017:

Holiday Inn Sacramento Downtown - Arena
300 J Street
Sacramento, CA. 95814
916-446-0100

The draft agenda and breakout session overview are attached.

Registration

Complete the [Online Registration Form](#) to register for the Spring 2017 CalJOBS User Group Meeting. The online registration website is open through March 28, 2017. You will receive a confirmation email from Eventbrite when registration is complete.

Contact the CalJOBS Training Team at CalJOBSTrainingTeam@edd.ca.gov if you need assistance with registration.

Space Limitations

As we will have a presentation dedicated to both financial management and the Eligible Training Provider List, we will guarantee a place for four representatives from each Local Area to attend the meeting. Additionally, we will reserve a place for 15 representatives from each of the WSB Field Divisions, and two representatives from Non-Local Areas (EDD Direct Subrecipients and Non-Local Areas). We will begin approving the waiting list on March 29, 2017. If additional representatives would like to be added to the waiting list, complete the CalJOBS User Group Meeting Spring 2017 *Waiting List Registration Form* attached below, and submit it to CalJOBSTrainingTeam@edd.ca.gov. You will receive a confirmation email from Eventbrite when space becomes available, after the registration period is complete.

Room Reservations

Room reservations must be made directly with the Holiday Inn Sacramento Downtown – Arena before March 28, 2017, to guarantee you receive the special group rate. Reservations can be made in one of two ways:

- Call 916-446-0100 and mention the Group Code “QCJ”
- Use the [Online Reservation Website](#)

A block of rooms has been reserved with a special room rate of \$95 per night plus tax. The hotel will offer this rate for the night of April 17, 2017, for attendees who will be traveling on the day prior to the meeting, and the night of April 19, 2017, for those who will be traveling the day after the meeting.

Check-In time is 3 p.m., and Check-Out time is 12 p.m.

If you stay as a guest at the hotel, there is \$16 overnight parking located at the garage next to the hotel (the West Premium Garage).

Airport shuttle transportation to and from the Sacramento International Airport is approximately \$13 per person through [Super Shuttle](#).

If you are not staying as a guest and need daily/hourly parking, there is only paid parking near the hotel. Additionally, there are several parking lots and garages located within walking distance of the hotel, with rates and availability subject to change.

If you have any questions regarding this notice, please contact Rianna Rose, CalJOBS Education and Development Unit, at 916-654-6226 or Rianna.Rose@edd.ca.gov.

We look forward to seeing you in Sacramento.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Draft Agenda April 2017: CalJOBS User Group Meeting](#)
2. [Draft Breakout Session Overview](#)
3. [Waiting List Registration Form](#)