



**Northern California City Clerks Association (NCCCA)  
Division/Business Meeting**

**HOST CITY:** San Mateo, California – Norma Gomez, City Clerk

**WHEN:** Friday, November 19, 2010

**WHERE:** Poplar Creek Golf Course  
1700 Coyote Point Drive, San Mateo, CA  
(Please refer to [www.mapquest.com](http://www.mapquest.com) for driving directions)

**BOARD MEETING** 8:00 a.m. – 8:45 a.m.  
**REGISTRATION:** 8:30 a.m. – **Assortment of pastries, juices and hot beverages**

**PROGRAM:** 9:00 a.m. – 12:00 p.m.  
**Harnessing the Power of Persuasion:  
Tools for Effective Writing and Speaking to Enhance Job Performance**

**PRESENTER:** Kristine Carroll, Speech and Communications Instructor  
Ohlone Community College, Fremont

**LUNCH & BUSINESS MEETING:** 12:00 p.m. – 1:00 p.m. - **Business Meeting**

**IIMC Credits (.75 CMC/MMC Certification Point)**

**(Detach and mail portion below with your check for \$40 or \$25, made payable to NCCCA)**

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**LUNCH:** Buffet: Mixed Green or Caesar Salad, Citrus Tarragon Chicken, Grilled Salmon, Rice Pilaf and Sauteed Vegetables. Chef's choice dessert.

**PARKING:** CONVENIENT PARKING ON SITE

**DEADLINE:** NOVEMBER 12, 2010. No cancellations after that date.  
*Reservations made and not canceled by stated deadline will be billed.*

\_\_\_\_\_ I will attend the NCCCA meeting and luncheon. Enclosed is my check for \$40 per person.

\_\_\_\_\_ I will attend the NCCCA meeting but will not eat lunch. Enclosed is my check for \$25 per person.

\_\_\_\_\_ I will attend the meeting and will pay at the door: (*circle one*) \$40 to include lunch **OR** \$25 for the meeting only.

Name/Title: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

New City Clerk \_\_\_\_\_ First Meeting \_\_\_\_\_

Mail to: Norma Gomez, City Clerk  
ngomez@cityofsanmateo.org  
330 W. 20<sup>th</sup> Ave.  
San Mateo, CA 94403-1338  
WK: (650) 522-7040  
FAX: (650) 522-7041

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**HOTEL INFORMATION**

A block of rooms has been reserved for November 18-20 at group rate of \$89 per night & 12% occupancy tax and \$2 tourism tax at the:

Holiday Inn & Suites  
330 N. Bayshore Boulevard  
San Mateo, CA 94401  
(650) 344-3219  
[dos@hisanmateo.com](mailto:dos@hisanmateo.com)

[www.hisanmateo.com](http://www.hisanmateo.com)

Anyone interested should refer to the “City of San Mateo” when making the reservation.

The cutoff date for this discount is November 12, 2010.

This hotel is next to the Poplar Creek Golf Course





# Holiday Inn & Suites

SAN MATEO - SFO



## PROPERTY CODE

SFOSM

## CONTACT

Direct Dial 650.344.3219  
Facsimile 650.344.9012  
Reservations 888.465.4329  
Sales dos@hisanmateo.com  
GM gm@hisanmateo.com

## ADDRESS

330 N. Bayshore Blvd.  
San Mateo, CA 94401

**LATITUDE**      **LONGITUDE**  
37.5785421      -122.3216796

**CHECK-IN**      **CHECK-OUT**  
03:00 PM      11:00 AM

## WEBSITE

www.hisanmateo.com

## GDS

Amadeus SFO491  
Apollo 21209  
Sabre 27771  
Worldspan 1169

## FEMA ID

CA0906



## LOCATION

We are centrally located to both downtown San Francisco and San Jose. We are within minutes of San Francisco International Airport (SFO).

## FACILITIES & SERVICE

- 110 non-smoking spacious guest rooms and suites
- Largest rooms in the Bay Area
- Accessible rooms available
- 4 Floors, 2 Elevators
- Bistro 330 Restaurant & Bar on premises
- Indoor whirlpool and sauna
- Fitness Center
- Free Parking
- Guest Laundry
- Business Center
- Free Wireless High Speed Internet access throughout hotel
- Multi-Lingual Staff
- Complimentary airport shuttle service available to SFO

## ROOMS & SUITES FEATURE

- Wireless High Speed Internet Access
- 32 inch LCD television
- Two telephones per room, voicemail and data port
- Expanded cable TV with HBO
- Premium bedding with pillow-top mattresses
- Complimentary coffee and tea
- Suites with refrigerator and microwave
- Iron, Ironing board and hairdryer
- Natural stone countertops
- KidSuites® available featuring two twin beds and separate room with a king bed
- 20 various suites including Boardroom Suites, Presidential Suite and some with fireplaces and sofas
- Suites feature wet bar

## MEETING SPACE

- 4 Meeting Rooms
- 2552.81 ft<sup>2</sup>/ 237.16 m<sup>2</sup> of Meeting Space
- 1 Sales & Meeting Professionals On Site
- Largest Room Capacity: 110 Reception Style
- Largest Room Measurements: 44.0 ft/13.41 m x 25.0 ft/7.62 m
- Smallest Room Capacity: 12 Boardroom Style
- Smallest Room Measurements: 23.0 ft/7.01 m x 15.0 ft/4.57 m (ceiling height = 8.0 ft/2.44 m)
- 1100 ft<sup>2</sup>/ 102.19 m<sup>2</sup> of exhibit space
- 12 - 8'x10' Booths can be accommodated
- Full Catering Available

## DINING

- Bistro 330 Restaurant and Bar on premises  
Breakfast Hours: 6 am - 10 am  
Dinner Hours: 5 pm - 10 pm
- Room service available from Bistro 330

## RECREATION

- Fitness Center with LCD television featuring two elliptical machines, treadmill, bike and weight station
- Indoor whirlpool and sauna
- Golf Course, driving range, and tennis courts nearby

## SURROUNDING ATTRACTIONS

- Downtown San Mateo (1 MI / 1.61 KM )
- Caltrain Station (1 MI / 1.61 KM )
- The Bay (1 MI / 1.61 KM )
- Poplar Creek Municipal Golf Course/Coyote Pt Park (0.5 MI / 0.8 KM )
- Bart Station (2.5 MI / 4.02 KM )
- Hillsdale Shopping Mall (3 MI / 4.83 KM )
- SFO Intl Airport (4.0 MI / 6.44 KM )
- Candlestick Park (12 MI / 19.31 KM )
- Paramount Great America (20 MI / 32.19KM )
- San Francisco / Pier 39 (22 MI)

## LOYALTY AND REWARDS

- Priority Club Rewards: Club Level, Gold Elite, Platinum Elite and InterContinental® Ambassador
- Priority Club Meeting Rewards
- Points that never expire and no blackout dates for Reward Nights