



WASHINGTON COUNTIES RISK POOL

2022 SUMMER CONFERENCE & BOARD OF DIRECTORS' MEETING

HILTON VANCOUVER WASHINGTON

301 W 6th St | VANCOUVER, WA 98660 | [MAP](#)

FREQUENTLY ASKED QUESTIONS

Question: What steps are the WCRP taking to meet COVID-19 safety precautions?

Answer: The WCRP is committed to meeting guidelines provided at state, local, and venue levels. With restrictions and protocols changing and evolving as the pandemic persists, we will provide more details as to how this will look closer to the conference.

Question: Will the event be held in a virtual or hybrid setting?

Answer: No, the 2022 Summer Conference and Board Meeting will be held in person at the Hilton Vancouver Washington. There are no plans to have a hybrid or virtual event.

Question: What is the deadline to register and book lodging?

Answer: There is no set deadline to register for the event, but it is highly encouraged to register as soon as possible! The deadline to book lodging within the room block at Hilton Vancouver, is **Friday, June 17th or until depleted**. Please be sure to book your lodging prior to the rooming cut-off date.

Question: Are there any fees associated with the hotel booking I should be aware of?

Answer: The first night's stay will be charged at time of booking and is refundable up to 3 days in advance of arrival. An authorization hold will be processed at check-in for the amount of the room, tax, parking and incidentals. The final cost will be charged at check out.

Question: What options are there for parking?

Answer: If staying overnight at the Hilton Vancouver, guests have access to the hotel's underground parking garage located on the south side of the building on Columbia Street, between 5th and 4th streets. Overnight parking rates are \$29 for self-parking and \$39 for valet parking (*reimbursement up to \$29/day*).

For those not staying overnight, daytime parking options include the Vancouver Center Parking Garage located on 6th street between Columbia and Washington streets, valet parking with Hilton Vancouver hotel, and on street parking (*reimbursement up to \$15/day*).



Question: What if I need to make changes to my registration for this event?

Answer: If you need to make any changes to the events you pre-registered for during the 2022 Summer Conference & Board Meeting, please email Member Services at MemberServices@wcrp.wa.gov with updated details.

Question: What if I need make changes or cancel my lodging accommodations?

Answer: For any and all changes/cancellations related to lodging, please contact Hilton Vancouver directly at (360) 993-4500. The first night's stay charged at time of booking and is refundable up to 3 days in advance of arrival. Cancellation fees are not eligible for reimbursement.

Question: Can I bring friends, family, or pets?

Answer: While the sessions and meetings are for members only, guests are welcome to accompany you in your hotel room and mealtimes provided by the WCRP. For any accompanying guests, a fee of \$10/pp for lunch and/or breakfast and/or receptions provided by the WCRP will apply. A fee of \$20/pp for the offsite dinner taking place Thursday evening will apply for additional guests. Please indicate if any guests and how many will be joining you during any of the WCRP provided mealtimes at registration to ensure proper head count. It is preferred that payment be made after the event, either by check issued to the WCRP, or by deducting the cost from your reimbursement totals on your Travel & Expense Voucher. At this time pets are not permitted at the hotel/venue.

Question: What are the details of the off-site dinner scheduled for Thursday evening?

Answer: Group transportation will be provided for WCRP attendees and any accompanying guests to and from the offsite dinner location. Those wishing to take advantage of the group transportation will be asked to promptly meet at the designated locations at the designated times (*more details to come*).

The offsite buffet style dinner will take place at The Cove located 3.5 miles from the hotel. The evening's events are tentatively scheduled to begin between 5:30pm-5:45pm. The reserved area is both indoor/outdoor, please consider weather conditions prior to departure and dress in layers if needed.

Those not participating in the group transportation will be responsible for their own travel arrangements back to the hotel (*any rideshare or taxi fees are not eligible for reimbursement*).



Question: What will the WCRP reimburse for the 2022 Summer Conference & Board Meeting?

Answer: The WCRP will reimburse attendees in accordance with the [Travel Reimbursement Guide](#). All costs being submitted for reimbursement will require accompanying receipts and documentation along with the completed [Travel & Expense Voucher](#). Please note details regarding the following reimbursements:

Travel/Lodging/Parking - Those traveling more than 50 miles one way, or those closer than 50 miles that are attending later afternoon/evening events followed by the next day's morning sessions, are eligible for lodging reimbursements. **Room charges and meals not provided at the event are to be paid by the attendee or county.** The WCRP will reimburse up to two nights lodging (Wednesday and Thursday) and overnight self-parking costs (up to \$29/night) for the Board Director, the Claims Administrator, and the Risk Manager based upon the Travel Reimbursement Guide and for only the days noted. For those not lodging overnight, daytime parking will be reimbursed up to \$15/day.

Meals - Meals provided by the WCRP are not eligible for meal cost reimbursement. Meals indicated on the agenda as "Dinner on your own" will qualify for reimbursement and will be subject to guidelines in the Travel Reimbursement Guide.

For any additional questions, please contact Member Services at

MemberServices@wcrp.wa.gov