

WCRP CONFERENCE & BOARD MEETING

SPRING 2023 | HOTEL MURANO | TACOMA, WA

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

A: No, the WCRP Conference & Board Meeting will be held in person at the Hotel Murano in Tacoma, Washington. There are no plans to have a hybrid or virtual event.

Q: Will printed materials be provided for the Board of Directors' Meeting?

A: No, printed materials will not be provided. Attendees are encouraged to bring county issued laptops or tablets to the meeting so they can follow along electronically. For those who do not bring a county issued device, the WCRP will have electronic tablets available for use during the meeting. If you think you will need to borrow a tablet, please let us know upon registration. If paper is preferred, attendees should print and bring meeting packet materials of their choosing. Board members can access the meeting packet online closer to the meeting date.

Q: What is the dress code for the in-person event?

A: The event will be held indoors with no specific dress code required. Attendees are encouraged to dress comfortably in typical workplace attire. Event space temperatures can fluctuate, and we recommend dressing in layers to ensure comfort while attending the event.

Q: Are attendees required to attend the entire event or can they select which days to attend?

A: While attendees are encouraged to attend the entire event, it is not a requirement. Attendees will select each portion of the event they plan to attend during registration. If there are questions about the event while registering, please email MemberServices@wcrp.wa.gov for assistance.

Q: What is the deadline to register and book overnight lodging?

A: The deadline to register for the conference and book lodging at the group rate closed as of March 8, 2023.

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

A: There is no charge at booking. A \$75 incidental + rate per night hold will be placed on your credit card at check-in. The final cost will be charged, and the hold will be released at check-out. The hold may take 5-7 business days to fall off, depending on your financial institution.

Q: What options are there for parking?

A: Both overnight and daytime attendees are to park in the hotel's designated parking lots to receive special attendee rates. Those staying overnight at the Hotel Murano will have complimentary parking while daytime attendees will receive a discounted rate of \$16/day.

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

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

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

A: Contact the Hotel Murano directly at (253) 238-8000 for assistance in cancelling or changing the reservation. Individual cancellations must be made at least 48-hours prior to arrival time to avoid same day cancellation/no-show fees of up to two night's room and tax. Cancellation fees are not eligible for reimbursement.

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

A: While the sessions and meetings are for members only, guests are welcome to accompany you in your hotel room and at mealtimes provided by the WCRP. A fee of \$10/pp for mealtimes provided by the WCRP will apply for any accompanying 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. Any associated pet fees are not eligible for reimbursement.

Q: Have more questions about the Hotel Murano?

A: Check out the Hotel Murano's own FAQ webpage located [here](#). Please note special/discounted rates apply for the WCRP event and may not be reflected on the hotel's website.

Q: What will the WCRP reimburse for the Conference & Board Meeting?

A: 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 – 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) for the Board Director, the Claims Administrator, and the Risk Manager based upon the Travel Reimbursement Guide and for only the days noted.

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

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

A: Attendee safety continues to be a priority for the WCRP. Per state & local mandates, masks will be welcomed at the conference but not required. Hand sanitizer and masks will be available onsite, along with a color system on name badges to indicate your personal comfort levels (green: handshakes approved; yellow: elbows only; red: greet from 6 feet).

If you are experiencing COVID-19 symptoms or have a known direct exposure, please do not attend the event, and contact Member Services to let us know you will not be attending.