

WCRP CONFERENCE & BOARD MEETING

SUMMER 2025 | THE MARCUS WHITMAN HOTEL | WALLA WALLA, WA

Q: Will the event be held virtually or in a hybrid format?

A: No. The WCRP Conference & Board Meeting will be held in person only at The Marcus Whitman Hotel in Walla Walla, Washington. There are no plans for a virtual or hybrid component.

Q: What is the dress code for the event?

A: There is no formal dress code. Attendees are encouraged to wear typical workplace attire and dress comfortably. As indoor temperatures may vary, dressing in layers is recommended.

Q: What is the deadline to register and reserve lodging?

A: The final day to register and book lodging at the group rate is Monday, June 30, 2025. Availability is limited and may sell out prior to this date—early booking is strongly encouraged.

Q: May I bring a guest to the event?

A: While conference sessions and meetings are for members only, guests are welcome to accompany you at the hotel and during WCRP-provided meals. Guest meal fees are as follows:

- \$15 per person for breakfasts, lunches, and receptions
- \$25 per person for dinners

Please indicate the number of guests attending meals during registration. Guest payments must be submitted post-event via check (payable to WCRP) or deducted from your Travel & Expense Voucher. For reimbursement questions, email accounting@wcrp.wa.gov.

Q: Do I need to attend the entire event?

A: No. Attendees can choose which sessions and meals to attend during registration. Accurate selections help us plan seating and meal counts. For changes or questions regarding your registration, contact Memberservices@wcrp.wa.gov.

Q: How do I access materials for the Board of Directors' meeting?

A: Meeting packets will be available online closer to the event. Attendees are encouraged to bring a county-issued laptop or tablet to view materials electronically. Tablets will be available on-site if requested at registration. Printed materials will not be provided, so those preferring hard copies should print and bring their own.

FOR ANY ADDITIONAL QUESTIONS, PLEASE CONTACT MEMBER SERVICES AT
MEMBERSERVICES@WCRP.WA.GOV

WCRP CONFERENCE & BOARD MEETING

SUMMER 2025 | THE MARCUS WHITMAN HOTEL | WALLA WALLA, WA

Q: Will sessions be recorded or materials shared afterward?

A: Sessions will not be recorded. Select presentation materials may be made available following the event at WCRP's discretion. Attendees will be notified if materials are shared post-event.

Q: Will continuing education or professional development credit be available?

A: WCRP can provide documentation of participation upon request. If you require proof of attendance for continuing education or training records, please email MemberServices@wcrp.wa.gov.

Q: Who can I contact during the event if I have questions or need help?

A: WCRP Member Services team will be available throughout the event to assist you. Look for staff members at the check-in table or around the conference venue if you need assistance. Feel free to call or text:

- Erin Konrady | Director of Member Services – (360) 764-0512
- Kaylee Benedict | Sr. Member Services Specialist – (564) 999-3301
- Chloe Hakola | Sr. Member Services Specialist – (360) 485-2433

Q: What if I need to update my registration details?

A: Please notify the Member Services team at MemberServices@wcrp.wa.gov with any changes to ensure accurate headcounts and accommodations.

Q: Are there any hotel booking fees to be aware of?

A: A credit card is required at booking and check-in. No deposit is charged upfront. At check-in, guests will be charged for the full stay, and a \$50 per night incidental hold will be placed, which is typically released 5–7 business days after check-out, depending on your financial institution.

Q: How do I cancel or change my lodging reservation?

A: Contact The Marcus Whitman Hotel directly at (509) 525-2200. They offer a 48-hour cancellation policy. Cancellations made within 48 hours of arrival date will result in a charge for one night's stay plus tax. For reservation-specific details, please review the cancellation terms in your confirmation email. Cancellation penalties are not reimbursable.

FOR ANY ADDITIONAL QUESTIONS, PLEASE CONTACT MEMBER SERVICES AT
MEMBERSERVICES@WCRP.WA.GOV

WCRP CONFERENCE & BOARD MEETING

SUMMER 2025 | THE MARCUS WHITMAN HOTEL | WALLA WALLA, WA

Q: Can I extend my stay before or after the event?

A: Attendees may contact the hotel directly to arrange an extended stay before or after the event. Please note that extensions are subject to availability and will be charged at the standard hotel rate. Any additional nights are at the attendee's own expense and are not eligible for reimbursement.

Q: Is parking available at the hotel?

A: Complimentary parking is available for overnight and day-use attendees:

- For Tower guests, use the smaller lot off Rose Street
- For West Wing and Conference Center, use the lot between 2nd and 3rd Streets

Q: Where can I learn more about The Marcus Whitman Hotel?

A: Visit the hotel's [official website](#) and [FAQ page](#) for details. Please note that WCRP's group rates may not be reflected on the hotel's general site.

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

A: The WCRP will reimburse attendees in accordance with the [Travel Policy](#) and [Travel Reimbursement Guide](#). All costs being submitted for reimbursement will need to be submitted **within 60-days** following the event and will require itemized accompanying receipts and printouts from an online mapping service for proof of mileage, along with a completed [Travel & Expense Voucher](#). Please note details regarding the following reimbursements:

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 reimbursement at the **single occupancy rate of \$180 per night**. Room charges are to be paid for by the attendee or county. The WCRP will reimburse lodging up to two nights (Wednesday and Thursday) for the Director and Alternate Director, and one night (Wednesday) for committee members and the appointed Claims Administrator and Risk Manager. Incidentals, additional guests and room enhancements are not eligible for reimbursement.

Meals will be provided by the WCRP during the event and are not eligible for meal cost reimbursement. Guests are welcome to accompany you at mealtimes provided by the WCRP, and fees will apply as follows: **\$15/person** for breakfasts/lunches/receptions and **\$25/person** for dinners. 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 counts. Payment for guests must 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.

Questions about reimbursements should be directed to accounting@wcrp.wa.gov.

FOR ANY ADDITIONAL QUESTIONS, PLEASE CONTACT MEMBER SERVICES AT
MEMBERSERVICES@WCRP.WA.GOV