



## Frequently Asked Questions Catalist National Conference February 23-25, 2020

### HOTEL

**What are the accommodation rates and how do I book a room?**

*The 2020 Seattle Catalist Conference will be held at Motif Seattle, a hotel in the core of downtown. Please see your registration confirmation email with the link to book your hotel room, or click [here](#).*

**What is the hotel registration cancellation policy?** *For the hotel cancellation policy, please refer to your hotel reservation confirmation or hotel website.*

**If I want to share a room to save on costs, but don't plan on traveling with a colleague, can you pair me with a roommate?** *Catalist cannot coordinate this, but we encourage you to post your request to the [Catalist Member-to-Member Discussion Forum](#) to find a roommate.*

**Is airport transportation to/from Motif Seattle provided?** *No, but Motif Seattle is easily accessed from Seattle-Tacoma International Airport via Link Light Rail, which has a station on the fourth floor of the airport parking garage. The Link Light Rail Service runs from 5 am to 1 am Monday-Saturday and 6 am to midnight on Sundays. At this station, trains arrive and depart every 6-15 minutes depending upon the time of day. The Link Light Rail station nearest Motif Seattle is the Westlake Center Station, a two-block walk. For more information please visit <http://www.soundtransit.org/>. Driving directions can be found [here](#). Motif Seattle has a garage with daily rates. For other options, see [Downtown Seattle Parking](#).*

### REGISTRATION

**What is the conference cancellation policy?** *Registration cancellations made after January 15, 2020 will be subjected to full forfeiture.*

*The Catalist conference registration cancellation policy is a full refund less a \$50 cancellation fee, if notice is received by January 15, 2020. Otherwise, payment is fully forfeited. All conference registration cancellation requests must be sent to [admin@catalistwomen.org](mailto:admin@catalistwomen.org). We are unable to accept transfers to another person.*

**Note:** *For the [hotel cancellation policy](#), please refer to your hotel confirmation or hotel website. Catalist and Washington Women's Fdn are not responsible for notifying the hotel of changes or cancellation of your reservation.*

**Can I register for a portion of the conference?** *A la carte registration will be offered, provided space is available.*

**What are the registration cost categories?** *All conference and registration information can be found on our [website](#).*

**Who is considered a member of Catalist and eligible for member rates?** *Member rates are available to anyone who is a member of a [Catalist Affiliate](#). Upon registration you will be asked to identify your affiliation. A list of eligible Catalist Affiliates is [here](#).*

**What if my organization becomes a member of Catalist after I have registered as a non-member?** *If your organization is considering joining before the conference, terrific! You may join [here](#). We recommend that you register after your organization joins Catalist in order to receive the member conference rates. Catalist will not refund the difference between non-member rates and member rates if your organization joins Catalist after you have registered, pursuant to the cancellation policy outlined above. In other words, organizations must join Catalist first in order to offer their members the affiliate registration rate.*

**Can I hold general registration spots at the member rate and fill in the names of attendees later?** *No, registrations must include the attendees' names and cannot be transferred.*

**What are the registration costs for non-members and for members after Early Bird member registration ends?** *Non-member registration is \$750. Registration rate for members is \$595.*

**Can I request special meals?** *We offer vegan, gluten free and vegetarian meals. If you have allergies please add them to the comments field but also tell your server.*

**When will the program be available? What can I expect in terms of breakout sessions?** *The full conference schedule is on the [PowerUP! 2020 webpage](#). This year we will be using an app – downloadable to your phone or tablet/iPad -- for all program-related information on sessions, speakers etc.*

### TRAVEL



**Will I need a rental car?** *No. All events are at Motif Seattle. For those driving to Seattle, the hotel has a garage with daily rates and there are ample public garages nearby. The Link Light Rail station nearest Motif Seattle is the Westlake Center Station, a two-block walk. For more information please visit <http://www.soundtransit.org/>.*

**What airlines fly into Seattle (SEA)?** *The following major airlines serve SeaTac (SEA): Alaska Airlines, American Airlines, Delta Air Lines, JetBlue Airways, Southwest Airlines, United Airlines.*

**Will there be tours and tourist activities planned for attendees or families?** *No, but here's a [Comprehensive Guide to Visitors of Seattle](#) with recommendation on how to enjoy the Emerald City.*

## **PROGRAM**

**When do events begin and end?** *On Sunday, February 23 check-in begins at 1pm, affinity groups 4-5pm and welcome reception 5:30-6:30pm followed by dinner at 6:30pm. The conference concludes before lunch at 12:30pm on Tuesday, February 25. We encourage you to come before or stay after the conference to continue the conversations, enjoy lunch at a nearby restaurant and visit the sights of Seattle with your new Catalist colleagues!*

**Can I pay my registration fee by check?** *No, all registrations are paid via credit card online prior to the conference.*

**How should I pack? What is the dress code?** *Seattle is a very casual city, so feel free to dress casually, or pack business casual attire, which means jeans in Seattle's tech culture. Historically, many a Catalist conference attendee has donned a dress for dinner, but truly anything goes in Seattle, and so we encourage you to dress in a way that makes you happy and comfortable.*

*The weather in Seattle in late February can range from the high 50s to low 30s in the daytime and the high 40s to low 30s in the evening. Make sure you check the weather forecast before you pack, and bring an umbrella and/or waterproof jacket if you plan to sightsee or are staying at a hotel other than Motif Seattle.*

**Is my family welcome?** *Yes, we welcome you to enjoy the sights, sounds and tastes that Seattle has to offer. If you are interested in extending your reservation before or after the conference dates, please contact the hotel directly at [855.515.1144](tel:855.515.1144) to inquire about pricing and availability for additional nights. The group rate will be honored based on availability.*

*Note: Conference events are for registrants only.*

## **OTHER**

**I am a member of WaWF or other Catalist affiliate; how can I get involved in planning the conference or volunteering during the event?**

*We'd love to hear from you! Contact us at [conference@catalistwomen.org](mailto:conference@catalistwomen.org).*