

2025 LEIRA Training Conference Know Before You Go (KBYG)

ACCESSIBILITY/ACCOMMODATIONS

The Marcus Whitman follows ADA regulations to ensure facilities are accessible to all. Detailed information is available on the Marcus Whitman's [website](#). You can also contact the front desk at any time with your accessibility needs.

All attendees were asked during the registration process to indicate any needed accommodations, including dietary restrictions. If you need to update your accommodation request at any time, please contact LEIRA at leirawa@outlook.com.

ALCOHOL

Alcohol is permitted on the premises; however alcoholic beverages are not included in any conference meal service. A full-service no-host bar will be available at the evening receptions on Tuesday and Wednesday. Payment can be made by cash or debit/credit card.

There are over 100 wineries in Walla Walla, including 4 tasting rooms inside the Marcus Whitman (if you're staying at the Marcus Whitman, you're eligible for special discounts on wine tastings and purchases at these tasting rooms). If you're flying in to Walla Walla on Alaska Airlines, check out their [Wine Flies Free](#) program.

CERTIFICATES

Certificates (PDF) will be emailed to attendees approximately two weeks after the conference. One certificate is issued per class. Issuance is based on the class sign-in sheets at the conference, so make sure to sign off on these!

CHALLENGE COINS

LEIRA is pleased to premiere a limited-edition 2025 Conference challenge coin. These special coins are available for [pre-order](#) or at the conference at the reception desk. Coins are \$15 each or 2 for \$20. Payment by check or debit/credit card is accepted.

LEIRA logo stickers (3") are also available for \$5 or 3 for \$10.

2025 LEIRA Training Conference Know Before You Go (KBYG)

CONFERENCE CHECK-IN

All attendees must check-in at the conference registration desk to receive their nametag/lanyard and swag bag. The registration desk is in the foyer and is available at these times:

- Monday, 9/22: 1400-1700
- Tuesday, 9/22: 1630-1600
- Wednesday, 9/23: 0630-1600
- Thursday, 9/24: 0630-1030

CONTINUE EDUCATION CREDITS (CEUS)

Attending classes at the LEIRA 2025 Training Conference is a great way to earn CEUs towards certification/re-certification requirements. Even better, many of these are pre-approved by the certifying organization (WAPRO, ARMA, ICRM, etc.), so you'll know exactly what each class will count for. For details on exactly which courses qualify for what, and any associated pre-approval codes, please visit the conference website.

DRESS CODE

The dress code at the conference is whatever your agency's dress code policy is for representing the agency at events.

ENTERTAINMENT

LEIRA is pleased to provide nightly opportunities for socializing and networking. Light hors d'oeuvres will be served and a full-service no-host bar will be available.

On Tuesday, join us for the President's Reception to mingle with LEIRA Executive Board members, vendors, and your peers. Guardian Cellars will present a wine-tasting – a ticket for two pours will be included in your nametag.

On Wednesday, join us for the First Timers' Reception and LEIRA's 40th Birthday Bash! We'll have birthday cake, a photo booth, and line dancing. First-time attendees will have the opportunity to win a birthday-themed gift basket.

In addition, the Marcus Whitman offers:

2025 LEIRA Training Conference Know Before You Go (KBYG)

- Daily Walla Walla Roastery coffee offering
- Wine Club Member for the Stay offer at Beekeeper by Abeja, Nine Hats, L'Ecole No 41 Heritage Bar, and Lodmell Cellars (tasting rooms located inside the hotel)

FIREARMS

The Marcus Whitman allows firearms on the property in accordance with Washington open carry and CPL laws.

FIRST AID

Basic first aid will be available at the registration desk. The Marcus Whitman has first aid stations at the front desk, kitchen, banquet service hall, and housekeeping/laundry room in the West Wing. An AED is located at the front desk.

For emergencies, call 911. The hotel address is: 6 W Rose St, Walla Walla, WA 99362. Fire/EMS services are provided by Walla Walla Fire Department; police services are provided by Walla Walla PD.

FOOD/BEVERAGE

The following meals are included with the conference fee:

- September 23 – breakfast buffet, lunch buffet, hors d'oeuvres
- September 24 – breakfast buffet, lunch buffet, hors d'oeuvres, cake
- September 25 – breakfast buffet

We know coffee is important to LE - we can't live without it! With that in mind, here are your coffee options while staying at the Marcus Whitman:

- In-room coffee pour-over system featuring The Marcus Whitman hotel blend from Walla Walla Roastery
- The Buzz Espresso Bar - Locally owned and operated

Coffee, unsweetened iced tea, and water will be served at meals and available throughout the conference. Vending machines are located on the 1st floor in the West Wing and 2nd floor of the Tower. All guest rooms have a mini fridge, but no microwave. Every other floor has an ice machine. Attendees are welcome to bring their own drinks.

2025 LEIRA Training Conference Know Before You Go (KBYG)

You can view the [dining options at the Marcus Whitman](#) as well as [local restaurant options](#).

GIFT BASKETS

At every LEIRA conference, we ask each agency to brew up a gift basket and bring it to the conference. Baskets may contain alcohol and can be dropped off at the registration/check-in table. Throughout the conference, gift baskets will be raffled off to attendees. Every attendee has an equal chance to win! Only first-time conference attendees are eligible to win the first-timers basket. Limited to one winning gift basket per attendee. Must be present to win.

HANDOUTS

Class handouts can be downloaded [here](#). All handouts are made available to conference attendees regardless of which classes you registered for. No paper copies will be provided at the conference. Not all instructors provide handouts before the conference; some won't provide them until after the conference. Therefore, the link expires 12/31/25. We'll notify you when new handouts are available.

HEALTH & SAFETY

Hand sanitizer will be provided throughout the conference, and masks will be available at the registration/check-in desk. Attendees are welcome to bring and wear their own masks.

HOTEL POLICIES

Please check with your respective hotel for their policies.

LAUNDRY

Laundry services are not available at the Marcus Whitman.

2025 LEIRA Training Conference Know Before You Go (KBYG)

LEIRA ANNUAL BUSINESS MEETING

The 2025 General Membership Business Meeting will be held on Wednesday, September 24, at 1200 during lunchtime at the conference. An agenda will be emailed to all LEIRA members prior to the conference.

LOCATION

Marcus Whitman Hotel
6 W Rose St, Walla Walla, WA 99362
Phone: (509) 525-2200

The nearest airport is the Walla Walla Regional Airport (ALW). The Marcus Whitman provides free shuttle service between the hotel and the Walla Walla Regional Airport. Contact the hotel for further details.

LOST AND FOUND

The conference registration desk will serve as the lost and found area. If you find an item, please turn it in. If you're missing an item, please check with us. You can also check the hotel's lost and found at the front desk.

PARKING

Two parking lots are available - the main parking lot and the convention center lot. Parking is free, and no permit is needed. Parking lots include ADA spaces and electric vehicle charging (additional charge).

PETS

Service animals are always welcome on the property and may go anywhere their human goes.

Non-service animals are limited to dogs. A limited number of dog-friendly guest rooms are available. Click [here](#) for Marcus Whitman's pet policy. Dogs are not permitted in the restaurants, pool area, or anywhere where food is served.

2025 LEIRA Training Conference

Know Before You Go (KBYG)

SCHEDULE

Registration/check-in times are in **green**, and meals are in **purple**. A venue map is included in this packet.

Monday, September 22

- **1400-1700 Early Registration/Check-In**

Tuesday, September 23

- **0630-0800 Breakfast**
- 0730-0800 Opening ceremony
- **0730-1500 Registration/Check-In**
- 0815-1200 Keynote speaker
- **1200-1300 Lunch**
- 1300-1330 Vendor visits
- 1330-1700 Training
- **1900-2100 President's Reception (light hors d'oeuvres)**

Wednesday, September 24

- **0630-0800 Breakfast**
- **0730-1500 Registration/Check-In**
- 0815-1200 Training
- **1200-1300 Lunch & LEIRA Annual Business Meeting**
- 1300-1330 Vendor visits
- 1330-1700 Training
- **1900-2100 Networking Event (light hors d'oeuvres)**

Thursday, September 25

- **0630-0800 Breakfast**
- **0700-1000 Registration/Check-In**
- 0815-1200 Training

SERVICE PROJECT

In honor of LEIRA's 40th anniversary, we'd like to spread the birthday cheer by hosting a birthday box service project. Birthday boxes are a go-to kit for a birthday celebration for a child in need who might not otherwise get a birthday cake! They

2025 LEIRA Training Conference Know Before You Go (KBYG)

contain everything needed to bake a magical birthday cake - including cake mix, Sprite (in lieu of eggs/water/oil - yes, it works!), a disposable cake pan, frosting, and candles. Birthday boxes will be donated to the Salvation Army's food bank in Walla Walla.

Each kit should include:

- Boxed cake mix
- Frosting
- Sprinkles or toppings
- Candles
- Can of Sprite (regular)
- Disposable cake pan

Optional items:

- Happy Birthday-themed paper plates/napkins
- Balloons
- Birthday decorations
- Plastic utensils

You can also donate individual items, and LEIRA will package the birthday box. Items will be accepted at the Registration desk throughout the conference.

There will also be a birthday card making station so you can make a personalized happy birthday card. We'll provide the basics - cardstock and markers, but feel free to bring any other crafty supplies you have such as stickers, ribbons, stamps, glitter, special paper, etc.

SMOKING

The Marcus Whitman is a non-smoking facility.

SPONSORS

Thanks to all our sponsors for helping make this conference happen. The following sponsors contributed financially:

- PRI
- Veritone
- Washington Counties' Risk Pool

2025 LEIRA Training Conference Know Before You Go (KBYG)

- Motorola
- DataWorks
- FileOnQ
- Tyler Technologies
- Permitium
- AWC Benefit Trust & RSMA
- BioNW
- Perfect Image
- Wasington State Association of Counties

In addition to the sponsors above, the following vendors will have an informational booth at the conference:

- WSP – Firearms Background Division, Criminal Records Division, ACCESS Division, AFIS
- WASPC
- HOPE Animal-Assisted Crisis Response
- WA State Archives

Lastly, the following companies have contributed in-kind and/or contributed to the swag bags:

- Walla Walla Chamber of Commerce
- Stillaguamish Tribe
- FBI
- Ferndale PD
- Silver Reef Casino
- Bio Management NW
- South Sound 911
- Burlington PD
- King County 911 Program Office
- Mount Vernon PD
- Marcus Whitman
- Erica Meeks
- Alexandra Copeland
- WSP
- WASPC
- MRSC

2025 LEIRA Training Conference Know Before You Go (KBYG)

SWAG BAG

All attendees will receive a swag bag filled with goodies at check-in. A hard copy of the schedule and venue map will also be included.

SURVEY

All attendees are invited to take the post-conference survey by clicking [here](https://bit.ly/LEIRAConference) (bit.ly/LEIRAConference) or scanning the QR code below. The QR code will be displayed at the conference.



WIFI

Free wifi is available throughout the hotel. You'll receive the network name and password at check in, and there are also signs posted around the resort with this information.