



## Frequently Asked Questions

### **Where is Ellensburg?**

Ellensburg is located along I-90, approximately 90 miles east of Seattle and 170 miles west of Spokane. The conference center is on the campus of Central Washington University, located at 400 E University Way, Ellensburg, Washington 98926.

### **When do I need to be there?**

The course begins Monday, August 19 at 1:30 p.m. with the opening session. Check-in time on Monday at the conference center is from 11 a.m. to 1 p.m. The course ends around 4:30 p.m. on Thursday, August 22. Registered participants will receive additional information regarding logistics.

### **When is my payment due?**

Payment or verification of payment being in process is required **by August 1**. An invoice will be emailed within two weeks of receiving your registration. Please make payment by check, as we are unable to accept credit cards.

### **What if I need to cancel?**

If you are unable to attend, please let [Linda Alongi](#) know as soon as possible. Because of our commitment with the facility, we will not be able to refund your accommodations fee after Thursday, **August 8**. Please see our cancellation policy under *Course Fees and Location* for more information.

### **Do I have to attend all the sessions?**

To obtain a certificate of completion and receive credit for the course, participants are required to attend all sessions. Sessions are held Monday afternoon through Thursday.

### **What is the attire for the course?**

Dress is casual. There is a lot of sitting during the day and we want you to be comfortable. Ellensburg tends to be hot this time of year but the air conditioning in the classroom may cause some temperature fluctuations. A light sweater or jacket is a good idea.

### **Are meals provided?**

Yes, all meals during the week are provided **except** dinner on Tuesday and Thursday.

**Is Internet access available in the conference center?**

Yes. Participants will receive a user account for connecting a personal device to CWU’s network. There are also computers with internet access available for short sessions in the conference center lobby.

**Is the facility ADA accessible?**

Yes, the facility meets ADA requirements. If you need special accommodation, please contact Linda Alongi at least two weeks prior to the course.

**Is transportation available from the airport?**

Yes, shuttle service is available from SeaTac to Ellensburg. While this is an option, please check the schedule to make sure it accommodates the class schedule and your travel needs. Also, note the drop off point is several blocks from campus so you might want to arrange for taxi service to the conference center. Please call 1-866-235-5247 or visit [www.airporter.com](http://www.airporter.com) for more information and to make a shuttle reservation.

**Is this course offered anywhere else?**

The Northwest Economic Development Course is accredited by the International Economic Development Council (IEDC). It fulfills one of the prerequisites for those who wish to take the examinations for the Certified Economic Developer (CECd) designation. If you are unable to attend the Northwest Course, similar accredited programs are offered around the U.S. A list is available here: <http://www.iedconline.org/web-pages/professional-development/basic-economic-development-courses-bedc/>

**What is the IEDC?**

The International Economic Development Council (IEDC) is a non-profit membership organization dedicated to helping economic developers do their job more effectively and raising the profile of the profession. For more information on IEDC membership, courses and certification, call 202-223-7800 or visit [www.iedconline.org](http://www.iedconline.org).



**Whom do I contact with additional questions?**

For additional course information, please contact Linda Alongi at [Linda.Alongi@commerce.wa.gov](mailto:Linda.Alongi@commerce.wa.gov) or 360-725-4031.

**Course sponsors**



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