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## WASHINGTON CHAPTER

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March 6, 2020

Dear RIMS WA Education Forum Attendees,

We have been watching carefully all travel and health issues surrounding COVID-19 specifically the state of Washington's status and their declaration of a state of emergency and the recommendations from King County's health officials. We are saddened to hear the stories of everyone who has been affected. Our hearts go out to them and their families.

After talking with many RIMS WA members, conference stakeholders, and speakers, the RIMS WA Chapter Executive Board has weighed all the information and concerns and has made the difficult decision to **cancel in person attendance for the 2020 RIMS WA Education Forum**. We are quickly assessing whether virtual options are feasible to ensure attendees can still have access to the educational components and CE opportunities.

We understand this is a challenging time as we navigate unprecedented increasing health concerns, changing business travel policies and other issues related to COVID-19. We are moving quickly to answer all your questions. In the coming days, we will share FAQ's that answers all registration questions, our guiding principles for this decision, alternative virtual attendance options, and how we are working as a chapter to mitigate the financial impact of canceling our forum.

As you know from my earlier emails this week, RIMS WA Chapter has been actively monitoring COVID-19 developments and working with our hotel and stakeholders. We recognize that the timing of this decision may significantly inconvenience some of you, however, this decision was made out of deep concern for the health and well-being of our members, attendees, and all of our stakeholders as you are always our top priority.

### **Need to Know Information**

- To contact RIMS WA Chapter – please email [office.rimswa@gmail.com](mailto:office.rimswa@gmail.com)
- To cancel your hotel reservations – Call Motif reservations at (206) 971-8000

We want to thank all our members, colleagues, speakers, sponsors and exhibitors for their support, open communication and encouragement. We appreciate that the RIMS WA Education Forum is valued by so many. We realize this is a tough, unpredictable time. While this wasn't an easy decision to make, we decided it was the only decision that prioritizes our community's health and safety while recognizing and adhering to King County's recommendations. We greatly appreciate your patience and understanding.

We want to ensure that every conference attendee knows about this news and makes the necessary arrangements. If there are friends, co-workers, or colleagues who you know are attending, please help spread the word. We will also be posting updates on our website and social media channels.

Warm regards,  
RIMS WA Chapter Executive Board