Atwood Conference Center
Usage Request Form

Organization Name:	
Organization Address:	**Number of Chairs*:** (Required)
Name of Event:	
Meeting Date(s): Check ACC calendars for availability.	**Arrival Time:**
	Departure Time:
Meeting Coordinator:	**Phone Number:**
Email Address:	**Fax Number:**

Please select a room/s below along with the equipment required for your event:

☐ **Ted Stevens Room** ACC Room 102	☐ **Robert Atwood Room** ACC Room 104	☐ **William Egan Room** ACC Room 106
Rooms can be combined upon request: **Combine**		Included: ✓ Multimedia Projector
Included: ✓ 84" SMART Display ✓ 80" 1080p Display ✓ Audio Conferencing ✓ Video Conferencing Requested: ☐ Wireless Microphone ☐ Podium	Included: ✓ 84" SMART Display ✓ 80" 1080p Display ✓ Audio Conferencing ✓ Video Conferencing Requested: ☐ Wireless Microphone ☐ Podium	Requested: ☐ Audio Conferencing ☐ Podium

☐ **Room 1236**	
Included: ✓ Audio Teleconferencing ✓ Video Teleconferencing Requested: ☐ Podium	**Please note that Building Management will arrange and configure the room but will not assist in troubleshooting IT issues. Please contact your departmental IT division for software, network, or hardware assistance should the need arise. We do not supply HDMI cables, CAT5 cables, or other connectivity equipment.**

Preferred Meeting Setup – Building Management will arrange the venue to accommodate your request (ACC Rooms 102, 104, & 106 only)

☐ Classroom Style ☐ U-Shape ☐ Theater-Style 1	☐ Board Room ☐ Hollow Square ☐ Theater-Style 2	☐ Board Room (large room) ☐ Banquet (groups of 4)

Reservation requests will be rejected if the preferred meeting setup will not accommodate the number of chairs requested. Please verify how many chairs each setup will accommodate in the Available Layouts section of the ACC website.

I have read and agree to abide by the Atwood Conference Center Usage Guidelines.

_____   _____

Signature   Date

PLEASE FILL OUR FORM COMPLETELY. INCOMPLETE FORMS WILL BE RETURNED.

Email all requests and cancellations to accscheduling@alaska.gov