

# Atwood Conference Center

## Usage Request Form



<b>Organization Name:</b>		
<b>Organization Address:</b>		<b>Number of Chairs:</b>
<b>Name of Event:</b>		
<b>Meeting Date(s):</b>	<b>Alternate Date(s):</b>	<b>Arrival Time:</b>
		<b>Departure Time:</b>
<b>Meeting Coordinator:</b>		<b>Phone Number:</b>
<b>Email Address:</b>		<b>Fax Number:</b>

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

<input type="checkbox"/> <b>Ted Stevens Room</b> ACC Room 102	<input type="checkbox"/> <b>Robert Atwood Room</b> ACC Room 104	<input type="checkbox"/> <b>William Egan Room</b> ACC Room 106
<b>Rooms can be combined upon request</b>		<input type="checkbox"/> Multimedia Projector <input type="checkbox"/> Audio Conferencing
<input type="checkbox"/> 84" SMART Display <input type="checkbox"/> 80" 1080p Display <input type="checkbox"/> Audio Conferencing <input type="checkbox"/> Video Conferencing	<input type="checkbox"/> 84" SMART Display <input type="checkbox"/> 80" 1080p Display <input type="checkbox"/> Audio Conferencing <input type="checkbox"/> Video Conferencing	
<input type="checkbox"/> <b>Room 1236</b>	<b>Additional items available for request:</b> <input type="checkbox"/> Wireless microphone <input type="checkbox"/> Podium	
<input type="checkbox"/> Audio Teleconferencing <input type="checkbox"/> Video Teleconferencing	<b>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.</b>	

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

<input type="checkbox"/> Classroom Style	<input type="checkbox"/> Board Room	<input type="checkbox"/> Board Room (large room)
<input type="checkbox"/> U-Shape	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> Banquet (groups of 4)
<input type="checkbox"/> Theater-Style 1	<input type="checkbox"/> Theater-Style 2	

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](mailto:accscheduling@alaska.gov)