CHECK THE CALENDAR FOR AVAILABILITY

To add a calendar to outlook:

- 1. Switch to the "Calendar" view in your Outlook client
- 2. Select the option to "Open Calendar" and then "From Address Book..." In the search field enter the following calendar titles:
 - Conf Atwood ACC 102
 - Conf Atwood ACC 104
 - Conf Atwood ACC 106
 - Conf-Anc-Atwood-12Th-Floor
- 3. Click "OK"
- 4. This should provide you a list of the available resources, "Shared Calendars" from which to select the particular one you require.

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COMPLETE THE USAGE REQUEST FORM

If the conference center appears to have availability, download the <u>https://dot.alaska.gov/dfs/leasing/docs/acc-usage-request-form.pdf</u> Atwood Conference Center Usage Request Form and fill it out as instructed.

Please note that events will not be scheduled more than 6 months in advance unless there are special circumstances.

SUBMIT FORM TO ACC SCHEDULING

Email the completed form to the Department of Transportation and Public Facilities at accscheduling@alaska.gov