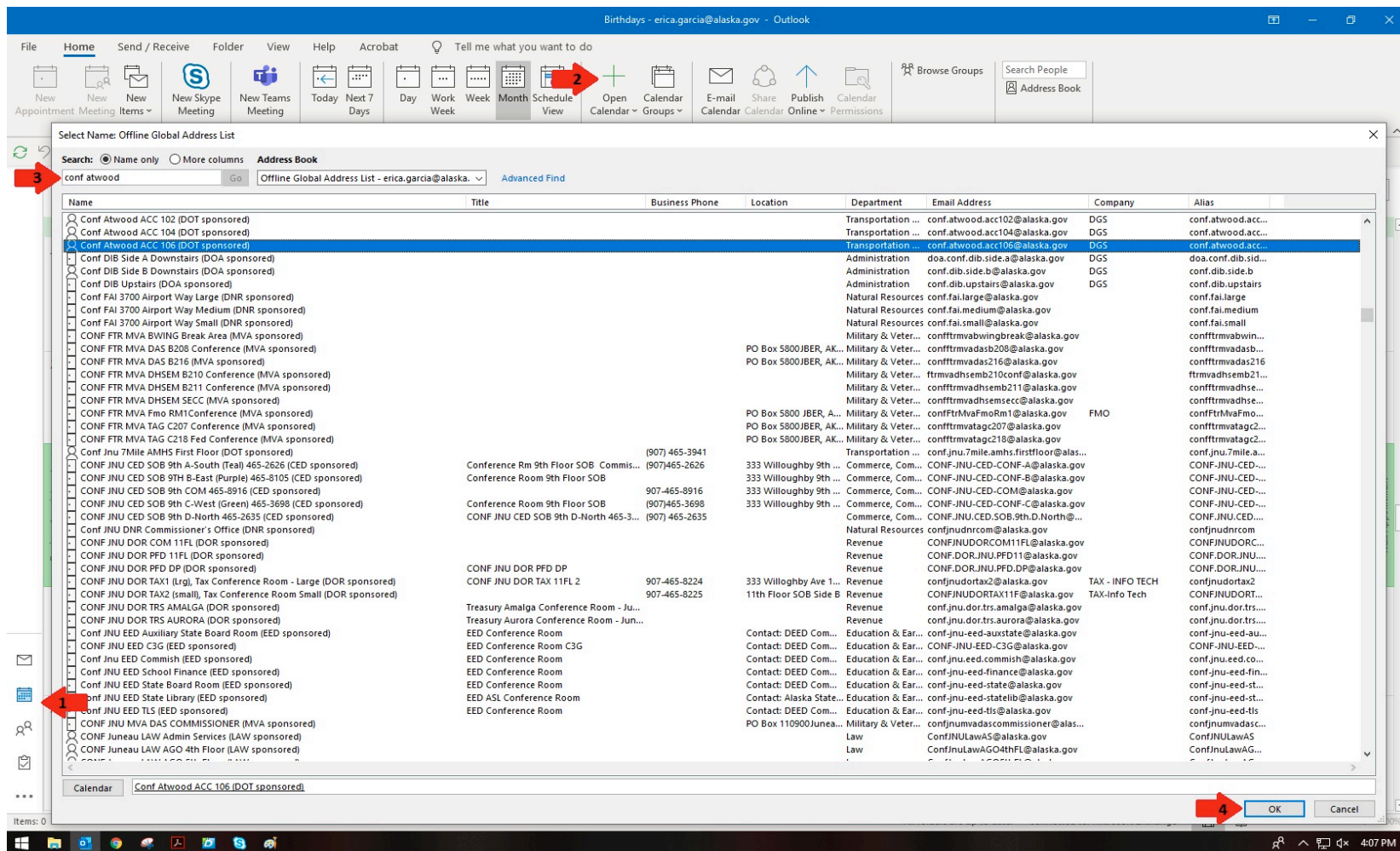


# CHECK THE CALENDAR FOR AVAILABILITY

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.



## **COMPLETE THE USAGE REQUEST FORM**

If the conference center appears to have availability, download the <https://dot.alaska.gov/dfs/leasing/docs/acc-usage-request-form.pdf> 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](mailto:accscheduling@alaska.gov)