

Atwood Conference Center Policy & Procedures

General Information:

The Atwood Conference Center (ACC) is sponsored by the Department of Administration. The ACC is for use by all state agencies for training, meetings, and conferences. There are five rooms available for booking; The Ted Stevens Room, The William Egan Room, The Robert Atwood Room, the Atwood 6th Floor Conference Room (602), and the Atwood 12th Floor Conference Room (1270). The Ted Stevens Room and The Robert Atwood Room can be combined into one large training space, additionally; The William Egan Room is equipped with 22 laptops and wireless connectivity for training/meetings requiring computer access. You may reserve a conference room via the Reservation Request form that is located on the Department of Administration's website here: <http://doa.alaska.gov/dgs/facilities/acc.html>

Please see the Atwood Conference Center Brochure for additional details regarding space configurations and available A/V equipment

Policies:

- Hours of use - 8:00am-5:00pm Monday-Friday, excluding state holidays. After hours meetings will be scheduled on a case by case basis once requested.
- Events will not be booked more than 6 months in advance unless there are special circumstances. These requests will be reviewed by the Department of Administration and Atwood Building Management.
- Parking is available in the LPPG parking garage across the street from the Atwood Building. Validation is required at the Atwood Security desk located on the 1st floor outside the Atwood Conference Center.
- The William Egan Room (computer lab) – installation and removal of programs needed for the specific class need to be done by the agency contact. It will be the agencies responsibility to install and remove any programs needed for specific trainings/meetings. Additionally, the agency contact should ensure that installed programs are working prior to the training/conference beginning.
 - Please do not remove any existing programs, update programs, or remove laptops from the room.
- Use only white board approved markers located in each room.
- Please keep our facilities clean. Clean whiteboards, pick up trash, and remove training materials. Janitorial will take care of vacuuming, emptying trash, and dusting.
- You may bring your own food or drink but please clean up all food items and contact building management immediately for spills. The Department of Administration does not provide food or drink to those using the conference center; however, there is a microwave, refrigerator with filtered water & ice, dishwasher, and Keurig for use.
- The Department of Administration is not responsible for lost, stolen, or damaged personal property