

OVERVIEW AND PURPOSE

The Business Technology Center (BTC) was designed by Alaska Communications as part of our commitment to Alaska businesses and IT professionals. The BTC is a meeting space where Alaska businesses can engage in the latest technology and realize business opportunities to overcome challenges using technology.

At the Alaska Communications BTC, the Redoubt, Denali, Foraker, Wrangell, and Susitna rooms are available to eligible users. Visitors are welcome at the BTC Wednesday through Friday between 8:30am and 4:30pm to view the facility, meet with technology experts, and/or host meetings.

ELIGIBILITY AND USER RESPONSIBILITIES

THE FOLLOWING TYPES OF GROUPS CAN USE THE BTC:

- Licensed businesses in the State of Alaska
- Community-based nonprofit and professional organizations
- Education organizations, K-12, and university educators and students

ELIGIBLE USERS CANNOT USE THE BTC FOR ANY ACTIVITY THAT:

- Advances any particular religious doctrine
- Involves any partisan political activity
- Promotes advancements in profit or selling of products (i.e.; tradeshows, bazaars, shows, fairs, exhibitions)

HOURS AND SCHEDULING

The meeting rooms are available for reservation up to 90 days in advance. The BTC is open Wednesday through Friday between 8:30am and 4:30pm. For all reservations, we require the **Business Technology Center Usage Request Form** be submitted no later than 14 days prior to the event.

For special requests and questions, please contact the BTC by email BusinessTechnologyCenter@acsalaska.com.

The BTC, will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following, Christmas Eve and Christmas Day. Any additional closing days may be scheduled at the discretion of Alaska Communications.

Scheduling requests will only be considered upon completion of the following steps. Submit a reservation request at alaskacomcommunications.com/businesstechnologycenter. Once your request has been received (if the requested date is available), we will send you a copy of the **Business Technology Center Usage Request Form** to complete.

1. Once the **Business Technology Center Usage Request Form** is completed, please email it to BusinessTechnologyCenter@acsalaska.com. If we do not receive a completed form within one business day, your request will be canceled.
2. We will confirm your reservation via email within 2 business days (after receiving a completed form).

Alaska Communications BTC staff will review usage requests Monday - Friday, scheduling those that are approved on a first-come, first serve basis. Alaska Communications reserves the right to cancel scheduled meetings or events, or deviate from or modify these guidelines, in the event of an emergency or other special circumstances.

EQUIPMENT AND RESOURCES

ATTENDEES ARE RESPONSIBLE FOR MISSING EQUIPMENT, WHICH INCLUDE:

HDMI, VGA, presentation clicker, portable easel, Polycom devices, wireless keyboard, and mouse

FOOD SERVICE

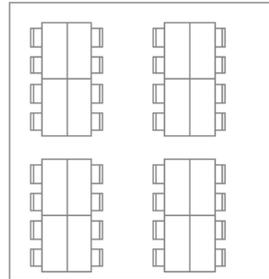
Complimentary coffee, tea, hot chocolate, and water are available to groups using the center. Catering and outside food/refreshments are allowed, however guests using the space are responsible for catering and cleanup. The BTC does not have food storage or preparation facilities available to users. Alcohol is not permitted.

MEETING ROOM

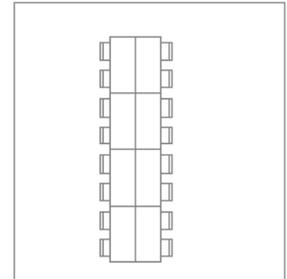
Choose the appropriate meeting room based on the number of attendees and your meeting setup preference:

ROOM NAME	SEATING CAPACITY
DENALI	
Modern Lounge	24
REDOUBT	
Small Groups	32
Conference	16
U-Shape	24
Classroom	32
FORAKER	
Conference Table	6
WRANGELL	
Small Group/Desk Chairs	6
SUSITNA	
Video Conference (Skype)	6

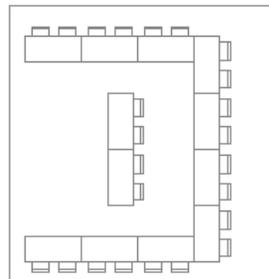
REDOUBT CONFIGURATIONS



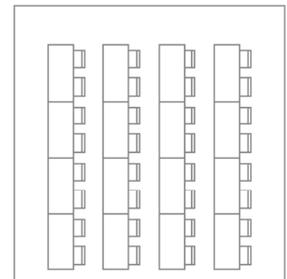
Small Groups
Capacity: 32



Conference
Capacity: 16



U-Shape
Capacity: 24



Classroom
Capacity: 32

The BTC has additional resources and equipment available on a first-come, first-served basis at no additional cost. A detailed resource and equipment list can be found on the Business Technology Center Usage Request Form. Equipment must be requested in advance. Costs for renting additional furnishing or equipment is not provided by the BTC and must be paid by the user (approval by BTC staff is required). Room setup and equipment requests must be finalized no later than 5 business days prior to the reservation. Groups using the space are responsible for the setup and cleanup of the room. A 30-minute interval will be added at the start and the end of your meeting to allow for setup and cleanup.

LOCATION AND PARKING

Parking is available in the shared lot immediately adjacent to the BTC building for groups of 20 attendees or fewer. If you're in a group of 20 or more attendees, please park in our 600 Telephone Ave parking lot to ensure adequate parking for our suite neighbors, Pita Pit and Whole Family Chiropractic.

