



# The Chinese University of Hong Kong Shaw College

## Board Room in Wen Lan Tang Guidelines & Regulations of Hire

### A. Application

Booking should be made by competing and submitting the Board Room Booking Form **at least 7 working days in advance** to the College Office (Fax: 2603 5427).

For enquiries and application, please ring 3943 7355 / 3946 7363 or visit the College homepage: <http://www.cuhk.edu.hk/shaw>.

### B. Board Room Information

The conference room with a seating capacity of 44 is suitable for holding seminar, meeting, conference and international workshop.

Priority will be given to requests from College members of organizing international conferences/seminars/workshops.

The room will be available for booking for the below sessions:

	Monday to Friday	Saturday	Sunday and Public Holiday
Session 1 (09:00-13:00)	✓	✓	CLOSED
Session 2 (14:00-18:00)	✓	✓	
Session 3 (18:00-22:00)	✓	CLOSED	

### C. Hire Charges

The room will be charged at HK\$750 per session. A 20% discount will be offered for a booking of over 15 sessions for the same month by the same department/unit.

### D. Service Charge

Use of A/V Equipment

Operation charge for the set-up and use of A/V equipment is HK\$314.

#### *List of A/V Equipment*

- Audio Cassette Player
- Video Cassette Player
- Video Projector (for video cassette only)
- Projection Screen
- Slide Projector
- Sound amplifier with 2 wireless microphones
- Overhead Projector

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