

## 預約教學器材表格（供教員使用） Booking Form for Educational Equipment (for Teaching Staff)

請於填寫本表格前參閱以下須知。Please read the following notes before completing this form.

- 請於使用有關教學器材前七個工作天將此表格遞交予本院職員。  
Please submit this form to the School seven working days before the equipment is needed.
- 即時預約器材，一概恕不受理。  
Immediate requests for equipment will not be entertained.
- 此表格只供預約一個課程／班別所需之教學器材。  
One form should be completed for each course/class.
- 由於教學器材數量有限，本院或未能供應所需之教學器材。  
Due to limited availability of equipment, the School may not be able to provide the equipment requested.
- 請將填妥之表格傳真至 2367-2593。  
Completed form should be faxed to 2367-2593.
- 如有查詢，請致電 2209-7737 或 2209-7773。  
For enquiries, please call 2209-7737 or 2209-7773.

|                               |         |                                |         |
|-------------------------------|---------|--------------------------------|---------|
| 課程編號<br>Programme/Course Code |         | 課程名稱<br>Programme/Course Title |         |
| 上課日期<br>Date                  | 至<br>To | 上課時間<br>Time                   | 至<br>To |

請於適當的方格內填上 ☒ 號 Please tick ☒ the appropriate box

|                         |                                                                                                            |                       |
|-------------------------|------------------------------------------------------------------------------------------------------------|-----------------------|
| 教學中心<br>Learning Centre | <input type="checkbox"/> 美國銀行中心【中環】Bank of America Tower (Central)                                         | 課室編號<br>Classroom No. |
|                         | <input type="checkbox"/> 東海商業中心【尖東】East Ocean Centre (Tsim Sha Tsui East)                                  |                       |
|                         | <input type="checkbox"/> 安年大廈【尖沙咀】Oriental Centre (Tsim Sha Tsui)                                          |                       |
|                         | <input type="checkbox"/> 將軍澳教學中心【將軍澳】Tseung Kwan O Learning Centre (Tseung Kwan O)                         |                       |
|                         | <input type="checkbox"/> Keeping Lee Photography Co. Limited【銅鑼灣】(Causeway Bay)                            |                       |
|                         | <input type="checkbox"/> 詠春樓國術會【太子】Ving Tsun House Martial Arts Association (Prince Edward)                |                       |
|                         | <input type="checkbox"/> 香港社會福利服務從業員協會【油麻地】<br>Hong Kong Social Welfare Employees Association (Yau Ma Tei) |                       |
|                         | <input type="checkbox"/> 恩林學習中心【油麻地】Adam Learning Centre (Yau Ma Tei)                                      |                       |
|                         | <input type="checkbox"/> 香港兆基創意書院【九龍城】HKICC Lee Shau Kee School of Creativity (Kowloon City)               |                       |
|                         | <input type="checkbox"/> 香港生產力促進局【九龍塘】Hong Kong Productivity Council (Kowloon Tong)                        |                       |
|                         | <input type="checkbox"/> 藝舍創作室【火炭】Arthome.hk (Fo Tan)                                                      |                       |
|                         | 其他教學中心<br>Other Learning Centre _____                                                                      |                       |

教員姓名 (博士／先生／小姐／女士／太太)\* 聯絡電話  
Name of Teaching Staff \_\_\_\_\_ (Dr./Mr./Miss/Ms./Mrs.)\* Contact No. \_\_\_\_\_

- |                                                                            |                                                                         |                                              |                                                 |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> 電腦（不需上網）<br>Computer<br>(without Internet access) | <input type="checkbox"/> 電腦（需要上網）<br>Computer<br>(with Internet access) | <input type="checkbox"/> 實物投影機<br>Visualiser | <input type="checkbox"/> 無線簡報器<br>USB Presenter |
| <input type="checkbox"/> DVD 放影機<br>DVD Player                             | <input type="checkbox"/> VCD 放影機<br>VCD Player                          | <input type="checkbox"/> CD 播放機<br>CD Player | <input type="checkbox"/> 咪高峰<br>Microphone      |
| <input type="checkbox"/> LCD 投影機<br>LCD Projector                          | <input type="checkbox"/> 其他：_____                                       |                                              |                                                 |
| Other Equipment                                                            |                                                                         |                                              |                                                 |

(因各教學中心器材供應會有所不同，詳情請參閱背頁附表)

(Please read the educational equipment distribution list overleaf before filling out this part.)

請選擇所需教學器材的日期及時間：

Please indicate when the equipment is needed:

☐ 星期一 Mondays

☐ 星期三 Wednesdays

☐ 星期五 Fridays

☐ 星期日 Sundays

☐ 每週 Weekly on:

☐ 星期二 Tuesdays

☐ 星期四 Thursdays

☐ 星期六 Saturdays

共 Total \_\_\_\_\_ 節 sessions

教員簽署 Signature of Teaching Staff \_\_\_\_\_

日期 Date \_\_\_\_\_

\* 請刪去不適用者。 Please delete if inappropriate.

各教學中心可供應下列教學器材：

Educational equipment can be provided at different learning centres as follows:

|                                             | 美銀中心<br>【中環】<br>Bank of America<br>Tower<br>(Central) | 東海中心<br>【尖東】<br>East Ocean<br>Centre<br>(TST East) | 安年大廈<br>【尖沙咀】<br>Oriental<br>Centre<br>(TST) | 將軍澳校舍<br>【將軍澳】<br>TKO<br>Learning<br>Centre<br>(Tseung<br>Kwan O) | Keeping Lee<br>Photography<br>Co. Limited<br>【銅鑼灣】<br>(Causeway<br>Bay) | 詠春樓<br>國術會<br>【太子】<br>Ving Tsun<br>House<br>Martial Arts<br>Association<br>(Prince<br>Edward) | 香港社會<br>福利服務<br>從業員協會<br>【油麻地】<br>HK Social<br>Welfare<br>Employees<br>Association<br>(Yau Ma Tei) | 恩林<br>學習中心<br>【油麻地】<br>Adam<br>Learning<br>Centre<br>(Yau Ma Tei) | 香港兆基<br>創意書院<br>【九龍城】<br>HKICC Lee<br>Shau Kee<br>School of<br>Creativity<br>(Kowloon<br>City) | 香港生產力<br>促進局<br>【九龍塘】<br>HK<br>Productivity<br>Council<br>(Kowloon<br>Tong) | 藝舍創作室<br>【火炭】<br>Arthome.hk<br>(Fo Tan) |
|---------------------------------------------|-------------------------------------------------------|----------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------|
| 電腦【不需上網】 Computer (without Internet access) | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 | ✓                                                                       | ✓                                                                                             | ✓                                                                                                  | ✓                                                                 | ✓                                                                                              | ✓                                                                           | ✓                                       |
| 電腦【需要上網】 Computer (with Internet access)    | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 | ✓                                                                       | ✓                                                                                             | ✓                                                                                                  | ✓                                                                 | ✓                                                                                              | ✓                                                                           | ✓                                       |
| 實物投影機 Visualiser                            | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 |                                                                         | ✓                                                                                             |                                                                                                    |                                                                   |                                                                                                |                                                                             |                                         |
| 無線簡報器 USB Presenter                         | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 |                                                                         |                                                                                               |                                                                                                    |                                                                   |                                                                                                |                                                                             |                                         |
| DVD 放影機 DVD Player                          | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 |                                                                         | ✓                                                                                             | ✓                                                                                                  |                                                                   |                                                                                                |                                                                             |                                         |
| VCD 放影機 VCD Player                          | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 |                                                                         | ✓                                                                                             | ✓                                                                                                  |                                                                   |                                                                                                |                                                                             |                                         |
| CD 播放機 CD Player                            | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 |                                                                         | ✓                                                                                             | ✓                                                                                                  |                                                                   |                                                                                                |                                                                             |                                         |
| 咪高峰 Microphone                              | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 |                                                                         | ✓                                                                                             | ✓                                                                                                  |                                                                   |                                                                                                | ✓                                                                           | ✓                                       |
| LCD 投影機 LCD Projector                       | ✓                                                     | ✓                                                  | ✓                                            | ✓                                                                 | ✓                                                                       | ✓                                                                                             | ✓                                                                                                  | ✓                                                                 | ✓                                                                                              | ✓                                                                           |                                         |

**For Official Use Only**

Received by \_\_\_\_\_

Date \_\_\_\_\_

Handled by \_\_\_\_\_

Date \_\_\_\_\_

Remarks \_\_\_\_\_