

## 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 Programme/Course Code		課程名稱 Programme/Course Title	
上課日期 Date	至 To	上課時間 Time	至 To

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

教學中心 Learning Centre	<input type="checkbox"/> 美國銀行中心【中環】Bank of America Tower (Central)	課室編號 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"/> 詠春樓國術會【太子】Ving Tsun House Martial Arts Association (Prince Edward)	
	<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"/> Keeping Lee Photography【火炭】(Fo Tan)	
其他教學中心 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： _____<br>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.

各教學中心可供下列教學器材：

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

	美銀中心 【中環】 Bank of America Tower (Central)	東海中心 【尖東】 East Ocean Centre (TST East)	安年大廈 【尖沙咀】 Oriental Centre (TST)	將軍澳校舍 【將軍澳】 TKO Learning Centre (Tseung Kwan O)	詠春樓 國術會 【太子】 Ving Tsun House Martial Arts Association (Prince Edward)	香港兆基 創意書院 【九龍城】 HKICC Lee Shau Kee School of Creativity (Kowloon City)	香港生產力 促進局 【九龍塘】 HK Productivity Council (Kowloon Tong)	Keeping Lee Photography 【火炭】 (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 \_\_\_\_\_