To: Exhibition and Conference Facilities Management Committee (via Estates Office)

**Venue (Please select):**

1) **Ho Sin Hang Campus**
   - [ ] Academic Community Hall

2) **Shaw Campus**
   - [ ] Lam Woo International Conference Centre, Level 1, The Wing Lung Bank Building for Business Studies
     - [ ] Dr. Hari Harilela Lecture Theatre (WLB103)
     - [ ] Mrs. Padma Harilela Lecture Theatre (WLB104)
     - [ ] Dr. Wu Yee Sun Lecture Theatre (WLB109)
     - [ ] The whole Centre, including WLB103, WLB104, WLB109 and the three meeting rooms WLB105-107
   - [ ] Dr and Mrs Sze Chi Ching Exhibition Gallery, Level 1, The Wing Lung Bank Building for Business Studies
   - [ ] Mr and Mrs Lau Chor Tak Multi-Purpose Hall, Level 2, Madam Kwok Chung Bo Fun Sports and Cultural Centre

3) **Baptist University Road Campus**
   - [ ] Tsang Chan Sik Yue Auditorium, Level 2, Academic and Administration Building
   - [ ] Podium, Level 3, Academic and Administration Building
   - [ ] Koo Ming Kown Exhibition Gallery, G/F and 1/F, Communication and Visual Arts Building
   - [ ] Sculpture Garden, G/F, Communication and Visual Arts Building

**Part 1 – Particulars of Event Organiser**

| Faculty / Department / Office | : | Name of Co-organiser(s), if any | :
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1. *The Academic Community Hall can be reserved for Mondays, Tuesdays, Thursdays, Fridays, Saturdays and Sundays, and after designated activities endorsed by the University management and confirmed events.*

2. *For Lam Woo International Conference Centre: Dr. Hari Harilela Lecture Theatre (WLB103) can be reserved for Mondays, Tuesdays, Saturdays, and Sundays; Mrs. Padma Harilela Lecture Theatre (WLB104) can be reserved for Saturdays and Sundays; and Dr. Wu Yee Sun Lecture Theatre (WLB109) can be reserved for all days (except some timeslots which are reserved for media sessions).*

3. *Tsang Chan Sik Yue Auditorium can be reserved for Wednesdays, Thursdays, Fridays, Saturdays and Sundays.*
### Part 2 - Particulars of Exhibition/Conference

| **Date(s) of Event (dd/mm/yy)** | :------------------------- |
| **Time** | : (Including Set-up / Dismantle / Rehearsal Time) |
| **Name of Event** | : (Eng) |
| | : (Chi) |

**Nature of Event**

- ☐ Exhibition
- ☐ Conference
- ☐ Others: ____________

**The Event Will**

- ☐ Increase the whole person education richness of the University
- ☐ Raise the image of the University
- ☐ Enhance student engagement with organising exhibitions and curatorial projects
- ☐ Others: __________________________

**Outline of the Event**

: ___________________________________________

**Name(s) of Principal Speaker(s)**

: ___________________________________________

**Expected No. of Participant(s)**

: ___________________________________________

**Type of Event**

- ☐ University Grants Committee-funded
- ☐ Non-University Grants Committee-funded

**Account Code:**

: ___________________________________________

**Remarks:** *This reservation is subject to the availability of the venue and final decision of the Exhibition and Conference Facilities Management Committee.*

**Signature of Person In-Charge:**

__________________________________________

(Name: )

_Date:_

_eof31 (Mar 2016)_