

**HONG KONG BAPTIST UNIVERSITY**  
**ESTATES OFFICE**

Ref No: \_\_\_\_\_

**Reservation of Exhibition and Conference Venues**

*Enquiries: 3411 2070 / 3411 5688*

*Fax: 3411 5168*

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

**Venue** (Please select):

1) Ho Sin Hang Campus

☐ Academic Community Hall<sup>1</sup>

2) Shaw Campus

☐ Lam Woo International Conference Centre<sup>2</sup>, 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<sup>3</sup>, Level 2, Academic and Administration Building

☐ Podium, Level 3, Academic and Administration Building

☐ Koo Ming Kown Exhibition Gallery, G/F and 1/F, Lee Shau Kee Communication and Visual Arts Building

☐ Sculpture Garden, G/F, Lee Shau Kee Communication and Visual Arts Building

**Part 1 – Particulars of Event Organiser**

Faculty / Department / Office : \_\_\_\_\_

Name of Co-organiser(s), if any : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Email Address : \_\_\_\_\_

Ext No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

<sup>1</sup> 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.

<sup>2</sup> 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).

<sup>3</sup> 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	:	<input type="checkbox"/> Exhibition <input type="checkbox"/> Conference <input type="checkbox"/> Others: _____
The Event Will	:	<input type="checkbox"/> Increase the whole person education richness of the University <input type="checkbox"/> Raise the image of the University <input type="checkbox"/> Enhance student engagement with organising exhibitions and curatorial projects <input type="checkbox"/> Others: _____
Outline of the Event	:	_____ _____ _____ _____
Name(s) of Principal Speaker(s)	:	_____
Expected No. of Participant(s)	:	_____
Type of Event	:	<input type="checkbox"/> University Grants Committee-funded <input type="checkbox"/> 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: