

預約研習室步驟 Room Booking Procedure

前往以下網址並以 CNA 登入

Visit the link below and login using your CNA

<https://cwrbs.vtc.edu.hk>

Studio One

只供錄影、錄音或網上直播

For Video or Voice Recording & Online Streaming



預約完畢後請記得登出
Please remember to
LOGOUT after booking

Please login by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

Sign in

[Forgot your password?](#) [Change password](#)

Please contact ITSD Helpdesk (Email: itsd-helpdesk@vtc.edu.hk) if you have any further questions.

Home > New Booking

Daily

Weekly

Monthly

Type

Location

Room

Search

- Location
- Academic Block
- Administration Block
- Learning Resources Centre



Thursday

055 Lecture Theatre

057 Lecture Theatre

101A Classroom

102A Classroom

102B Classroom

103 Classroom

104 Classroom

107A Classroom

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

08:30-10:30
CW-ENG/Eric Kwan

09:00-09:30

09:00-09:30

09:00-09:30

09:00-09:30

08:30-10:30
CW-IT-YIU Michael

08:30-10:30
CW-SDO-Arthur Chun

09:30-12:30
CW-HLS/WONG Christine (CHW)

10:30-11:00

10:30-11:00

10:30-11:00

10:30-11:00

09:30-10:30
CW-HLS/CHAN Grace (CHK)

10:30-11:30
CW-HLS/CHAN Grace (CHK)

10:30-12:30
CW-HLS/PC Peter (LWP)

10:30-12:30
CW-SDO-Ariel Lui

11:00-11:30

11:00-11:30

11:00-11:30

11:00-11:30

11:30-12:30
TTS FREE BOOKING

11:30-12:00
Winnie (WIT)

11:30-12:00

11:30-12:00

11:30-12:00

11:30-12:00

12:00-12:30

12:00-12:30

12:00-12:30

12:00-12:30

12:30-13:00

12:30-13:00

12:30-13:00

12:30-13:00

12:30-13:00

12:14-14:14

12:30-13:30
TTS FREE

12:30-13:30
TTS FREE

Home > New Booking

Daily

Weekly

Monthly

Type

Learning Resources Centre

Room

Search

23 September 2021 (Thursday)

Room: 1 - 5 of 5

	LRC Studio One	LRC Study Room 1	LRC Study Room 2	LRC Study Room 3	LRC Study Room 4		
7:00 AM							
8:00 AM							
9:00 AM	09:00-09:30	09:00-09:30	09:00-09:30	09:00-09:30	09:00-09:30		
	09:30-10:00	09:30-10:00	09:30-10:00	09:30-10:00	09:30-10:00		
10:00 AM	10:00-10:30	10:00-10:30	10:00-10:30	10:00-10:30	10:00-10:30		
	10:30-11:00	10:30-11:00	10:30-11:00	10:30-11:00	10:30-11:00		
11:00 AM	11:00-11:30	11:00-11:30	11:00-11:30	11:00-11:30	11:00-11:30		
	11:30-12:00	11:30-12:00	11:30-12:00	11:30-12:00	11:30-12:00		
12:00 PM	12:00-12:30	12:00-12:30	12:00-12:30	12:00-12:30	12:00-12:30		
	12:30-13:00	12:30-13:00	12:30-13:00	12:30-13:00	12:30-13:00		

選時段

Choose Time Slot

Read and Agree Regulations

[Logout!](#)

[Please scroll down for English version]

請詳細閱讀

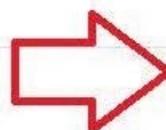
Please read carefully

研習室、Studio One、Study Booth 使用需知及守則

- 研習室、Studio One 及 Study Booth 可供外借的時段為上午9:00 起，至每日閉館前30分鐘。每一節為 0.5 小時，每位使用者每天最多可以預約 1 次。
- 研習室 及 Studio One 每次最多可預約 2 節 (即 60 分鐘)。
Study Booth 每次最多可預約 3 節 (即 90 分鐘)。
- Studio One 只供與學科相關的錄影、錄音或網上直播。
- 使用細則
 - 研習室 及 Studio One 使用者最少要有 3 人，若使用人數少於 3 人，本館有權收回使用權。
 - Study Booth 只供單人使用，若使用人數多於 1 人，本館有權收回使用權。
 - 使用者須在已預約時間的 15 分鐘內到門外使用 VTC 學生/職員證拍卡使用，逾時系統將自動收回使用權而不作另行通知。
 - 嚴禁飲食。

Guide and Regulations of using the Study Rooms, Studio One & Study Booths

- Study rooms, Studio One and study booths are open from 9am to 30 minutes before the LRC closing. Each booking session lasts for 30 minutes. Each user may book once per day.
- Each booking can last for a maximum of 60 minutes (2 sessions) for study rooms and Studio One. For study booths, each booking can last for a maximum of 90 minutes (3 sessions).
- Studio One can ONLY be used for course related video recording, voice recording or online streaming.
- Rules
 - Minimum number of users for each study room and Studio One is at least 3. The LRC reserves the right to cancel booking if the number of users is less than the minimum.
 - Each study booth is for single person only. The LRC reserves the right to cancel booking if more than one person is inside a study booth.
 - A user who makes the reservation should present his/her VTC student/staff card to the card reader at the door of the reserved room to check-in within 15 minutes from the commencing time. Otherwise, the system will automatically cancel the booking without further notice.
 - No drinking or eating.



Agree

Home > [New Booking](#) > New/Modify

New Booking

Room LRC Study Room 1

Handled By XXX

Room Holder's CNA*

Members:

Contact No.

Description*

Remarks

Booking Date* 23/09/2021 - 23/09/2021

Mon Tue Wed Thu Fri
 Sat Sun

Period* 09:00 - 10:00

* Mandatory Fields

輸入簡短描述
Enter a brief description

選取結束時間
Choose End Time

New Booking

Room LRC Study Room 1

Handled By

Room Holder's CNA*

Members:

Contact No.

Description*

Remarks

Booking Date*

Mon Tue Wed Thu Fri

Sat Sun

Period*

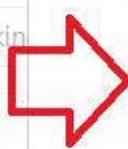
09:00 - 10:00

*Mandatory Fields

Confirm Booking Record

Are you sure to confirm the selected booking date?

- 2021-09-23 09:00-10:00 (Thursday)





Home > New Booking

Daily Weekly Monthly

Type Location Room Search

23 September 2021 (Thursday)

Room: 1 - 8 of 58

	055 Lecture Theatre	057 Lecture Theatre	101A Classroom	102A Classroom	102B Classroom	103 Classroom	104 Classroom	107A Classroom
7:00 AM								
8:00 AM								
9:00 AM	09:00-09:30	08:30-10:30 CW-ENG/Eric Kwan	09:00-09:30	09:00-09:30	09:00-09:30	09:00-09:30	08:30-10:30 CW-IT-YIU Michael	08:30-10:30 CW-SDO-Arthur Chun
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11:00 AM		11:00-11:30	10:30-11:00	10:30-11:00	10:30-11:00	10:30-11:30 CW-HLS/CHAN Grace (CHK)	10:30-12:30 CW-HLS/TI Winnie (WIT)	
12:00 PM		11:30-12:00	11:30-12:00	11:30-12:00	11:30-12:00	11:30-12:30 TTS FREE BOOKING		
	12:30-13:00	12:30-13:00	12:30-13:00	12:30-13:00	12:30-13:00	12:30-14:00 CW-HLS/Mi	12:30-13:30 TTS FREE BOOKING	12:30-13:30 TTS FREE BOOKING
1:00 PM	13:00-13:30	13:00-13:30	13:00-13:30	13:00-13:30	13:00-13:30	13:00-14:00 CW-HLS/Wil		
	13:30-14:30	13:30-14:30	13:30-14:00	13:30-14:00	13:30-14:00	13:30-14:00 CW-HLS/Tim	13:30-14:30	13:30-15:30

