

**THE CHINESE UNIVERSITY OF HONG KONG
STRATEGIC EVENTS AND EXTERNAL PROJECTS OFFICE**

Room Booking Form for International Academic Conference

CUHK units which plan to host international academic conferences **after 1 January 2023 in the Henry Cheng International Conference Centre (HCICC) at Cheng Yu Tung (CYT) Building** (especially those conferences that will take place within the next 2-4 years) are welcome to reserve the venue with Strategic Events And External Projects Office (SEEPO). The room booking is applicable to international academic conferences which fulfil the following criteria:

- 1) **Purpose of conferences:** Aiming to enhance CUHK's international reputation and strengthen its global presence via engaging overseas scholars and professionals through academic exchange.
- 2) **Nature of conferences:** Academic conference with scholars and researchers to present and discuss the academic work, which also promotes academic exchange between scholars of CUHK and those from around the world.
- 3) **Expected number of participants:** Priority will be given to conference with participants over 100 people and some visitors are coming from overseas.

Notes

- This booking form is applicable to room bookings for international academic conferences **ONLY**. Room booking is **NOT** applicable to other events.
- SEEPO will check the room availability and arrange the room booking accordingly with Registration and Examinations Section (RES) and Estates Management Office (EMO).
- All submitted conference bookings will be reviewed and conference organisers might be requested to adjust the dates, if necessary.
- Please refer to the [University Teaching Facilities Charges](#) for details on room charges.
- Please complete and submit the form to Miss Alice Hung, SEEPO, by email to alice-hung@cuhk.edu.hk. For enquiries, please contact Ms. Rita Tse, SEEPO, at ritatse@cuhk.edu.hk.

<u>Details of International Academic Conference</u>			
Conference Name:			
Conference Date (DD/MMM/YYYY):		to	
Expected No. of Participants:			
Expected Profile of Participants:	Overseas: _____%		
	Mainland China/Macau: _____%		
	Hong Kong: _____%		
Purpose and Nature of Conference:			
CUHK Host Department/Unit:			

If the activity is co-organised with an external organisation, please provide the details below:	
Name of External Organisation: _____	
<input type="checkbox"/> Profit-making organisation <input type="checkbox"/> Non-profit organisation	
<input type="checkbox"/> Users will observe the guidelines and regulations issued by the HKSAR Government and the University for COVID-19.	
Participants need to pay fee:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Available booking days:

Month	Day for hosting international academic conferences
January – April September – November	Fridays, Saturdays, Sundays and Mondays [#] <i><u>#Conference organisers are highly recommended to avoid bookings falling on Tuesdays, Wednesdays and Thursdays which are for teaching purpose in general. If it is deemed necessary, these bookings will be subjected to further review. Booking confirmation will be sent to successful applicants after the class rearrangement is completed.</u></i>
May – August December (Term break and summer break)	Mondays to Sundays

<u>Booking date</u>	<u>Required venue at CYT 1/F & 2/F</u>	<u>Purpose</u> (e.g. pre-event setup, conference)

CUHK Academic Host

Name: _____ Phone: _____
 Position: _____ Email: _____

Contact Person (for room booking arrangement)

Name: _____ Phone: _____
 Position: _____ Email: _____

Approval of Department Chair/Unit Head

Signature: _____
 Name: _____
 Department/Unit: _____
 Date: _____

Types of Activities and Funding Information for Classroom Booking

1. Type of activities* that will take place in the room: (Please tick one)

Main Academic Activities

<input type="checkbox"/>	ACAD001 - Delivery of teaching
<input type="checkbox"/>	ACAD002 - Teaching / class preparation
<input type="checkbox"/>	ACAD003 - Supervision of Research Postgraduates
<input type="checkbox"/>	ACAD004 - Programmes / course planning and development
<input type="checkbox"/>	ACAD005 - Assessment and examination
<input type="checkbox"/>	ACAD006 - Research and other creative outputs

External Activities

<input type="checkbox"/>	EXTN001 - Public lectures not organised by the institution
<input type="checkbox"/>	EXTN002 - Research projects not conducted by the institution
<input type="checkbox"/>	EXTN003 - Corporate recruitment events not organised by the institution
<input type="checkbox"/>	EXTN004 - Conferences not organised by the institution

Other Institutional Activities

<input type="checkbox"/>	OTHR001 - Public services
<input type="checkbox"/>	OTHR002 - Consultancy that is contracted to the institution
<input type="checkbox"/>	OTHR003 - Service provided to hospitals
<input type="checkbox"/>	OTHR004 - Outside practice
<input type="checkbox"/>	OTHR005 - Institutional administration
<input type="checkbox"/>	OTHR006 - Renovation and maintenance
<input type="checkbox"/>	OTHR007 - Student activities
<input type="checkbox"/>	OTHR008 - Staff training
<input type="checkbox"/>	OTHR009 - Promotion
<input type="checkbox"/>	OTHR010 - Orientation / Ceremonies

2. Funding Source

(a maximum of 3 funding splits can be entered, must add up to 100%)

Cost Centre	Project	Internal Order	Percentage

For details about the information to be collected for CAG, please contact CAG@cuhk.edu.hk.

*Please turn over for the explanatory notes on types of activities, if necessary.

Explanatory Notes on Type of Activities:

Main Academic activities

Teaching – *teaching or preparation of teaching of students on taught programmes*

Delivery of teaching:

- holding lectures, seminars and tutorials (including remedial classes);
- dissertation, project, workshop, laboratory, field work supervision;
- placement organisation and visit;
- student contact time on educational matters.

Teaching / class preparation:

- preparing and updating teaching material for existing/new programmes.

Supervision of Research Postgraduates:

- coaching research post graduates students on research methodologies, research progress and thesis preparation and writing.

Programmes / course planning and development:

- conducting programme / course review and preparing new programme / course proposals;
- participating in curriculum and teaching methodologies review, planning and development;
- timetabling;
- preparing prospectuses.

Assessment and examination:

- continuous assessment of different forms of student work including dissertation, essays and projects;
- preparation and conduct (including invigilation) of written and oral examinations and the marking of examination papers;
- other forms of scholarly and / or administrative work related to teaching not covered by the above.

Research and other creative outputs – *creative work of research and experimental development undertaken on a systematic basis*

- conduct of research that are academic research oriented and the production of papers, reports, conference papers and scholarly books thereof;
- conduct of institutional contract research and consultancies;
- attending conferences, seminars and society meetings that are research project oriented;
- research-oriented academic collaboration with departments within or outside of each institution;
- supervision of research staff (including recruitment of research staff where applicable) and projects;
- editorship or serving on editorial boards of academic publications;
- preparatory work for research grants application;
- preparatory work for research assessment and review;
- work associated with technology transfer / invention, including patents application;
- other creative outputs not mentioned above such as performances, works of art, textbooks, case studies, scholarly translations, software, and multimedia works.

External Activities

External Activities – events organised by third parties outside of the institution. This includes a variety of activities. Examples of such include:

- public lectures;
- research projects not conducted by the institution;
- corporate recruitment events;
- conferences.

Other Institutional Activities

Other Institutional Activities – *activities that consume institution resources and / or time that are not teaching or research.*

This includes:

- public services – services to the community that are of professional or general in nature;
- consultancy that is contracted to the institution, including time spent on drafting proposals and supporting bids for consultancy works;
- service provided to hospitals by departments of clinical medicine and dentistry;
- outside practice that consumes institution resources and time;
- institutional administration e.g. internal meetings.