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

someone@vtc.edu.hk or studentno@stu.vtc.edu.hk

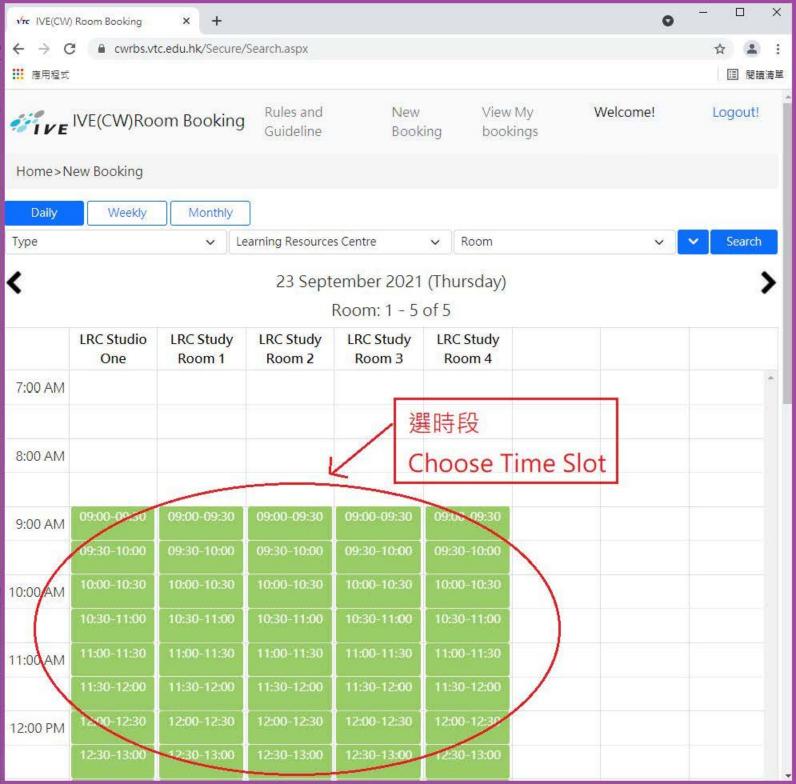
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Sign in

Forgot your password? Change password

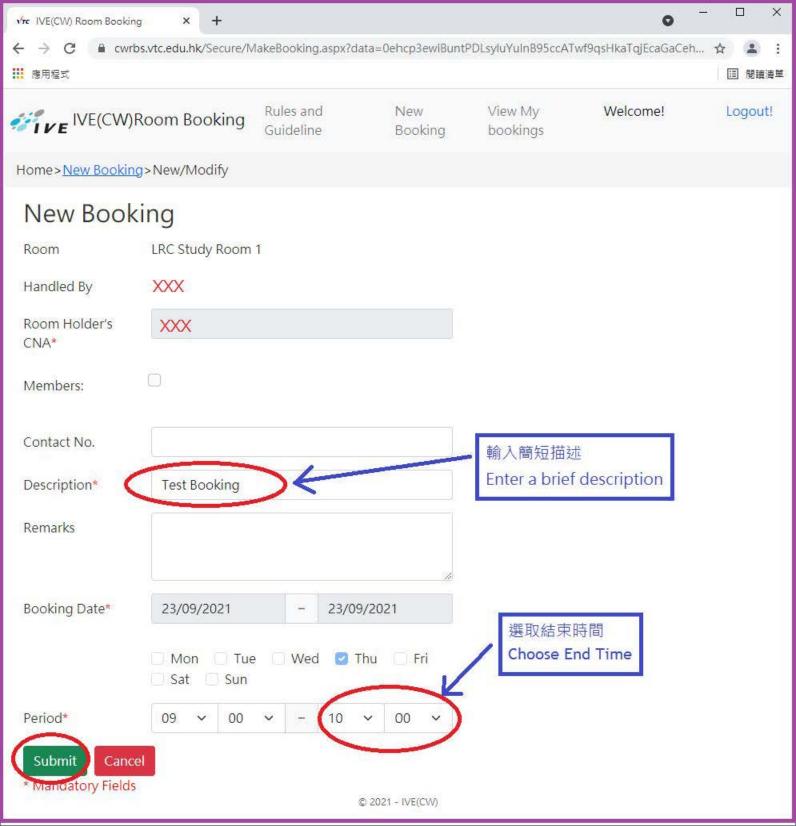
Please contact ITSD Helpdesk (Email: itsdhelpdesk@vtc.edu.hk) if you have any further questions.

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[Please scroll down for English version]       請詳細閱讀         Home>       研習室、Studio One、Study Booth 使用需知及守則				
<ul> <li>         ・研習室、Studio One 及 Study Booth 可供外借的時段為上午9:00 起, 至每日關館前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。     </li> <li>         Room     </li> </ul>				
<ul> <li>研習室及 Studio One 每次最多可預約 2 節 (即 60 分鐘)。</li> <li>Study Booth 每次最多可預約 3 節 (即 90 分鐘)。</li> </ul>				
<ul> <li>Studio One 只供與學科相關的錄影、錄音或網上直播。</li> <li>Room H</li> <li>CNA*</li> <li>使用細則</li> </ul>				
<ul> <li>         · 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。     </li> <li>         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。     </li> <li>         · 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。     </li> <li>         · 嚴禁飲食。     </li> </ul>				
Guide and Regulations of using the Study Rooms, Studio One & Study Booths				
<ul> <li>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.</li> </ul>				
<ul> <li>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).</li> </ul>				
Studio One can ONLY be used for course related video recording, voice recording or online streaming.				
<ul> <li>Rules</li> <li>Rules</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>No drinking or eating.</li> </ul>				
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