Meeting Room 1520C

Facilities
- 10 chairs
- E-white board for display and writing
- Mirroring dongle (please contact admin at RM 1520B)

Booking Rules
- Eligibility: EC funded teams, EC and OKT staff
- Opening Hours: 9am – 5:30pm, Mon-Fri
- Max booking hours: 1.5 hours/day
- Maximum booking window in system is 1 week.
- Bookings are offered on a first-come, first-serve basis.
- Purpose of usage: entrepreneurial/startup related initiatives
- The person who books the meeting room must present his/her student ID card for room access.
- Properly clean up and reinstate the venue before leaving.
- Do not leave any food or other unattended items behind.
- Please switch off the lights before leaving for energy-saving purposes.
- Users may be held responsible for any loss or damage caused to the facilities.
- If there is a no-show 15 minutes after the booking time, the reserved space will be allocated to other users.
- Booking will be cancelled when typhoon signal no.8 or black rainstorm warning signal is hoisted (https://cmo.ust.hk/black-rainstorm-warning)
- Please refer to the University’s guidelines in case of emergency, safety, or health concerns (https://hseo.ust.hk)
- The Entrepreneurship Center and the BASE admin reserve the right to change the terms of use for facilities and decline booking applications.

Booking Procedures
1. Check the calendar to view available timeslots [Calendar Link]
2. Send a meeting invite to hkustecthebase@gmail.com
3. Subject line format: Full Name_School/Department (Student ID) e.g. Chan Tai Man_SENG (20958888)
4. Content: team/company name, purpose of booking, number of participants, phone number

**Note: EC and the BASE admin have the right to decline any booking application without sufficient requested information.