

THE UNIVERSITY OF HONG KONG
SCHOOL OF BIOMEDICAL ENGINEERING

Application for Booking to work inside the Tam Wing Fan Innovation Wing

1. Please make the booking at least 7 working days before your arrival for the Innovation Wing Office.
2. The application form should be submitted to the School of Biomedical Engineering Office.
3. School of Biomedical Engineering Office and Innovation Wing Office reserve the right to reject/reschedule the booking to maintain a low-density workspace.

Full name (Same as your student ID card):	
University No.:	Email:
Contact No.:	School:

I would like to work inside Tam Wing Fan Innovation Wing on the following date and time: _____

Expected duration of stay: _____

*The opening hour of Innovation Wing is 10am - 4pm on weekdays, and closed on Saturday, Sunday, and other Public/University holidays.

Please specify the venue(s) you will use in Innovation Wing

*The non-hands-on area such as Dream Chamber, the Meeting rooms, the Brainstorming area, the Conference room, the Podcast studio, will be closed. The 3D printing service, Laser cutting and engraving service, Electronic workbenches, Machine Shop, the Digital Learning Studio and other special project workspaces will be available with reduced service.

- | | |
|---|---|
| <input type="checkbox"/> 3D printing area | <input type="checkbox"/> Digital Learning Studio (The computer room) |
| <input type="checkbox"/> Laser Cutting and Engraving room | <input type="checkbox"/> Event Hall (For the special projects currently hosted in the event hall) |
| <input type="checkbox"/> Machine Shop | <input type="checkbox"/> Special Project Studio |
| <input type="checkbox"/> Electronic Work Benches | <input type="checkbox"/> Thematic workshop 1 - Smart technologies for better living |
| <input type="checkbox"/> Makerspace area | <input type="checkbox"/> Wet Lab |

Justification:

Signature: _____

Date: _____

For Office Use Only

Approve / Not Approve Remark: _____

Programme Director's Signature: _____

Date: _____