

## MEETING VENUES / ROOMS FOR BOOKING

### I. ROOMS DIMENSIONS, CAPACITY AND FACILITIES

ROOM	APPROX. DIMENSIONS L x W m = m <sup>2</sup>	APPROX. FLOOR AREA (sq. feet)	ROOM CAPACITY	FACILITIES PROVIDED
<b>A</b>	11 x 5 = 55	640	Classroom Style: Max. 40 Theatre Style: Max. 50	Whiteboard/Flipchart Wireless Microphone x 1 set LCD Projector
<b>B</b>	11 x 7 = 77	840	Classroom Style: Max. 48 Theatre Style: Max. 60	Whiteboard/Flipchart Wireless Microphone x 1 set LCD Projector
<b>C</b>	11 x 8 = 88	1,064	Classroom Style: Max. 64 Theatre Style: Max. 80	Whiteboard/Flipchart Wireless Microphone x 1 set LCD Projector

For Internet service, the connection fee is \$500 per session.  
Service charge for additional wireless microphone set is \$500 per session.

### II. RATES (Effective: October 1, 2008)

	MEMBER / NON-PROFIT MAKING ORGANIZATION	NON-MEMBER
<b>Weekdays: (Monday – Friday)</b>		
Whole Day (10:00am – 5:00pm)	4,500	8,000
Session 1 (10:00am – 1:00pm)	2,500	4,000
Session 2 (2:00pm – 5:00pm)	2,500	4,000
<b>Saturdays:</b>		
Whole Day (10:00am – 5:00pm)	8,500	12,000
Session 1 (10:00am – 1:00pm)	4,000	6,000
Session 2 (2:00pm – 5:00pm)	5,000	7,000
<b>Sundays:</b>		
Per 3-hour Session	6,000	8,000

### III. PAYMENT

Room charges shall be payable in advance. Cancellation of room reservation will only be accepted in writing and not less than two weeks before the date of hire.

All cheque should be payable to "Hong Kong Securities Institute"

### IV. BOOKING PROCEDURE

Please complete the attached booking form together with the fee required and return the HKSI Office (Address: Room 2403-08, 24/F, Wing On Centre, 111 Connaught Road Central, Hong Kong). For any enquiry, please don't hesitate to contact Ms Vivian Chan at 3120 6111 or Mr King Hau at 3120 6109 or Fax: 2899 2611.



香港證券專業學會

**HONG KONG SECURITIES INSTITUTE**

Room 2403-08, 24/F, Wing On Centre, 111 Connaught Road Central, Hong Kong

**HKSI TRAINING VENUE BOOKING FORM**

**To: Hong Kong Securities Institute  
- Finance & Operations Department (Attn: Ms Vivian Chan / Mr King Hau)**  
**Tel: 3120 6111 / 3120 6109**  
**Fax: 2899 2611**

**COMPANY DETAILS**

<b>Company Name:</b>			
<b>Is HKSI Member?</b>	<input type="checkbox"/> Member ( Membership No. _____ )	<input type="checkbox"/> Non-Member	
<b>Contact Person:</b>			
<b>Title:</b>			
<b>Telephone:</b>			
<b>Fax:</b>			

**BOOKING DETAILS**

<b>Booking Date</b>	<b>Booking Session</b>	<b>Venue</b>	<b>No. of participant</b>	<b>Proposed Usage</b>	<b>Equipment Required</b>

**Terms:**

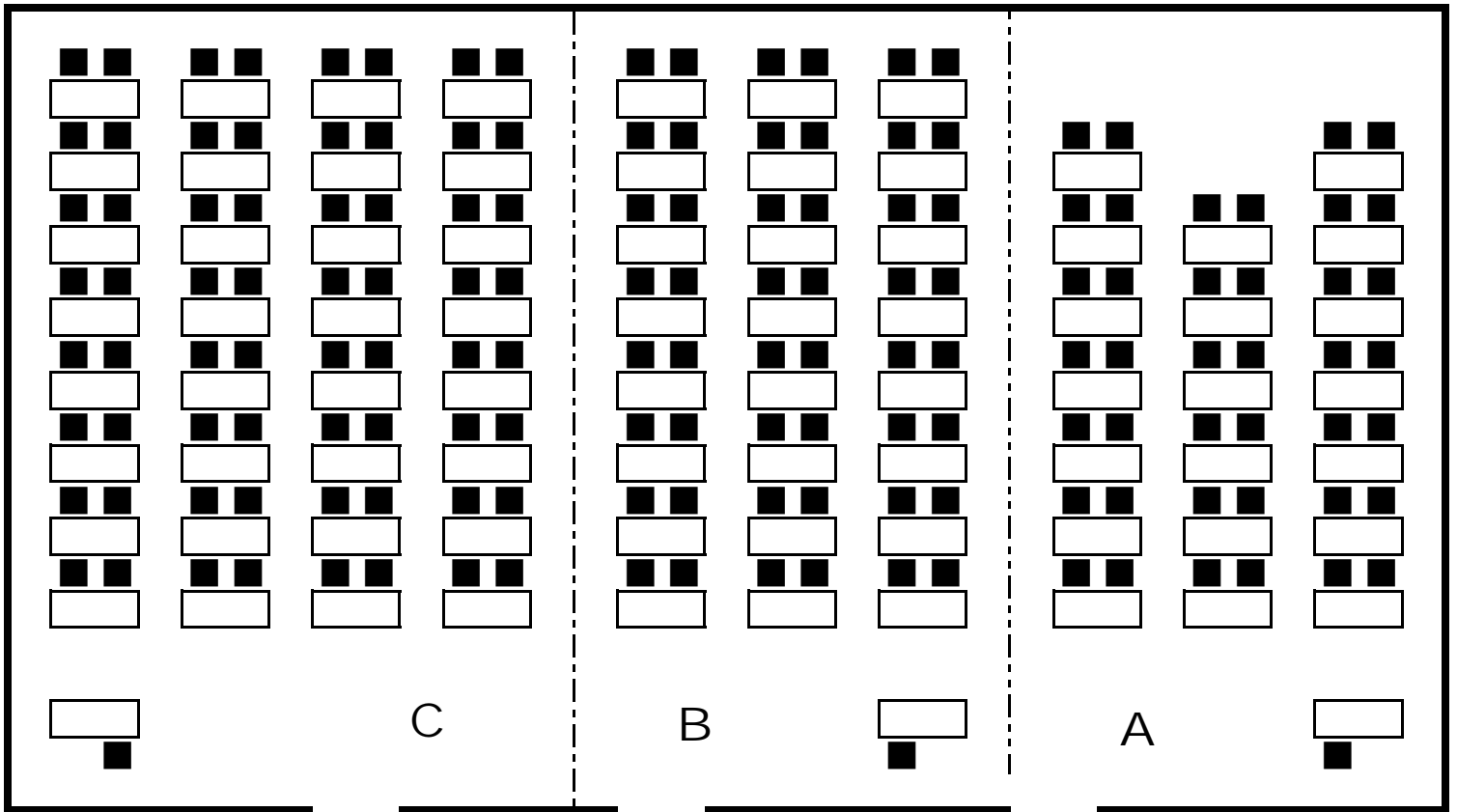
1. Booking will be confirmed upon payment received which is non refundable.
2. Users of the venue are abide by the rules and regulations as deemed appropriate.
3. Applicant will be responsible for damages made to the room or requirements.
4. When Typhoon Signal No. 8 or Rainstorm Black Warning is lowered before 12:00 noon, all rooms will be opened as scheduled.

Kindly confirm your acceptance for the above terms by signing and fax to us.

\_\_\_\_\_  
Authorized Signature  
With Company Chop

\_\_\_\_\_  
Date

**CLASSROOM STYLE FOR ROOM A, B, C**



**THEATRE STYLE FOR ROOM A, B, C**

