



Room Booking System - Note for Successful New Booking

Reference No.: 2207607

Booking Dept.: AAE

Academic Year: 2021/2022

The following room has been booked:

Campus: Main Campus

Room No.: QR504

Capacity: 50

Room Type: General Teaching Room

Furniture: 2-person Desks

Subject/Activity Code: TEACHING

Skip Public Holidays/Sundays: Y

Lecturer ID / Activities in Charge: Dr. WEN

Category: Teaching

UGC / Non-UGC: UGC

The booking co-organized with external party(ies): N

Name of function:

Session(s):

ID.	Log No.	Week No	Week Day	Date	Period
2207608	2207607	30	3	23-Mar-2022	15,16,17,18,19,20
2207609	2207607	31	3	30-Mar-2022	15,16,17,18,19,20

Done by: ASCARMEN

Done on: 15-Mar-2022 04:51:02 PM

Printed on: 15-Mar-2022 04:51:07 PM

Decode Tables for "Day" and "Period" Data

Day	Weekday	Period	Time	Period	Time
1	Monday	1	08:30 - 09:00	15	15:30 - 16:00
2	Tuesday	2	09:00 - 09:30	16	16:00 - 16:30
3	Wednesday	3	09:30 - 10:00	17	16:30 - 17:00
4	Thursday	4	10:00 - 10:30	18	17:00 - 17:30
5	Friday	5	10:30 - 11:00	19	17:30 - 18:00
6	Saturday	6	11:00 - 11:30	20	18:00 - 18:30
7	Sunday	7	11:30 - 12:00	21	18:30 - 19:00
		8	12:00 - 12:30	22	19:00 - 19:30
		9	12:30 - 13:00	23	19:30 - 20:00
		10	13:00 - 13:30	24	20:00 - 20:30
		11	13:30 - 14:00	25	20:30 - 21:00
		12	14:00 - 14:30	26	21:00 - 21:30
		13	14:30 - 15:00	27	21:30 - 22:00
		14	15:00 - 15:30	28	22:00 - 22:30

University Practice on Using GT Rooms for Classes - Clear the Rooms 10 Minutes Earlier

The GT rooms on the campuses are primarily for conducting classes. In order to allow sufficient time for students to travel to the next class and to enable the next class scheduled in the room to start punctually, all classes in the University are ended at either twenty minutes or fifty minutes past the hour. Although the room booking system is operated on a half-hour basis, users are kindly requested to cooperate not to use the room in the last ten or fifteen minutes so as to allow sufficient time to clear the room to prepare for the next class to start punctually on the hour or at the half-hour.

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