

Learning Commons
Video CV Room

Location: WYS 4/F My Zone : 402M

Opening Hours

- The opening hours of the Video CV Room are periodically adjusted. The room is available during the following hours: **09:30-21:30, from Monday to Friday** (excluding public holidays). Please note that the Video CV Room operates on a reservation basis only.

Booking

- Users are required to make a reservation for the Video CV room **at least 3 working days in advance**. The approval of late application is subject to room availability and presentation of legitimate reason. The Learning Commons reserve the right to allocate room reservations.
- Booking session: In order to accommodate all users, **each session is limited to a duration of 30 minutes. Users have the option to reserve up to four sessions (i.e. two hours)** if needed. Please remain mindful of the allocated time and ensure that your recording is completed within the designated timeframe.
- **Reservation Form**: Please complete the [reservation form](#) to secure a time slot for your recording session.
- **Confirmation Email**: After submitting the reservation form, a confirmation email will be sent to you. This email will serve as confirmation of your booking and will include the date and time of your scheduled session. **Please show the confirmation email, complete the check-in form and leave your student ID card to the counter when check in to the Video CV Room.**
- **Cancellation**: If you need to cancel your booking, please notify the Learning Commons at 3411 6480 immediately. It is important to inform us in advance to allow others to utilize the slot. Reservation will be cancelled if the user does not check in within 15 minutes after the reservation time starts. Please note that failure to show up or arriving late for your booking may impact your eligibility for future use of the facility.
- Reservations will be automatically cancelled when Tropical Cyclone Warning Signal No. 8 or above is hoisted or Black Rainstorm Signal is in force.

BYOD (Bring Your Own Device)

- Users are required to bring their **own recording devices such as smartphones, tablets, laptops or camera** for capturing your Video CVs. No video recording devices can be borrowed from the Learning Commons.

Lighting and Microphones

- The room is equipped with lighting and microphone equipment to enhance the recording quality. Please ensure that the equipment is used appropriately and returned in the same condition.

Student Helpers

- Users should have a briefing and equipment check before using the room. Student helpers will be available to **provide basic instructions and guidance on operating the equipment**. Respect their assistance and adhere to any instructions they provide.

Privacy and Security

- Please be mindful of your own privacy and the privacy of others. The Video CV room is equipped with CCTV for security purposes. Avoid recording or sharing any sensitive or confidential information.

Room Cleanliness

- Help keep the Video CV room clean and tidy. Dispose of any trash or personal belongings properly before leaving the room.

Respect Others

- Be considerate of other users by closing the door and keeping noise levels to a minimum. Avoid disrupting other individuals who may be using adjacent spaces.

Technical Support

- Inform the Learning Commons staff immediately if you encounter any technical issues or require assistance during your recording session.

Safety

- It is strictly forbidden to disassemble and assemble all the equipment of the Video CV Project Room, any damage/malfunction of equipment should be reported to the staff of the Learning Commons immediately. In case of misuse or negligence, users will be liable for the cost of repair and/or replacement. If you need to connect another power supply or install electrical equipment other than the recording devices, please inform the staff of the Learning Commons for assistance to maintain the safety of electricity use. **After using the Video CV room, please ensure that the power switch is turned off and that any borrowed equipment is returned.**

Check out

- Upon completing your use of the room, **please return all borrowed equipment by signing the check-out form and remember to retrieve your student ID card. Please also complete the evaluation form before leaving.**
- Users should comply with all rules and regulations of the Learning Commons.

Address

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