Workshops on Project Management

Use of Campus Facilities for Student Activities and Briefing for Safety Coordinators

Date: 23 February 2017 (Thur)
Time: 6:15pm – 7:45pm
Venue: SDS Meeting Room R6052, 6/F, Amenities Building
Facilitators: CDFO Representatives, and Ms Frennie Ip, Executive Officer, SDS

Use of Campus Facilities for Student Activities

- Meeting with services providers
- Best practice on using campus facilities for student activities
- Online booking of venues and equipment for student activities
- Dos and Don’ts

Briefing for Safety Coordinators

- Role of Safety Coordinators
- Common issues of safety and hygiene
- Rectifying methods

Remark:
- Representatives of student societies are required to attend the workshop in order to activate the log-in account of online booking systems.
- All Safety Coordinators shall attend this briefing session.