To: Administrative Officer
      Dean's Office, FASS

Application for use of Seminar Room B

Applicant details:

Name of applicant: ______________________________________________________

Contact no: __________________ Fax: __________________ e-mail: __________________

Department: ______________________________________________________________

Signature of applicant: _____________________________________________________ Date: ________________________________

Booking Details:

Type of booking: **Recurring Booking/Ad-Hoc booking , Remarks: __________________________

Event date(s): _____________________________________________________________ Time: From _______________ to _______________

Please indicate the actual start time and end time

Purpose:
If used for teaching/tutorial, please indicate Module code: ____________________________

else, please complete the following:

1. Title of Seminar/Talk/Discussion: ____________________________________________

2. Name of speaker(s): ______________________________________________________

3a. Is function open to public? **YES / NO
3b. Are fees being charged for the event? **YES / NO

4. Is foyer required for tea reception: **YES / NO

5. No of expected audience: _______________

   Note: i. If no of audience is more than 60, arrangement has to be made to book Seminar Room A/C.
   ii. It is the organiser responsibility to have manpower to open the partition.

6. If additional equipment is required, please indicate in the table below:

   Note: i. Please refer to website http://www.fas.nus.edu.sg/ts/ for details of equipment available in the seminar room
   ii. For use of computer in the seminar room, please refer to website http://www.fas.nus.edu.sg/ts/pcaccess.htm for password to log on to the system
   iii. Please allow at least 2 hours in advance of the event for preparation and 2 hours after the event clearance purposes

<table>
<thead>
<tr>
<th>S/</th>
<th>Equipment</th>
<th>Qty available</th>
<th>Qty required</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rostrum Microphone</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Microphone with table stand</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Microphone with floor stand</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Audio cassette deck (for recording)</td>
<td>1</td>
<td></td>
<td>Please provide own blank tapes</td>
</tr>
<tr>
<td>5</td>
<td>Others (subject to availability of equipment)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Delete where inapplicable

FOR OFFICIAL USE ONLY

Your application **is / is not approved, the booking of Seminar Room B, **A / C (inclusive of preparation time and clearance time) will be from _______________________________ to _______________________________.

Date, time  Date, time

Officer-in-charge: ___________________________ Name ___________________________ Signature ___________________________ Date ___________________________

Remarks: ________________________________________________________________________________________________