

Meeting Room Instructions

5-Steps Booking System

1. Select service (Room and Duration)

The screenshot shows the 'High Fashion Centre 達利國際中心' Meeting Room Booking System. The interface is titled 'Please select service: 請選擇預約內容:'. It features two dropdown menus: 'Room 會議室' (Select room) and 'Duration 預約時長'. A 'NEXT 繼續' button is located at the bottom right. At the bottom of the page, there are links for 'Shared space Rules & Terms and Conditions' and 'Meeting Room Instruction'.

2. Select a time slot




The screenshot shows the 'High Fashion Centre 達利國際中心' Meeting Room Booking System. The interface is titled 'Below you can find a list of available time slots for 11/F Meeting Room 1 (60 Pax) by Room1. Click on a time slot to proceed with booking.' It features a calendar for August 2027 and a list of available time slots for Monday, Aug 02. The time slots are: 9:00 am, 10:00 am, 11:00 am, 12:00 pm, 1:00 pm, 2:00 pm, 3:00 pm, 4:00 pm, and 6:00 pm. A 'BACK 返回' button is located at the bottom left. At the bottom of the page, there is a note: '如有需要預約的工作時間以外的特別時段，請聯絡Whatsapp 熱線6921-4846 或透過我們的服務團隊預約及了解特別規定。 If tenants would like to make reservations on special hours other than the above timeslots, please check with our corporate service team through WhatsApp at 6921-4846 for making reservation and the special rate details.'

3. Select extra services if necessary

1. Service 預約內容 2. Time 時間 3. Extras 附加項目 4. Details 預約詳情 5. Payment 付款 6. Done 完成





Select the Extras you'd like (Multiple Selection)
請選擇你需要的附加項目

Accessories 其他設備

 Chairs 椅子 HK\$20.00	 Video Conferencing System 視像會議系統 HK\$220.00	 Projector 投影機 HK\$200.00
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HK\$0.00

Drinks 飲品

 Water 清水 HK\$0.00	 Hot Coffee 熱咖啡 HK\$0.00	 Hot Italian Coffee Cappuccino 熱拿波里咖啡 HK\$0.00	 Hot Italian Coffee Americano 熱拿波里咖啡 HK\$0.00
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合計 Summary: HK\$800.00

For all extra items, please order at least 24 hours in advance for preparation. 所有附加項目請預先預訂，訂位時間至少24小時前。

[BACK 返回](#) [NEXT 下一步](#)

4. Provide personal details for record and receive email

1. Service 預約內容 2. Time 時間 3. Extras 附加項目 4. Details 預約詳情 5. Payment 付款 6. Done 完成

You selected a booking for 11/F Meeting Room 1 (60 Pax) at 9:00 am on August 2, 2021. The price for the service is HK\$1,000.00.
Please provide your details in the form below to proceed with booking.

你選擇的訂位是 August 2, 2021 9:00 am 使用 11/F Meeting Room 1 (60 Pax) - 此項預約費用是 HK\$1,000.00 -

Full name 全名 Phone 聯絡電話

Email 電郵地址 Confirm email 確認電郵

Address 地址

Unit 單位

Company Name 公司名稱

Captcha

備註 Special notes

1. For tenants reserving Room 1, please contact our corporate service team through WhatsApp at 6931-4546 to arrange seat settings.
若有任何關於特別需求或特別設施的要求 (如會議室專用), 請於預約前至少 48 小時前透過 WhatsApp 6931-4546 與我們聯繫。

2. In case of any cancellation, please inform our Corporate Service Team at least 24 hours before your appointment via Whatsapp.
如有取消預約, 請在至少 24 小時前透過 Whatsapp 通知我們。

[BACK 返回](#) [NEXT 下一步](#)

5. Select payment method (local or PayPal)

The screenshot shows the payment selection step of a booking process. At the top, the header reads "High Fashion Centre 達利國際中心" and "Meeting Room Booking System 會議室預約系統". A progress bar at the top indicates the current step is "4. Details 預約詳情", with other steps being "1. Service 預約內容", "2. Time 時間", "3. Extras 附加項目", "5. Payment 付款", and "6. Done 完成".

The main content area displays the booking details: "You selected a booking for 11/F Meeting Room 1 (60 Pax) at 9:00 am on August 2, 2021. The total for the booking is HK\$1,000.00." Below this, it shows the booking date and time: "你的預約詳情為 August 2, 2021 9:00 am" and "使用 11/F Meeting Room 1 (60 Pax) - 每次預約費用為 HK\$1,000.00".

There is a "Staff Code 員工編號" field with an "APPLY 應用" button. Below that, the total price is confirmed: "The total price for the booking is HK\$1,000.00." Two radio buttons are present: "I will pay locally 本地付款" (selected) and "I will pay now with PayPal 以 PayPal 付款".

At the bottom, there are "BACK 返回" and "NEXT 下一步" buttons. The footer contains the text "Shared-space Rules & Terms and Conditions Meeting Room Instruction".

6. Done (Receive email confirmation with passcode for authorization and Invoice)

The screenshot shows the final confirmation step of the booking process. The header is identical to the previous screen: "High Fashion Centre 達利國際中心" and "Meeting Room Booking System 會議室預約系統". The progress bar at the top now indicates the current step is "6. Done 完成".

The main content area features a large purple box with the following text: "Thank you! Your booking have been confirmed. An email with details of your booking has been sent to you. 感謝你使用此系統，我們已把您的預約資訊和房卡預約之資訊電郵。"

At the bottom, there are "BACK 返回" and "NEXT 下一步" buttons. The footer contains the text "Shared-space Rules & Terms and Conditions Meeting Room Instruction".

Scan QR code and enter passcode (stated in confirmation email)



Enter Passcode

1	2	3
4	5	6
7	8	9
clear	0	enter