

臺北醫學大學代謝與肥胖科學研究所會議室使用規則

TMU Graduate Institute of Metabolism and Obesity Sciences Conference Room User Guide

107年3月29日所務會議新訂通過
112年9月7日所務會議修正通過

第一條 代謝與肥胖科學研究所(以下簡稱本所)為有效管理本所會議室，特訂定「臺北醫學大學代謝與肥胖科學研究所會議室使用規則」(以下簡稱本規則)。

Article 1. The Graduate Institute of Metabolism and Obesity Sciences, hereinafter referred to as the Institute, adopts the “Conference Room User Guide” to effectively manage the conference room in the Institute, hereinafter referred to as the User Guide.

第二條 本所會議室採預約登記制，每次借用時間以小時為單位且於借用日之前二週開放預約，請逕洽本所行政辦公室辦理登記。

Article 2. The booking of the Institute’s conference room is to be done through advance registration. The unit of time for which you want to schedule is in hours, and registration opens two weeks prior to the reservation date. Please proceed to the Institute’s administrative office for registration.

第三條 登記借用之先後順序為：

- 一、本所之課程、會議及教師實驗室會議；
- 二、營養學院轄下系所單位/中心之課程、會議；
- 三、營養學院轄下系所單位之教師實驗室會議；
- 四、營養學院轄下系所單位之學生會議、活動；
- 五、其他校內單位；

如遇本所辦理緊急且必要事務時，因私人聚會事由借用者，請更換地點或時間。

Article 3. Priority for booking:

1. Classes, meetings, or teacher lab meetings of the

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Institute.

2. Classes or meetings of the College of Nutrition.
3. Teacher lab meetings of the College of Nutrition.
4. Nutrition student meetings or activities.
5. Other TMU department meetings.

In case of any emergency or necessary affair of the Institute, please proceed to change location or booking time if the purpose of your meeting is a private matter.

第四條 借用人(或上課班級代表)請於辦公時間內，至本所行政辦公室確認會議室投影設備之操作使用。

Article 4. The use or the class representative, should come to the Institute's administrative office during office hours to make sure proper operation of the conference room's projection devices.

第五條 會議室使用完畢時，借用人須注意事項：

- 一、將座椅恢復原位；
- 二、擦拭清除原騰寫於白板筆跡；
- 三、關閉投影設備(含投影機、布幕)、電燈及空調電源；
- 四、將投影設備之遙控器及傳輸線置回原處；

完成上述事項並經本所人員複檢確認後，方可結束該次使用。

Article 5. After meeting, please pay attention to the following:

1. Return chairs to their original position.
2. Wipe the marks written on whiteboard.
3. Shut down projection devices (including the projector and screen), lights, and air conditioning.
4. Return remote controls and transmission wires to their original position.

Completion of the above items is to be verified by the Institute's personnel.

第六條 如違反上述規定並經勸導未改善者，將暫停借用權限一個月；如於使用期間遺失(或損壞)物品，則應依物品時價(或修繕費用)照價賠償。

Article 6. If the user fail to follow the above rules and not correct their

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mistakes after advice, their permission to use the room will be suspended for a month. If any item is lost or broken during meeting time, there will be a fine equivalent to the item's price or fixing cost.

第七條 本規則經所務會議通過後實施，修正時亦同。

Article 7. These regulations were enacted by the Institute Affairs Council. All revisions will follow the same procedures.

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