

To : Registration & Examinations Section, Registry

E-mail : [roombooking@cuhk.edu.hk](mailto:roombooking@cuhk.edu.hk)

**Web Room Booking System (WRB)**  
**(User Nomination/Deletion)**

(1) I authorize the following staff to access the Web Room Booking System and submit booking request for my Department/Unit.

Name	Post	Staff ID	E-mail address	Tel. extn.

#RES can only grant access right up to a maximum of 4 users for each Department/Unit due to system capacity.

(2) Please remove the access rights of the users listed below:

Name	E-mail address

Signature : \_\_\_\_\_

Name : \_\_\_\_\_  
Unit Head/Department Chairman/  
School Director/

Department : \_\_\_\_\_

Date : \_\_\_\_\_