

Computer and Communication Center, National Tsing Hua University
Synchronized Distance Learning Classroom Application Form

1. Please submit the application at least 7 working days before using this service.
2. We will reply to the applicant within 3 working days after receiving the application.

Affiliation			Applicant	
			Staff ID /Student ID	
Activity			Application Date	(YYYY/MM/DD)
Phone			E-mail	
Date/Time	From	(YYYY/MM/DD h/m)		
	To	(YYYY/MM/DD h/m)		
	Total hours			
Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Transfer, code: _____			
No. of Participants			Classroom	<input type="checkbox"/> Room A <input type="checkbox"/> Room B

Equipment List			
No.	Item	Check	Remarks
1	Video conference system		
2	Microphone		2 in Room A, 4 in Room B
3	Projector		
4	PC		
5	Blue-ray disc Player		
6	Video Recording (NT 1000/hr)		Only offered in Room B

[Fee Collection](#)

(For any further questions , please call ext.31240 or mail to dlc@my.nthu.edu.tw)

Approval (For Authorized Staff Only)			
<input type="checkbox"/> Approved, service charges _____		Date of Examination	
<input type="checkbox"/> Rejected, reason _____			
Fee	NT \$ _____		
Recipient		Division Director	