

Venue Booking Flow Chart

(for recognized student organizations)

ARO

e.g. Classroom, Lecture Theater

(1-4 weeks advanced booking)



1. Study Rules and Procedure on P.2 of the [booking form](#)
2. Use your society/group email to submit the application form with proposal and poster to ssa@ust.hk or SSA Counter (LG3 via Lift 3, Mon–Fri: 0900–1230 & 1400–1700)



- 3a. SSA Advisor may contact you for additional information
- 3b. SSA Advisor endorses your application for ARO's approval



4. If the booking is approved, you will receive a confirmation sent by roombook@ust.hk.



- 5a. Loan of wireless mic: Contact [ITSO Service Desk](#)
- 5b. Book reception/counter outside LT: refer to [CMO - Communal Area Booking](#)



6. For cancellation/ change, email to roombook@ust.hk and ssa@ust.hk.