



The CUHK Jockey Club Minimally Invasive Surgical Skills Centre Charging Policy

1. VENUE CHARGE

a) Seminar Room

Setting: Classroom style

Capacity: 62

Standard facility and service provided:

- One desktop PC, white board, microphone and sound system-ceiling speaker.
- Polling system with 62 remote voting controls
- Laser pointer, remote control, additional audio-visual equipment and technician can be provided at cost.

	CUHK Faculty Of Medicine	Non Profit Making Organization (Medical related)	Commercial (Medical related)
Office Hours <i>Monday to Friday</i> 9:00am – 5:30pm	HKD 200/hour	HKD 400/hour	HKD 800/hour
Weekday Sessions <i>Monday to Friday</i> Morning session 9:00am - 1:00pm Afternoon session* 2:00pm - 6:00pm	HKD 700/session	HKD 1500/session	HKD 3000/session
Non Office Hours <i>Monday to Friday</i> Before 9:00am After 5:30pm <i>Saturday, Sunday and Public Holiday</i>	HKD 300/hour	HKD 600/hour	HKD 1200/hour
Non Office Hour Sessions <i>Saturday, Sunday and Public Holiday</i> Morning session 9:00am - 1:00 pm Afternoon session 2:00pm - 6:00pm	HKD 1000/session	HKD 2200/session	HKD 4500/session

N. B.

***One hour non-office hour labour charge is applicable to the weekday afternoon session hirer.**

- i. Minimum charge of 2 hours. Fractions of an hour will be treated as a full hour
- ii. A waiver of rental of Seminar room for teaching purpose is granted for the members of Faculty of Medicine, CUHK.

b) Surgical Skills Laboratory

Setting: 8 operating tables

Capacity: allow hands-on workshop with up to 24 participants

Standard facility and service provided:

- LCD projector, flush mount ceiling speaker, ceiling mounted camera and operating light
- Service pendant providing compressed oxygen and vacuum
- Each table has dedicated surgical stack housing diathermy, ultrasonic dissection unit, vessel sealing unit, ventilator, xenon laparoscopic light source, laparoscopic CO2 insufflations unit, laparoscopic camera and LCD monitor.
- Additional AV equipment, instruments, consumables and labour can be provided at cost.

★ Charging Scheme for the Laboratory:

	CUHK Faculty Of Medicine	Non Profit Making Organization (Medical related)	Commercial (Medical related)
Office Hours <i>Monday to Friday</i> 9:00am – 5:30pm	HKD 2000/hour	HKD 4000/hour	HKD 6000/hour
Weekday Sessions <i>Monday to Friday</i> Morning session 9:00am - 1:00pm Afternoon session* 2:00pm - 6:00pm	HKD 7000/session	HKD 15000/session	HKD 20000/session
Non Office Hours <i>Monday to Friday</i> Before 9:00am After 5:30pm <i>Saturday, Sunday and Public Holiday</i>	HKD 2500/hour	HKD 5000/hour	HKD 7500/hour
Non Office Hour Sessions <i>Saturday, Sunday and Public Holiday</i> Morning session 9:00am - 1:00 pm Afternoon session 2:00pm - 6:00pm	HKD 8000/session	HKD 18000/session	HKD 28000/session

N. B.

*One hour non-office hour labour charge is applicable to the weekday afternoon session hirer.

- Minimum charge of 2 hours. Fractions of an hour will be treated as a full hour.
- Reservation for the Surgical Skills Laboratory should be made two months in advance.
- Hirer may use the seminar room during the hiring period without additional charge¹. Whilst, reservation for the venue is required upon submission of application. Additional audio-visual equipment, workshop instrument & consumables and labor can be provided at cost.

¹ Use of seminar room is on a first-come-first-served basis. Priority will be given to the paid user. The Centre reserves the rights for the final arrangement.

★ **Charging Scheme for Individual Operating Table (For CUHK Faculty of Medicine only):**

Application for partial booking of operating table is considered subject to the laboratory's availability. Application should be tendered one month in advance with the possibility of cancellation within short notice from the Centre. In case of cancellation from the Centre, rescheduling of booking will be arranged.

Office Hours <i>Monday to Friday</i> 9:00am – 5:30pm	HKD 300/hour/table
Weekday Sessions <i>Monday to Friday</i> Morning session 9:00am - 1:00pm Afternoon session* 2:00pm - 6:00pm	HKD1000/session/table
Non Office Hours <i>Monday to Friday</i> Before 9:00am After 5:30pm <i>Saturday, Sunday and Public Holiday</i>	HKD 350/hour/table
Non Office Hour Sessions <i>Saturday, Sunday and Public Holiday</i> Morning session 9:00am - 1:00 pm Afternoon session 2:00pm - 6:00pm	HKD 1300/session/table

N. B.

*One hour non-office hour labour charge is applicable to the weekday afternoon session hirer.

- i. Minimum charge of 2 hours. Fractions of an hour will be treated as a full hour.
- ii. Reservation for the Surgical Skills Laboratory should be made two months in advance.
- iii. Hirer of at least 4 tables may use the seminar room during the hiring period without additional charge². Whilst, reservation for the venue is required upon submission of application. Additional audio-visual equipment, workshop instrument & consumables and labor can be provided at cost.

² Use of seminar room is on a first-come-first-served basis. Priority will be given to the paid user. The Centre reserves the rights for the final arrangement.

c) Microsurgical & Endoscopic Skills Laboratory

Setting: 6 workstations and 1 demonstration desk

Capacity: allow hands-on workshop with up to 6 participants

Standard facility and service provided:

- 42" LCD display, DVD recorder, video-audio, ceiling speaker
- Each workstation includes microscope, operating telescope, xenon light source system, micro-drill and micro-debrider system, digital one-chip video camera system and LCD display.
- Additional audio-visual equipment, workshop instrument & consumables and labor can be provided at cost.

★ Charging Scheme for the Laboratory:

	CUHK Faculty Of Medicine	Non Profit Making Organization (Medical related)	Commercial Hire (Medical related)
Office Hours <i>Monday to Friday</i> 9:00am – 5:30pm	HKD 1200/hour	HKD 2400/hour	HKD 3600/hour
Weekday Sessions <i>Monday to Friday</i> Morning session 9:00am - 1:00pm Afternoon session* 2:00pm - 6:00pm	HKD 4500/session	HKD 9000/session	HKD 15000/session
Non Office Hours <i>Monday to Friday</i> Before 9:00am After 5:30pm <i>Saturday, Sunday and Public Holiday</i>	HKD 1500/hour	HKD 2700/hour	HKD 4500/hour
Non Office Hour Sessions <i>Saturday, Sunday and Public Holiday</i> Morning session 9:00am - 1:00 pm Afternoon session 2:00pm - 6:00pm	HKD 5500/session	HKD 10000/session	HKD 20000/session

N. B.

*One hour non-office hour labour charge is applicable to the weekday afternoon session hirer.

- Minimum charge of 2 hours. Fractions of an hour will be treated as a full hour.
- Reservation for the Surgical Skills Laboratory should be made one month in advance.
- Hirer may use the seminar room during the hiring period without additional charge³. Whilst, reservation for the venue is required upon submission of application. Additional audio-visual equipment, workshop instrument & consumables and labor can be provided at cost.

³ Use of seminar room is on a first-come-first-served basis. Priority will be given to the paid user. The Centre reserves the rights for the final arrangement.

★ **Charging Scheme for Individual Workstation (For CUHK Faculty of Medicine only):**

Application for partial booking of workstation is considered subject to the laboratory's availability. Application should be tendered one month in advance with the possibility of cancellation within short notice from the Centre. In case of cancellation from the Centre, rescheduling of booking will be arranged.

<p>Office Hours <i>Monday to Friday</i> 9:00am – 5:30pm</p>	<p>HKD 300/hour/station</p>
<p>Weekday Sessions <i>Monday to Friday</i> Morning session 9:00am - 1:00pm Afternoon session* 2:00pm - 6:00pm</p>	<p>HKD 1200/session/station</p>
<p>Non Office Hours <i>Monday to Friday</i> Before 9:00am After 5:30pm <i>Saturday, Sunday and Public Holiday</i></p>	<p>HKD 400/hour/station</p>
<p>Non Office Hour Sessions <i>Saturday, Sunday and Public Holiday</i> Morning session 9:00am - 1:00 pm Afternoon session 2:00pm - 6:00pm</p>	<p>HKD 1500/session/station</p>

N. B.

*One hour non-office hour labour charge is applicable to the weekday afternoon session hirer.

- i. Minimum charge of 2 hours. Fractions of an hour will be treated as a full hour.
- ii. Reservation for the Surgical Skills Laboratory should be made one month in advance.
- iii. Hirer of at least 3 workstations may use the seminar room during the hiring period without additional charge⁴. Whilst, reservation for the venue is required upon submission of application. Additional audio-visual equipment, workshop instrument & consumables and labor can be provided at cost.

⁴ Use of seminar room is on a first-come-first-served basis. Priority will be given to the paid user. The Centre reserves the rights for the final arrangement.

d) Simulated Operating Theatre

Setting: 1 operating table

Standard facility and service provided:

- The room is emulated in the endo-surgery operating theatre suites.
- Surgical pendant, surgical light, digital VDU screen, surgical pendent housing diathermy unit, laparoscopic camera, laparoscopic light source, laparoscopic CO2 insufflations, touch screen, boom mounted microphone system, nurse station and audio-visual interconnection.
- Additional audio-visual equipment, workshop instrument & consumables and labor can be provided at cost.

	CUHK Faculty Of Medicine	Non Profit Making Organization (Medical related)	Commercial Hire (Medical related)
Office Hours <i>Monday to Friday</i> 9:00am – 5:30pm	HKD 1000/hour	HKD 2000/hour	HKD 3000/hour
Weekday Sessions <i>Monday to Friday</i> Morning session 9:00am - 1:00pm Afternoon session* 2:00pm - 6:00pm	HKD 3800/session	HKD 7500/session	HKD 10000/session
Non Office Hours <i>Monday to Friday</i> Before 9:00am After 5:30pm <i>Saturday, Sunday and Public Holiday</i>	HKD 1500/hour	HKD 2700/hour	HKD 4500/hour
Non Office Hour Sessions <i>Saturday, Sunday and Public Holiday</i> Morning session 9:00am - 1:00 pm Afternoon session 2:00pm - 6:00pm	HKD 5500/session	HKD 10000/session	HKD 15000/session

N. B.

*One hour non-office hour labour charge is applicable to the weekday afternoon session hirer.

- Minimum charge of 2 hours. Fractions of an hour will be treated as a full hour.
- Reservation for the Surgical Skills Laboratory should be made one month in advance.
- Hirer may use the seminar room during the hiring period without additional charge⁵. Whilst, reservation for the venue is required upon submission of application. Additional audio-visual equipment, workshop instrument & consumables and labor can be provided at cost.

⁵ Use of seminar room is on a first-come-first-served basis. Priority will be given to the paid user. The Centre reserves the rights for the final arrangement.

e) Virtual Reality Laboratory

Standard facility provided:

- Our Virtual Reality Laboratory accommodates simulators on general surgery, urology and Endoscopy, and a 3-D virtual reality workstation which allows surgeons to work with multi-imaging data for clear understanding of anatomy and improved treatment training.
- Operative video library and access to internet are also available in this laboratory.

Session Monday to Friday Morning session 9:00am - 1:00pm Afternoon session* 2:00pm - 6:00pm	HKD2000/person
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N. B.

- i. Minimum head count is 2 persons per session
- ii. Reservation for the Virtual Reality Laboratory should be made at least one month in advance subject to submission of structured programme/curriculum.
- iii. The operation of simulators in the Laboratory must be under the instruction of the programme trainer(s).
- iv. The Hirer shall be responsible for the cost of repairs, reinstatement, and replacement of equipment lost, damaged or destroyed due to improper use of the simulator and/or without supervision and instruction of the staff of the Centre.

2. ADDITIONAL EQUIPMENT

Equipment	CUHK Faculty Of Medicine	Non profit making org. and Commercial
Slide Presentation - Single Slide projection - Double Slide projection	Free	Free
PowerPoint Presentation	Free	Free
Internet Broadcast on MIS Website	Free	Free
Desktop Computer (<i>w/ Internet connection</i>) (<i>limited in supply</i>)	Free	Free
Video Recording (<i>Tape and other storage media not included</i>) ⁺	Free	HKD 100/hour
Teleconferencing Equipment [*]	Free	HKD 500/hour
OT Demonstration	HKD 250/hour	HKD 500/hour
Simultaneous translation system [#] - Transmitter - Receiver	HKD100/day/each HKD50/day/each	HKD200/day/each HKD100/day/each
Photocopy and printing service	\$1 per page (a fee waiver of first 10 pages)	\$1 per page
DVD/ VCD	\$29/disc	\$29/disc

N. B.

Minimum charge of 2 hours. Fractions of an hour will be treated as a full hour

⁺ Labour cost for technical support will be charged.

^{*} Network charge will be levied according to the actual cost of network connection charged by Hong Kong Telecom if the call is initiated from Hong Kong

[#] Participants who need to borrow the receiver should need to leave his/her passport at the reception counter.

3. STAFF COST

	CUHK Faculty Of Medicine	Non profit making org. and Commercial		
		Workman	Administrative Staff	Technician
Office Hours Monday to Friday 9:00am – 5:30pm	Workman: HKD60/hour Administration/ Technician: HKD100/hour	HKD80/hour	HKD160/hour	HKD160/hour
Non Office Hours Monday to Friday Before 9:00am After 5:30pm Saturday, Sunday and Public Holiday	Workman: HKD80/hour Administration/ Technician: HKD160/hour	HKD120/hour	HKD240/hour	HKD240/hour

N. B.

- i. For Non profit-making and commercial organizations, labour charge will be levied at a minimum of 2 hours. Fractions of an hour will be treated as a full hour

4. OTHERS

1) Refreshment

Refreshment will be provided on request:

- Tea/Coffee: \$10/person/session
- Tea Break (Drinks & Snacks) : HK\$25/person/session
- Tea Break (Deluxe): HK\$38/person/session
- Lunch Break (Buffet Style) : HK\$100/person/session
- Carpet Cleaning Fee for Catering at Reception Area and Seminar Room: HK\$500/booking

2) Exhibition Booth

Non-profit making org. & commercial will be allowed to set up exhibition booth at the reception area of the Centre on request: \$5,000/day

The booking and use of any facilities listed in this document complies with the Terms and Conditions of Hire of the Centre. Please READ CAREFULLY before making any reservations.