

CPCE Facilities iBooking System

Booking Rules and Guidelines to Reservation of Meeting Rooms

PolyU West Kowloon Campus

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Booking Rules

1. Meeting Room reservations are for CPCE Full-Time staff only. The following meeting rooms are for group meetings, and can be reserved via CPCE Facilities iBooking System: <https://mbs.cpce-polyu.edu.hk/ibooking/> on a first-come, first-served basis:

Meeting Room Number	Location	Access	Remarks
WK-S1401	14/F, South Tower	Staff Card	-
WK-S1435	14/F, South Tower		-
WK-S1436	14/F, South Tower		-
WK-S1355	13/F, South Tower		-
WK-S1213a	inside 12/F Co-working Space, South Tower		1. No student is allowed 2. At least one CPCE full-time staff member is required to accompany the guests or external parties.
WK-S1213d	inside 12/F Co-working Space, South Tower		
WK-S1213e	inside 12/F Co-working Space, South Tower		

2. The opening hours of meeting rooms align with the Campus opening hours:

Monday – Saturday:	8:00 am – 11:00 pm
Sunday	9:00 am – 7:00 pm
Public Holidays	Closed

3. The duration of each session is 1 hour. Please reserve the session precisely for meetings.
4. Students are not allowed to enter the Co-Working Space. If you need to reserve a meeting room to meet with students, please reserve WK-S1355, WK-S1401, WK-S1435 or WK-S1436.
5. To meet with guests or external parties, please reserve WK-S1355, WK-S1401, WK-S1435 or WK-S1436 as far as possible. At least one CPCE full-time staff member is required to accompany the guests or external parties for all reservations of meeting rooms inside the Co-Working Space.
6. Due to the high demand for the usage of meeting rooms, you are requested to release the meeting room session immediately if the sessions are not in use.

Penalty for idle booking

Staff who fails to attend her/his booked session(s) or is absent during the booked session(s) on two separate occasions within a period of 60 consecutive days may face a suspension of their booking rights in the CPCE Facilities iBooking System. This suspension includes individual booking for all facilities in the CPCE Facilities iBooking System, such as sports facilities, Meeting Rooms, Pods, and Consultation Rooms.

7. For prolonged reservation of meeting room, e.g. for more than one day, please email cgao@cpce-polyu.edu.hk for arrangement.
8. Please do not leave your personal belongings unattended and occupy the meeting rooms. Personal belongings should be kept inside your locker or workstation.
9. Always keep the meeting rooms clean and tidy.

Make a Booking

1. To start reserving a meeting room, input <https://mbs.cpce-polyu.edu.hk/ibooking/> in a browser, or scan the following QR Code



2. You will be directed to the CPCE Facilities iBooking System below. Click Login.



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🕒 2025-Jul-30 11:34:57

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CPCE Facilities iBooking System

Welcome to CPCE Facilities iBooking System for reserving the following facilities:

CPCE Library	Sports Facilities	Pod at the Co-working Space	Consultation Room at the Co-working Space
Library Group Study Rooms	Multi-Purpose Halls Rehearsal Rooms Fitness Centres	For All Staff	For All Staff
Click to view Booking FAQ / User Guide	Click to view Booking FAQ / User Guide	Click to view User Guide	Click to view User Guide

Please click to view the booking status or directly login to place reservations.

View Status

Login



3. You will be re-directed to the CPCE Single Sign On webpage. Login by your CPCE NetID at the User name text box and Password.



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CPCE Single Sign On

CPCE Username

Password

☒ Staff ☐ Student

Sign In

Forgotten your password? Please click [here](#) to reset your password.

New Student/Staff

4. Click New Booking, select [WK-Meeting Room / WK-Meeting Room] in the [Facility Group], select the meeting room in the [Facility], choose Date and timeslots. Click **Book** when you have finished selecting.

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New Booking

Facility Group

WK Meeting Room / WK Meeting Room

Facility

WK-S1213a (12 users)

Date

2025-Jul-30 from 09:00 to 11:00

Please click [HERE](#) for the details of the Meeting Rooms

Jul 28 – Aug 3, 2025

	Mon Jul-28	Tue Jul-29	Wed Jul-30	Thu Jul-31	Fri Aug-1	Sat Aug-2	Sun Aug-3
08:00							
09:00							
10:00							
11:00							

Remark: You can see the details of meeting rooms by clicking the HERE word. (yellow arrow above)

5. The details of your booking will be shown. Click  if the details are accurate.

Confirm Booking

Facility Group:	WK Meeting Room / WK Meeting Room
Facility:	WK-S1213a
Capacity:	12 users
No. of Users:	1
Selected Date:	2025-Jul-31
Time:	09:00 - 11:00
Duration:	2 hours
Registration Under:	
Student / Staff no.:	



6. A confirmation message will appear with a booking code as follows:

Booking Success

Booking completed successfully.

Confirmation email with check-in barcode has been sent to your email address.

Your booking code is: **iHancS**



7. And you will receive a confirmation email with your booking details.

CPCE Facilities iBooking System (UAT) - Confirmation Notice



CPCE Facilities iBooking System <postmaster@umbs.cpce-polyu.edu.hk>
To

1 2 3 4 5 6 7

Dear

This is to confirm your reservation as follows.

Facility Type:	WK Meeting Room / WK Meeting Room
Facility Name:	WK-S1213a (12 users)
No. of Users:	1
Date:	2025-Jul-31 (Thu)
Time:	09:00 - 11:00 (2 hours)
Booking Barcode:	iHancS

Please use your staff card to access the meeting room.

Campus and General Administration Office
College of Professional and Continuing Education

Check, Edit or Delete of Booking

You can check, edit or delete your Booking under My Booking Record.

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2025-Jul-29 12:38:54

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My Booking Record

From 2025-Jul-29 To 2025-Aug-04 Search by booking code

Booking Details	Action / Status
Facility Group: WK Meeting Room / WK Meeting Room Facility: WK-S1213a Capacity: 12 users No. of Users: 1 Reservation Period: 2025-Jul-31 09:00 - 11:00 (2 hours) Booking Time: 2025-Jul-29 12:37:22 Booking Code: iHancS	Edit Button Delete Button Status: Confirmed