

Finance Trading Laboratory (CYT 409)

Department of Finance, Chinese University of Hong Kong

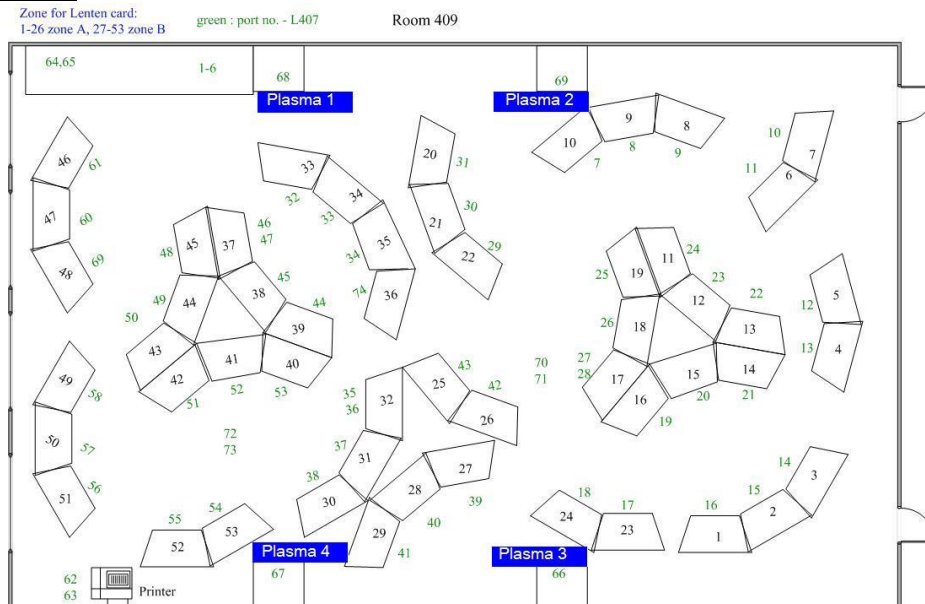
1. Objective

- The objective of the Finance Trading Laboratory is to provide students a practical and immersive environment where they can utilize Bloomberg terminals and Refinitiv Eikon to access financial data for classes, research, and real-world application.

2. Facilities

- 53 desks and chairs
- 11 Bloomberg terminals (another is located in CYT410, PC#76)
- 11 Refinitiv Eikon (another is located in CYT410, PC#76)
- 4 large flat panels

3. Floor Plan



4. Opening Hours

A. Period during academic terms

- Monday – Friday: 08:45 – 21:30
- Saturday: 08:45 – 17:30
- Sunday & Public holidays: Closed

B. Term break and university holidays

- Monday – Friday: 08:45 – 17:30
- Saturday, Sunday & Public holidays: Closed

5. Rental Rate Card for classes or seminars

- Standard Hourly Rate (HKD): \$5,000
- Preferential Hourly Rate for BA Users (HKD): \$4,000
- Preferential Hourly Rate for API (HKD): \$2,500

6. Reservation Procedure for classes or seminars

- Check the availability at <http://www3.baf.cuhk.edu.hk/pclab/timetable/#409>
- Fill out the application form on Page 3 and submit the completed form to Ms. Rika Wong at rikawong@cuhk.edu.hk.
- Total rental fee (if applicable) is required to be settled within 2 months after the date of using the FIN Lab.

7. Rules

Violation of the following rules may lead to suspension of the user's access to the lab in the future.

1. The FIN Lab is for the use of BA faculty and students, and the access right is granted on request.
2. Students seeking permission of access right to FIN Lab should consult the lecturers of the concerned course(s) and ask him/her to contact us for further discussion and verification.
3. Never move the furniture or equipment around without prior permission. If you are permitted to do so, please make sure that they are returned to their original positions at the end of your study.
4. If you discover that any equipment is broken, malfunctioning or missing, please immediately inform the PC Lab Office and the Department of Finance.
5. Only authorized personnel are allowed to enter the Lab.
6. Please respect other users. Avoid making excessive noises or engaging participants in lengthy irrelevant conversations.
7. Use of Venue and Facilities: The tenant will be responsible for any damage, accident, injury or loss which may occur during the rented period of the rented premises and facilities.
8. Food and beverages are strictly prohibited in the Lab.
9. Smoking is strictly prohibited in the laboratory.
10. No whiteboard markers are provided, please bring your own.
11. Please switch off lectern computers and TV sets after use.
12. Only legal and licensed software is allowed to be installed onto the lab computers and should be removed when you leave.

8. Enquiry

- Please direct your questions to Ms. Rika Wong at rikawong@cuhk.edu.hk.

Ref : _____

Finance Trading Lab (CYT 409) Application for Room Reservation

1. Check the booking schedule at <http://booking.baf.cuhk.edu.hk/>
2. Applicant **MUST** be staff of BA Faculty.
3. Complete all fields marked with * .
4. Email completed form to Ms. Rika Wong at rikawong@cuhk.edu.hk.
5. Email confirmation will be sent to the applicant.

*Applicant: _____ *Tel: _____

*Email address: _____

*Course code or purpose: _____ *Class size: _____ (53 seats)

*Name of software to be used: _____

*Activity Type

*Funding Source

			*Cost Centre / Project Code	*Percentage
*1.	Cost Centre	Project Code		
2.	Cost Centre	Project Code		
3.	Cost Centre	Project Code		

Instructor (if applicant is not the instructor): _____

Email address: _____ Tel: _____

*Date(s) of reservation: *Please fill in month(s) and date(s) below*

Month: _____	Month: _____	Month: _____	Month: _____
Day _____ _____ _____ _____	Day _____ _____ _____ _____	Day _____ _____ _____ _____	Day _____ _____ _____ _____

Time-slots(s):

- | | | | |
|-------------------|-------------------|-------------------|--------------------|
| (1) 08:30 – 09:15 | (4) 11:30 – 12:15 | (7) 14:30 – 15:15 | (10) 17:30 – 18:15 |
| (2) 09:30 – 10:15 | (5) 12:30 – 13:15 | (8) 15:30 – 16:15 | (11) AFTER 18:30 |
| (3) 10:30 – 11:15 | (6) 13:30 – 14:15 | (9) 16:30 – 17:15 | |

Remarks: _____ (e.g. disable internet)

For Office use only : Processed by : _____ on _____