

Computer-Assisted Telephone Interviewing (CATI) Centre

User Rules and Regulations

1. Use of the Centre

- ◆ Upon arrival at the Centre, delegate will be required to sign in so that RIB can confirm and record the use.
- ◆ Late arrival of more than 20 minutes without prior notice will be deemed to be absent. RIB may allow other applicant to use the facilities if necessary.
- ◆ Before leaving the Centre, users need to turn off the computer and equipment.
- ◆ Please keep the Centre clean and safe. Users shall not affect other users and the operation of the Centre. The Centre prohibits all nuisance, including but not limited to eating and drinking (though you can bring your own drinking water), disturbing others, etc. If discussion is needed, do not affect other users. RIB staff will monitor the Centre for any unauthorized behavior and may ask the people concerned to leave the Centre.

2. Equipment

- ◆ Users may bring their own laptop (must be equipped with VGA plug) to connect to the projector.
- ◆ In the event of damage / loss / malfunction of the equipment at the end of the use, applicant and users concerned are responsible for the repair or compensation of the damaged / lost equipment.

3. Disclaimer

- ◆ The Centre is not responsible for the security of personal belongings. Any items left over will be handed over to Campus Development and Management Office as lost items.
- ◆ The Centre will try its best to work with the suppliers to fix loopholes of existing hardware and software. However, the Centre shall not be held responsible for any possible damage to users, hardware damage or data loss.
- ◆ The Centre is not responsible for the hardware damage or data loss if users bring their own hardware or use software not provided by the Centre. Nevertheless, in the event of any such failure or damage to computers due to the above act, the users concerned will have to compensate.
- ◆ Users need to consider at their own risk if they intend to use, download or obtain any data or software application, other than the interview data. Centre shall not be held responsible for any damage or loss of hardware or data.

4. Miscellaneous

- ◆ The Centre will be closed when the weather is bad or in times of emergency. In the event that RIB considers it unsuitable for operation, the Centre may be closed at its discretion without prior notice.
- ◆ The RIB management committee reserves the right to amend the policy without prior notice and has the final decision towards any dispute.