

Instructions for Management of the Conference Hall of the Institute of Transportation Building, Ministry of Transportation and Communications

Amended and approved at the 223rd Institute Meeting on December 11, 2002

Amended and approved at the 282nd Institute Meeting on December 11, 2007

Amended and approved at the 316th Institute Meeting on September 6, 2010

Amended and approved at the 335th Institute Meeting on April 11, 2012

Amendment and approval authorized on December 18, 2012

Amendment and approval authorized on December 4, 2015

Amendment and approval authorized on September 26, 2023

1. The Institute of Transportation (hereinafter referred to as the “Institute”) is the management agency of the Institute of Transportation Building (hereinafter referred to as the “Building”). These Instructions are established for the effective management of the international conference hall (hereinafter referred to as the “Conference Hall”) in the Building.
2. The Conference Hall with a total of 155 seats is intended for holding all kinds of conferences (with over 80 participants).
3. Except for special occasions with special permission, the Conference Hall will be opened from 08:30 to 12:30 and from 13:30 to 17:30 every day, from Monday to Friday. The Conference Hall will be closed on weekends and national holidays.
4. Those who wish to lease the Conference Hall shall fill in the Conference Hall Lease Application Form (Annex 1) to apply for permission to use with the Secretariat.
5. The rental for the Conference Hall is shown in Annex 2.
6. The Institute will assign staff to control and operate the air-conditioning, lighting, audio, and video equipment in the Conference Hall. The user shall arrange, at its own expense, venue decoration, venue recovery, reception of participants, beverage supply, venue service, and simultaneous interpreters for the required languages.
7. The user shall be responsible for the safety and security of participants during the term of the lease. The user shall also prepare the event pass for the participants to wear. The user shall deliver the sample of the pass and the list of participants to the Institute one week before a conference for participant identification and courtesy treatment.
8. No drinking or eating is allowed inside the Conference Hall. The user shall arrange beverages and refreshments (the user is responsible for venue decoration, beverage supply, and venue service) to be served outside the Conference Hall (employee canteen). The user shall pay for the cleaning or compensation for dirtying the equipment in the Conference Hall.
9. The user shall prioritize existing equipment for venue decoration. The user shall apply for the Institute’s permission for decoration using special equipment and shall remove such equipment and restore the Conference Hall after use. The user shall restore or compensate for the damage caused to the existing equipment in the Conference Hall.
10. The Products that may pose a threat to national cybersecurity, such as software, hardware, and services from China manufacturers, is strictly prohibited during the use of Conference Hall. In the event of a detected breach or intrusion into the equipment, please immediately power off the affected device and notify the management for further action.
11. Users requiring an early entry to the Conference Hall shall apply for the Institute’s permission in advance.
12. After using the Conference Hall, the user shall clean up and restore the Conference Hall on the same day. The user may directly contact the management agent of the Building to clean up and restore the Conference Hall at its own expense. All articles left inside the Conference Hall will be treated as waste.
13. In support of the Resource Circulation Administration, Ministry of the Environment’s Guidelines for Reducing the Use of Disposable Dining Utensils and Bottled Drinking Water in Administrative Agencies and Schools, the Institute will not supply disposable cups, either paper or plastic, or bottled water.
14. The Conference Hall is leased for holding professional conferences only. No campaign rallies shall be allowed.
15. These Instructions shall be implemented after the approval by the Institute’s director general or by the institute. The same shall apply to the amendments thereof.

Annex 1: MOTC Institute of Transportation Building Conference Hall Lease Application Form

Date: _____

Name of Conference			
Date of Use		(Seal of Agency or Unit)	
Time of Use			
Host of Conference			
Ministers or Guests (please inform in advance)			
User and Contact/ Phone			
Recipient/Tax ID No.			
Receipt Address			
Application for Audio/ Video Equipment	<input type="checkbox"/> DLP projector <input type="checkbox"/> Wireless microphone <input type="checkbox"/> Interpreting console <input type="checkbox"/> Receiver <input type="checkbox"/> Others: _____		
Signature of Undertaker (Secretariat)	Undertaker:	Reviewer:	Supervisor:

List of Leased Equipment and Rent MOTC Institute of Transportation Building Conference Hall

Leased Audio/Video Equipment	<input type="checkbox"/> DLP projector <input type="checkbox"/> Wireless microphone <input type="checkbox"/> Interpreting console <input type="checkbox"/> Receiver <input type="checkbox"/> Others: _____		
Rent	Rent for the Conference Hall: Rent for Audio/Video Equipment: Total:		
Signature of Applicant	Confirmation time: _____		
Signature of Undertaker (Secretariat)	Undertaker:	Cashier: <div style="text-align: center;">Rent confirmation</div>	Supervisor:
Opinion and Signature of Related Unit (Accounting Office)	Undertaker:	Reviewer:	Supervisor:

Note:

1. The use and rent of the Conference Hall are subject to the Regulations Governing the Rent of the MOTC Institute of Transportation Building Conference Hall
2. The Products that may pose a threat to national cybersecurity, such as software, hardware, and services from China manufacturers, is strictly prohibited during the use of Conference Hall. In the event of a detected breach or intrusion into the equipment, please immediately power off the affected device and notify the management for further action.
3. The user shall be responsible for the restoration or compensation for the damage caused to the equipment in the Conference Hall during the conference period and the post-conference recovery period.
4. The basic equipment of the Conference Hall includes basic lighting, air-conditioning, tables and chairs, and floor-standing and desktop microphones.
5. No drinking or eating is allowed in the Conference Hall. The user shall arrange beverages and refreshments (the user is responsible for venue decoration, beverage supply, and venue service) be served outside the Conference Hall (employee canteen). The user shall pay for the cleansing or compensation for dirtying the equipment in the Conference Hall.
6. After using the Conference Hall, the user shall clean up and recover the Conference Hall on the same day. The user may directly contact the management agent of the Building to clean up and recover the Conference Hall at its own expense. All articles left inside the Conference Hall will be treated as waste.
7. In support of the Resource Circulation Administration, Ministry of the Environment's Guidelines for Reducing the Use of Disposable Dining Utensils and Bottled Drinking Water in Administrative Agencies and Schools, the Institute will not supply disposable cups, either paper or plastic, or bottled water.
8. The Conference Hall is leased for holding only professional conferences. No campaign rallies shall be allowed.
9. Please submit the conference agenda and the list of ministers or guests attending the meeting to the Secretariat two days in advance by fax to **(02) -2717-6381**.

Annex 2: Regulations Governing the Rent of the MOTC Institute of Transportation Building Conference Hall

Users shall pay the rent for the Conference Hall or auxiliary equipment according to the rates below:

1. Rent of the Conference Hall

- (1) Users shall rent the basic facilities of the venue and pay all fees to the Cashier on the same day after the end of a conference. The basic facilities of the Conference Hall include venues (the Conference Hall, VIP room, interpreter booths, and cafeteria (canteen); basic lighting, air-conditioning, and tables and chairs; and ordinary microphones
- (2) The one-day rent is NT\$32,000 (08:30-17:30) and half-day rent is NT\$18,000 (within 4 hours). A rent discount policy is established: A. 25% off conferences organized by The Ministry of Transportation and Communications (MOTC) and its affiliated agencies (institutions) and agencies in collaboration of the Institute; and B. 15% off for Government agencies (institutions) and schools outside of the Ministry.

2. Rent for audio/video equipment

Users shall rent the audio/video equipment for use in the conference and pay all fees together with the venue rent on the same day after the conference. Audio/video equipment includes SI equipment (interpreting console and equipment), wireless microphones, and video media system (DLP projectors). Rents for additional equipment and quantity shall be supplemented after use. These Regulations shall apply mutatis mutandis to the rent discount policy.

Audio/Video Item		Rates
SI Equipment	Interpreting Console	NT\$2,000/half day
	Receivers (set)	NT\$100/half day
Video Media System	DLP Projector	NT\$1,500/half day
Wireless Microphones (set)		NT\$1,000/half day
Note	<ol style="list-style-type: none">1. Audio/video equipment shall be operated by Institute staff.2. Users shall compensate for the damage caused to audio/video equipment by the negligence of the user's staff.	

3. Rent of using additional hours

Users shall make application for extended use in advance and use the Conference Hall for additional hours only with the Institute's permission. Users shall also pay the addition rent at NT\$5,000 (including audio/video equipment) per hour, and length less than one hour shall be considered as one hour.