SEMINAR ROOM BOOKING SYSTEM:
QUICK GUIDE

Booking Procedures

1. Go to the Seminar Room Booking System (https://libapps.hkapa.edu/booking)

2. Login with either your Academy Network ID/Academy ID depending on your user category

3. Read the Information about Use of Library Seminar Room and click OK

4. Select the date
5. Select the room and time slot

General Enquiries
Tel: 2584-8510 (Academy Library)
Tel: 2584-8921 (F/TV Library)

Suggestions and Comments
E-mail: library@hkapa.edu
Seminar Room Booking System: Quick Guide

6. Read the guidelines and click “Agree” button before Submit.

Confirmation email will be sent to you if booking is successful.

View / Cancel Booking

1. Click “View / Cancel Booking” to review your booking(s).
2. To cancel your booking, please click “Cancel Booking” button. Cancellation will be sent to you through E-mail.

Note: Cancellation must be done 8 hours before session starts.

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