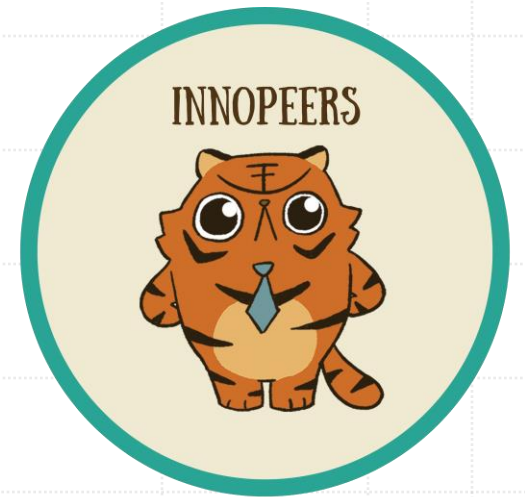


InnoPeers Registration & Online Booking System



Apply for InnoPeers



Attention

For anyone applying for InnoPeers, please note that...

- You have Innovation/Entrepreneurship experience.
- Endorsement from Affiliated Units is required
- The approval procedure will take 1-2 working days. Please be patient.

Innovation/Entrepreneurship experience

- EPIN Student
- Pre-incubation Programme Team
- HKSEC Team
- Competition candidate
- Founder/Staff of Start-up
- Investor

Affiliated Units

- Venture Acceleration Team (PI & TSSSU), ORKTS
- Social Innovation Team (KPF, S-KPF & HKSEC), ORKTS
- EPIN Minor Programme
- I-CARE Centre for Whole-person Development (I-CARE)
- Centre for Entrepreneurship (CfE)
- CUHK Alumni Affairs Office (AAO)
- Office for Greater Bay Area Developments (GBAO)
- Centre for Innovation and Technology (CINTEC)

1. Account Setup

- Visit InnoPort Website (<https://innoport.cuhk.edu.hk/>)
- Enter the subpage "InnoPeers & InnoBuddies" under Membership
- Scroll down and Click "Apply for InnoPeers" to register an Account.

INNOPEERS & INNOBUDDIES
BOOKING SYSTEM

INNOPEERS & INNOBUDDIES
MEMBERSHIP SCHEME

Joining InnoPeers & InnoBuddies Membership scheme, you can get:

- Funding & Investment Opportunities
- Mentorship & Incubation Programs
- Educational courses
- IAE events
- Marketing & Publicity Channels
- Event Venue & Facilities
- Co-Working Space (UGB) 9AM - 11PM, MON - SUN
- Event Venue (UGA) 9AM - 11PM, MON - SUN

JOIN US!

WHAT WE OFFER

	InnoPeers+	InnoPeers	InnoBuddies
DIRTS & InnoPort Newsletter	✓	✓	✓
Co-Working Space (UGB) Access	✓	✓	✓
Co-Working Space (1B, 2A) Access	✓	✓	✓
Lockers	✓	✓	✓
Fixed Desk	✓	✓	✓
Others	✓	✓	✓

Apply for InnoBuddies | **Apply for InnoPeers** | **InnoPeers**

Guideline:
InnoPeers Registration
InnoBuddies Registration

2. Account Setup

- Click "Join Us"
- Fill in your personal details to continue
- Join our FREE membership plan
(please keep the start date unchanged)
 - InnoPeers:
Suitable for those who have innovation and entrepreneurship experience
(e.g., start-up, pre-incubation programme, competition candidate)
- Your account is created! Please note that your account is **SUSPENDED** due to the approval procedure.

Personal details

Full name*
InnoPort Demo

What should we call you?*
InnoPort

Mobile Number*
12345678

Gender
Male

Date of birth (MM/DD/YYYY)
05/01/2023

Email*
innoportdemo@cuhk.edu.hk

I would like to receive occasional and relevant updates from CUHK InnoPort by email.

Check this box to indicate you agree with our [terms and conditions](#).

[Continue](#)

InnoPeers
HK\$0.00
every 1 month

****required endorsement****
Students/Alumni/Professors/Partners who have rich experience in innovation ...

[Read more](#)

Choose a start date
05/09/2023

[Join](#)

Heads up! Your account is not active, you will not have access to some sections.

Settings

My Account

- Photo and cover
- Personal details
- Professional profile
- Social networks
- Password
- Notifications
- Language
- Plans and benefits
- Billing
- Purchases
- Metrics

Your Photo

File smaller than 10MB and at least 400px by 400px.

[Choose File](#) No file chosen

This image will be shown in the members directory and your profile page if you choose to share it with other members. It will also help us recognize you!
File smaller than 10MB and at least 400px by 400px.

[Remove my photo](#)

3. Fill in InnoPeers Form

- An InnoPeers Registration Form is sent to you
- Fill in the form for our approval
 - InnoPort may seek endorsement from your chosen affiliated unit
 - e.g., EPIN students → "EPIN"
- The approval process will take within a week
- Once it is approved, a welcome email with login information will be sent to you

Please fill in InnoPeers Registration Form to validate your membership

no-reply@innoport.link via mailgun.org
to me, innoport, client.cuhkinnoport ▾

Dear Applicant,

Please fill in the following form for us to validate your membership.

[InnoPeers Registration Form](#)

If you have further enquiry, please contact innoport@cuhk.edu.hk

CUHK InnoPort Team

InnoPeers Registration Form

For new InnoPeers (required approval)

Full name*	Email*
<input type="text"/>	<input type="text"/>
Mobile Phone No.	
<input type="text"/>	
CU Link Card No.	
<input type="text"/>	
Please type "NA" if none	
Identity	
<input type="text"/>	
For others, please specify or type "NA" if none	
<input type="text"/>	
(your identity)	
Faculties (If you are CU student/staff/alumni)	
<input type="text"/>	
Please choose none if you are not CU student/staff/alumni.	
Other Units (If you are not CU student/staff)	
<input type="text"/>	
Affiliated Unit	
<input type="text"/>	
Please choose the Affiliated Unit for your endorsement to be InnoPeers	



Event Hall Reservation

UGA, 2B

1. Booking

*You **CANNOT** make any booking with **SUSPENDED** account.*

- Click "Booking" icon on the left side bar and choose "Event Hall" for UGA / 2B.
- Click "Book now"
 - 2B Event Hall: ≤ 30 participants
 - UGA Event Hall: ≥ 30 participants
 - Please note that the event should be **innovation/entrepreneurship-related**.

The screenshot displays the CUHK InnoPort user interface. On the left sidebar, the 'Booking' icon is highlighted with a red box. A dropdown menu is open, showing options: 'Co-Working Space (NO BOOKING REQUIRED)', 'Data Service Platform', 'Event Hall' (highlighted with a red box), 'Meeting Room', and 'Floor plan'. The main content area shows a dashboard for 'Caleb' with sections for 'Unpaid invoices' and 'Your tickets'. Below this, the 'Available resources' section is visible, featuring search filters for Resource (Event Hall), Type (All), Capacity (1 or more), and Features (All). Two resource cards are shown: 'UGA Event hall' and '2B Event Hall', both with 'Book now' buttons.

2. Booking

- Choose the Date, Starting Time and Ending Time
 - The booking hour must be ≥ 2 hours, and a multiple of 2.
 - Booking for part of 2 hours is charged as 2 hours.
 - The booking must be made 24 hours in advance.
- If your event is cohosted with Affiliated Units, please state clearly in "Add Note" section on the bottom.
 - e.g., "Co-hosted by EPIN".
- Click "Request Booking" to continue

UGA Event hall

Select a time

Date: 05/31/2023

Start: 5:30 PM

End: 7:30 PM

Discount code

Enter discount code Apply

Total HK\$160.00

Request booking

Close

Add to basket

The booking hour must be more than 2-hour, and a multiple of 2. Booking for part of 2-hour is charged as 2-hour.

Projector, Audio System, White Board, 80 Seats, 4 Tables

Features

- Air conditioning
- Projector
- Internet
- Whiteboard
- Large display
- Security lock

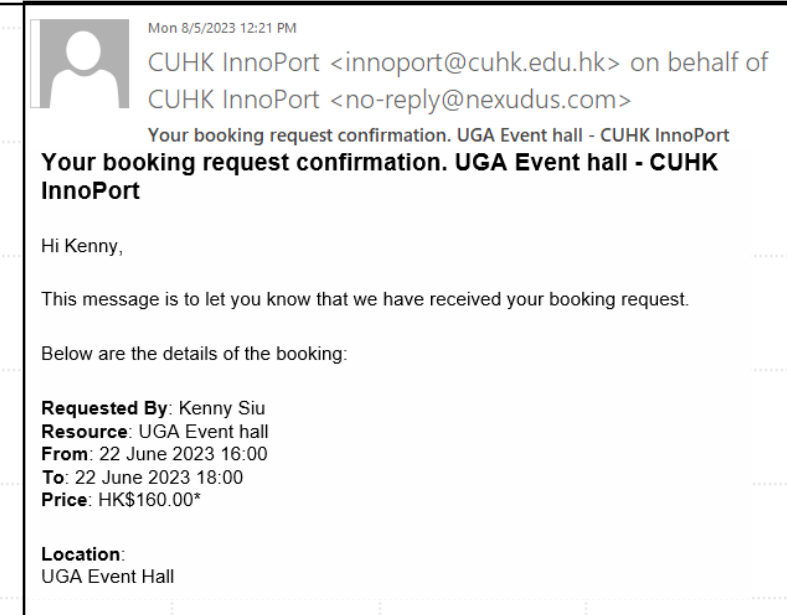
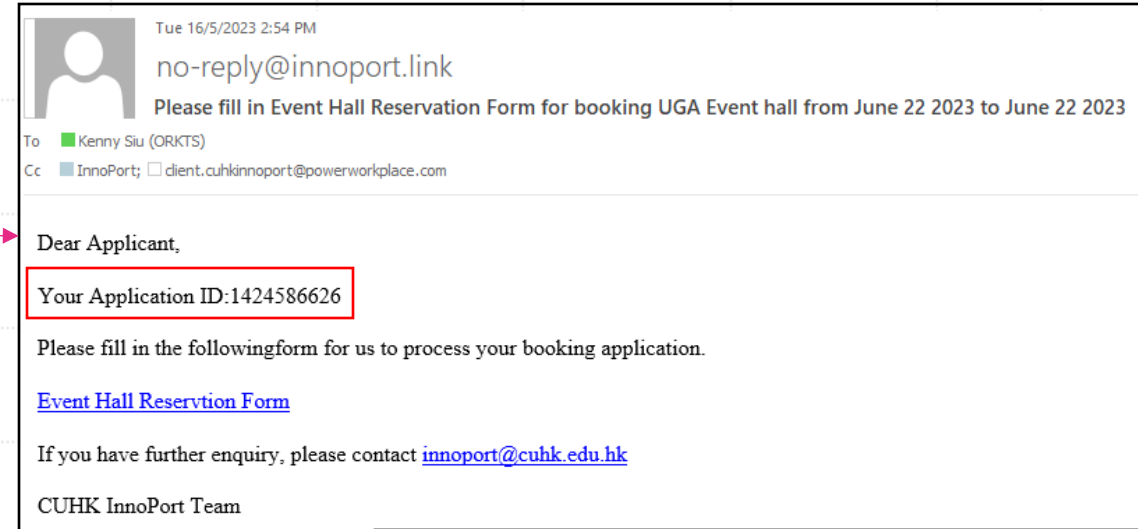
Add Note

Affiliated Units

- Venture Acceleration Team (PI & TSSSU)
- Social Innovation Team (KPF, S-KPF & HKSEC)
- EPIN
- I-CARE
- CfE
- AAO
- GBAO
- CINTEC
- InnoPeers+
- Others

3. Event Hall Reservation Form

- You made a tentative booking is made!
- Please check your email box to fill in "Event Hall Reservation Form" for further approval
 - Application ID can be found in the email.
 - If you have not finished "Event Hall Reservation Form", the booking process will NOT be proceeded.
 - The approval process will be completed within a week.
- Once your booking is approved, a confirmation email will be sent to your email box.
- The booking will be shown on your Dashboard.
- For cancellation of event hall bookings, please contact InnoPort (innoport@cuhk.edu.hk) directly.



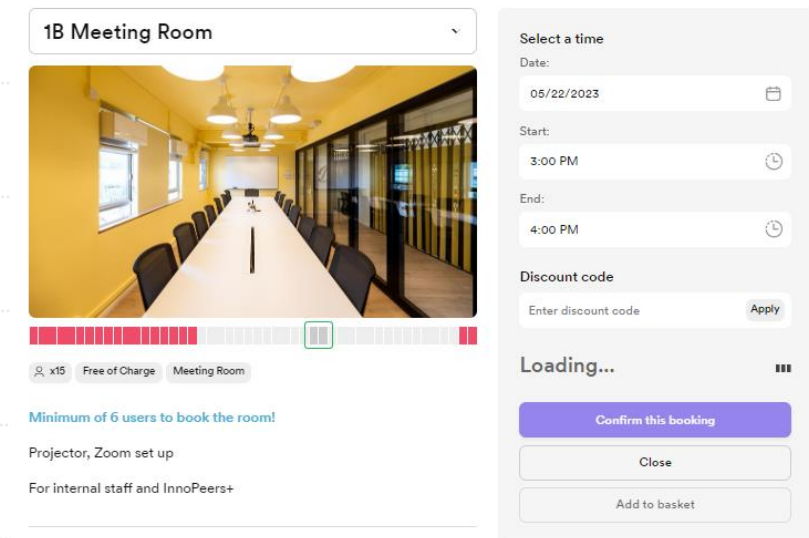
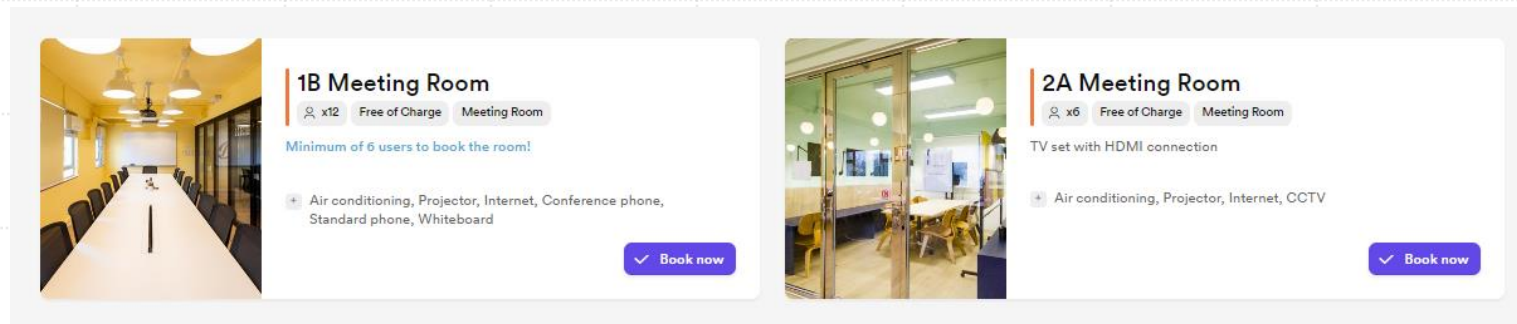
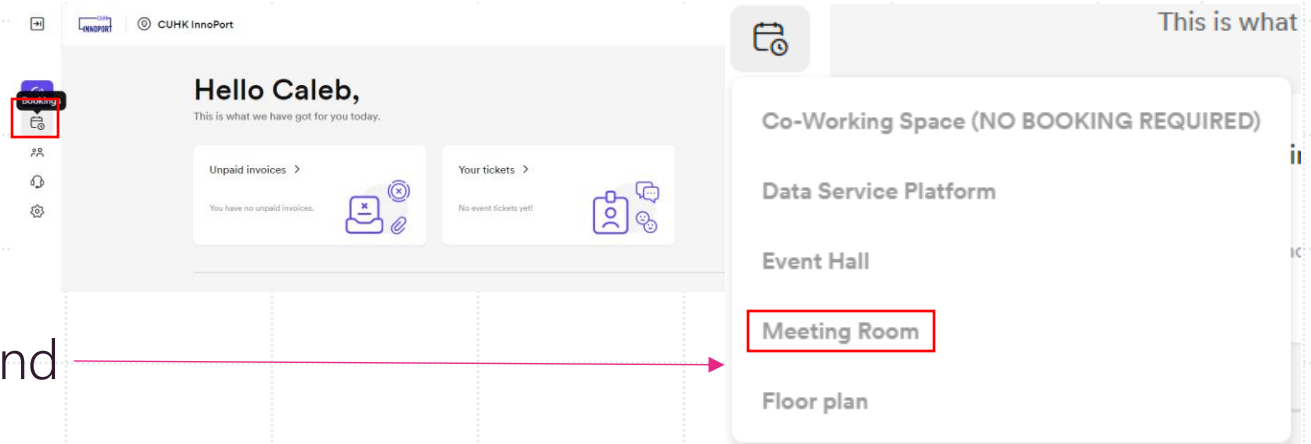


Meeting Room Reservation

1B, 2A

1. Book Online

- Click "Booking" icon on the left side bar and choose "Meeting Room"
- Choose the Date & Time (*no time limitation*)
- Confirm the booking.



2. Book via iPad

InnoPort Online Booking System

Meeting Room Reservation

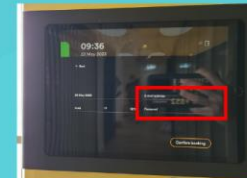
Press the bottom bar to choose the date for booking



Choose the Start time & End time of your booking



Enter your InnoPort Online Booking System Account & Password*



You have successfully made the booking!
A confirmation email will be sent to you.

