

National Taiwan University of Science and Technology

Fee Schedule for Conference Venues

Revised and approved on May 23, 2023 at the 620th Administrative Meeting

Venue name	Conference room type	Location	Capacity (people)	Fee per Session	
				Maintenance fee	Venue fee
RB-Lecture Hall	Tiered auditorium	Room 105, 1st Floor, RB Building	416	NT\$5,000	NT\$22,500
RB- International Conference Room	Tiered conference room	Room 102, 1st Floor, RB Building	96	NT\$2,000	NT\$9,000
RB-101 Conference Room	Flat seminar room	Room 101, 1st Floor, RB Building	50	NT\$1,500	NT\$5,000
AU Audio-Visual Center	Tiered classroom	Adjacent to the 1st Floor Open Area of T4 Building	187	NT\$3,000	NT\$14,000
IB-101 Conference Room	Tiered conference room	Conference Room 101, 1st Floor, IB Building	238	NT\$3,500	NT\$21,000
IB-201 Conference Room	Tiered conference room	Conference Room 201, 2nd Floor, IB Building	112	NT\$2,000	NT\$10,000
IB-202 Conference Room	Tiered conference room	Conference Room 202, 2nd Floor, IB Building	109	NT\$2,000	NT\$10,000
IB-301 Conference Room	Tiered conference room	Conference Room 301, 3rd Floor, IB Building	112	NT\$2,000	NT\$10,000
IB-302 Conference Room	Tiered conference room	Conference Room 302, 3rd Floor, IB Building	109	NT\$2,000	NT\$10,000
IB Exhibition Zone A	Flat (open-plan)	Exhibition Zone A, 1st Floor, IB Building	80	NT\$2,000	NT\$6,000
IB Exhibition Zone B	Flat	Exhibition Zone B (Taiwan Tech Art Gallery), 1st Floor, IB Building	80	NT\$2,000	NT\$6,000
LED Caption Display	Flat	Main Entrance, 1st Floor, IB Building (Facing Main Gate)		NT\$2,000/day	
Video Wall	Flat	Exhibition Zone B (Near Elevator Lobby), 1st Floor, IB Building,		NT\$2,000/day	
Ordinary Classroom	Flat		< 55	NT\$500	NT\$3,500
Ordinary Classroom	Flat		≥ 55	NT\$1,000	NT\$4,500
Exam Room	Flat			NT\$200	NT\$1,000
TR Open Area	Flat	Entrance Hall, 1st Floor, TR Building		NT\$7,000/day	
T4 Open Area	Flat	Entrance Hall, 1st Floor, T4 Building		NT\$7,000/day	
Outdoor Booths	Flat	1. Quad between the Students Activity Center and E1 Building 2. Other locations approved by the President or other authorized personnel	3× 3 m tents	NT\$1,000 per basic unit per day. Not eligible for discounted rates. (Daily: 8:00 AM to 10:00 PM)	
Notes	1. The usage time for venues listed in this schedule is defined as follows: Full-day session: 08:00 to 17:00 (counts as 2 sessions). Half-day session: 08:00 to 12:00 or 13:00 to 17:00 (counts as 1 session). Evening session: 18:00 to 22:00 (must not exceed 22:00, including cleanup time; counts as 1 session). Full day plus evening session: 08:00 to 22:00 (counts as 3 sessions). 2. Indoor venue rental fees are calculated based on a per-session basis; outdoor booth rental fees are calculated on a per-day basis. 3. Upon approval of the application, the renting party must assign its own personnel to handle on-site service, setup and restoration, and the operation of computer equipment. Use of the venue’s control room equipment requires assistance from technical staff designated by NTUST. For venue setup, an additional fee amounting to 50% of the venue fee per session will be charged. 4. During the rental period, vehicle access to and from the campus shall comply with NTUST’s Campus Traffic and Parking Management Regulations. 5. Use of NTUST’s conference venues and equipment shall comply with the following university regulations: Principles for the Management of Venue and Equipment Income and Expenditures, Directives for the Provision and Use of Conference Venues, and Rules for the Use of Conference Venues. 6. The LED display board measures 902.4 × 76.8 cm and supports up to five lines of text, with a maximum of 55 characters per line. It features full-color display and supports images. The renting party shall provide image file sized 1504 × 128 pixels. 7. For external organizations, a 5% business tax shall be added to the rental fees specified above. 8. All bookings of university conference venues, regardless of type or category, are subject to a maintenance and management fee in accordance with the venue fee schedule.				