**展厅预定服务需求单Showroom Booking Requirements**

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| **需求单接收人Recipients:**   * **展厅管理员Administrators：**   ${showroomManager}   * **技术讲解员Technical Experts：**   ${explainerName}   * **预定人Applicant：**   ${applyEmail}  **抄送至其他管理员CC To Other Adminstrators：**  ${relevanter} | 申请日期Application Date: ${createDate}  预定人Applicant：${name}  预定部门Applicant Div./Dep.: ${dept}  预定日期Booking Date：${date}  预定时间段Booking Time: ${begin}-${end} |

1. **需求详情Booking requirements**

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| 预定事由Booking reason: ${content}  接待客人类别Visitor type:${type}  接待客人总数Visitor number: ${num}  已预约技术讲解员Technical expert needed：${explainerName}  相关其他需求Other remarks：${remarks} |

1. **需求单接收方职责Next Steps & To Do’s：**

* **展厅管理员Administrators**

做好所有展厅相关的准备工作，确保展厅处于良好可用状态，包括开启展厅内的照明及多媒体设备等。(建议提前1小时)；Make all the preparations needed to ensure the showroom is in a good condition before the visit - including exhibits, equipment, etc. (One hour prior to visit)

* **技术讲解员Technical Experts**

1. 着装要求：商务正装，并佩戴舍弗勒绿领带/丝巾；Dress code: business attire, including Schaeffler green tie/scarf
2. 建议提前15分钟前往展厅，准备技术讲解事宜。We recommend that you arrive 15 min. in advance, to allow yourself some extra time to rehearse your presentation.

* **预定人 Applicant**

为确保展厅的长期使用，保护舍弗勒信息安全，请温馨提醒您的客人: To ensure a long operating life of the showroom, as well as to protect the Schaeffler technical know-how, kindly remind your guests that:

1. 在参观时不要触摸展品；Touching the exhibits is not allowed;
2. 展厅内不可录音或拍照；Close-up photography / video of individual exhibits & product presentations is not allowed.