

Notes for students attending international conferences:

<p>Documents required for write-off</p>	<ol style="list-style-type: none"> 1. All documents need to be signed, 1 original + 3 copies 2. Electronic ticket + ticket receipt (the amount must be on it) 3. Registration fee receipt (if it is in foreign currency, please go to the Taiwan Bank Exchange Rate to check the exchange rate on the date on the receipt, and print it out for the spot exchange rate) 4. National Science Council's straight document attachment sheet (download from the Accounting Office website) 5. Business trip slip (download from the Personnel Office website) 6. Overseas business trip expense report form (download from the accounting office website) 7. To write off living expenses, you need to attach the U.S. dollar exchange rate the day before departure (please go to the historical exchange rate of the Bank of Taiwan to check and print) 8. Remember to write your ID card number on the application form to facilitate remittance. 9. Experience cover + English trial lecture record sheet
<p>Guidelines for writing experience reports</p>	<p>Please try to keep your thoughts mainly with text. Do not fill up 3 pages of thoughts with large photos or other irrelevant content (agenda...)</p> <p>【illustrate】</p> <ol style="list-style-type: none"> 1. Attend the meeting (activity). 2. Experiences and suggestions from participating in meetings (activities).

(1) Academic experience (by participating in meetings, listening to reports, discussing with others, etc., it is helpful to your own research field or topics of interest)

(2) Other experiences (help for oral presentations and the ability to produce paper posters, etc.).

3. Bring back the name and content of the data.

4. Video descriptions related to conferences (activities).

【Format】

Title 14 characters in size (can be bolded)

Content size 12 characters

1.5x row height

The written content must include the experience of attending the meeting, experiences and suggestions, the name of the materials brought back and a brief description of the content;

The text must be more than 3 pages (pages 1~3)

(Page 4) 1 page of photos of related activities (photo description required)