

COLLOQUIUM PROCESS CHART



1. LOOK FOR COLLOQUIUM

The following are all eligible for a CBMB colloquium:

- Distinguished Lectures
- Seminars
- International Conference
- Symposium

All events should to be held by AS, NTU, or NTHU.

2. BEFORE THE COLLOQUIUM

- Prepare the form "Colloquium: Proof of Attendance"
- Fill in your name, title, speaker, date & time, location



3. PROOF OF ATTENDANCE

Get a stamp from the staff of the host institution at the end of the event on the same day. Do not ask the speaker or host PI to sign.

4. WRITE REPORTS

Write what you learn from the colloquium you attend.



5. TURNITIN

- Each report should be uploaded to Turnitin to generate a similarity report.

5. PDF

The proof of attendance and the report should be submitted as one single PDF file and name the file "**Last Name_First Name_No. of your report**" to the Google survey.



6. SUBMIT REPORTS

- Submit your report to the Google survey within **48** hours of attending a seminar

7. GRADE & FEEDBACK

- The grade and feedback will be available on the Google excel sheet.

