**National Taiwan Normal University**

**Resource Center for EMI**

**Event Log for Professional EMI Instructor Community of Practice**

| Community Name |  |
| --- | --- |
| Community Convener |  |
| Activity/Event Name |  |
| Time | From \_\_\_/\_\_\_/\_\_\_\_\_, \_\_:\_\_to \_\_\_/\_\_\_/\_\_\_\_\_, \_\_:\_\_  (MM/DD/YYYY, hh:mm) |
| Venue |  |
| No. of Participants |  |
| Description | (Please describe the activity/event’s goals and procedures, how it proceeded, feedback and reviews, etc.) |
| Photos  (at least 4) |  |

* Please scan the sign-in sheet and receipts, attach them to the event log (in DOC/DOCX format), and email the file to the Center (**rcemi@deps.ntnu.edu.tw**) **within 10 days** of the end of the event, with “Event Log for Professional EMI Teaching Community\_[Event Date]\_[ Convener’s Name and Name of Affiliated University/College]” as the subject line. Upon receipt of a verification email from the case clerk, enclose the original copies of the documents in an envelope titled “Event Log for Professional EMI Instructor Community of Practice” and address it to the National Taiwan Normal University Resource Center for EMI (Room 102 of the College of Liberal Arts, Pu Building), No. 162, Sec. 1, Heping E. Rd., Da’an Dist., Taipei City 106.

**National Taiwan Normal University**

**Resource Center for EMI**

**Professional EMI Teaching Community Event Sign-in Sheet**

1. Event Name:

2. Time:

3. Venue:

4. Total number of community members: ＿＿＿

5. Participants:

| **#** | **Unit** | **Title** | **Name** | **Signature** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

* Please add additional rows as needed.
* Reimbursement may only be made for activities/events in which at least half of the community members participated.

| **Scanned Copy of the Sign-in Sheet** |
| --- |
|  |

| **Scanned Copy of Event Receipts** |
| --- |
|  |

* Reimbursement will only be made for events in which at least **half** of the community members participated.
* During the execution period, at least one inter-university event in which lecturers or community members from other universities/colleges participate shall be held.
* Please scan the sign-in sheet and receipts, attach them to the event log (in DOC/DOCX format), and email the file to the Center (**rcemi@deps.ntnu.edu.tw**) **within 10 days** of the end of the event, with “Event Log for Professional EMI Instructor Community of Practice\_[Event Date]\_[Convener’s Name and Name of Affiliated University/College]” as the subject line. Upon receipt of the verification email from the case clerk, enclose the original copies of the documents in an envelope titled “Event Log for Professional EMI Instructor Community of Practice” and address it to the National Taiwan Normal University Resource Center for EMI (Room 102 of the College of Liberal Arts, Pu Building), No. 162, Sec. 1, Heping E. Rd., Da’an Dist., Taipei City 106.