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| **External Lectures Report***You must upload this before your trip on the “outside work activities” of portal*  |
| Applicant |  | Team/ Center CTPU |
|  |
| Type of Event | [ ] Conference/ [ ] Workshop/ [ ] Seminar/ [ ] Education[ ] Public Hearing/ [ ] Meeting/ [ ] Promotion/ [ ] Panel Discussion |
| Type of Activity | [V] Oral Presentation [ ] Poster Presentation[ ] Lecture [ ] Contribution [ ] Discussion[ ] Review [ ] Assessment [ ] Consultation[ ] Decision-making [ ]Attending [ ] Other : |
| Type of Talk | [ ] Invited Talk | [ ] Oral Presentation |
| [ ] Poster Presentation | [ ] Other :  |
| Inviter | Institution :  | Representative :  |
| Responsible Department (Person): | Contact Information : |
| Information of Workshop/Conference/Seminar  | Name : |
| [ ] National [ ] International |
| Home page : |
| Talk Title |   |
| Venue:Country/City/Institution |   |
| Date & Time  |   | Collective Report | ( ) times per month/ year( ) hours per session |
| Compensation(For each Activity) |  |
|  |
| Applicant: (Signature)  |
|  **Note** |
| 1. Reason for Invitation: Write the name of the event concerned.
2. Compensation: Write the total amount of actual payment received excluding expenses for transportation, accommodation and meals. Enter the aforementioned expenses separately in parentheses.
3. If you give lectures several times for the same course, report them collectively by filling out the ‘Collective Report’ and ‘Compensation’ section.
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