Appendix 7
Overseas Progress Report Digital Form Specifications

I. File Format
Word (*.doc) or PDF file.

II. Layout Settings
A4 portrait size, with text written horizontally.

III. Cover Format and Settings (please refer to the template)

IV. Text Settings
The body of the text should be written in Standard *Kaiti* (12 pt, regular); all titles should be in Standard *Kaiti* (14pt, bold).

V. Image Processing
Images should be uploaded at a lower resolution to reduce the file size of the Overseas Progress Report for faster upload speed.

VI. Attachment Handling
Important, non-copyrighted documents brought back from abroad can be photocopied or scanned into PDF files and attached after the body text of the electronic document.

VII. Other Remarks
- The contents shall be arranged in the following order: cover, abstract (200–300 words), table of contents, and body text (and optional appendices). In addition, each page shall be numbered.
- The body text must contain the "Goals," "Process," as well as "Reflections and Recommendations" sections.
- The title of the Overseas Progress Report must express the purpose of the overseas project.
- If the list of members going abroad is too long to be listed on the cover, it can be shortened by listing only the team representative. However, a complete list of all members going abroad must be included later in the document.

Appendix 7

Silicon Valley Entrepreneur Incubation Program of Taiwan Tech Overseas Progress Report

Team name:
Name (representative):
Travel period:
Report date:

Appendix 7

Silicon Valley Entrepreneur Incubation Program of Taiwan Tech

Overseas Progress Report (Template)

Members Going Abroad		Date of Departure	yyyy/mm/dd to yyyy/mm/dd, a total of days
Report summary (200–300 words)			
(Body)			

1. **Goals:**

   (Explain the goals that were achieved through the Program, including the planning, execution, and models used)

2. **Process:**

   (Describe the process of accomplishing your goals during the Program, including the activities, courses, internships in which team members participated, as well as any difficulties encountered and their solutions)

3. **Reflections and Recommendations:**

   (Express your reflections on the learning experiences during the Program, including learning about operating models and explaining the international market)