

WEEKLY ACTIVITIES STATUS REPORT		
1 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Contact to TETO Surabaya about Visa application required documents. ● Start and discuss about promotion THEF in TECSID. ● Make a list of Indonesia Universities to send email promotion about THEF.
	Customer Service	<ul style="list-style-type: none"> ● Sanda, a teacher, asking by Whatsapp number about Admission Guidelines in Taiwan University and Admission Required Documents list ● Esther, a Teacher, asked by Whatsapp number about Taiwan Education Fair information ● Zetta, a teacher asked by Whatsapp number about information THEF.
2 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● ReUpload Taiwan Higher Education Fair poster in Instagram and Facebook. ● Repost all posters that are shared by TEC jakarta, PPI Taiwan, and others.
	Customer Service	<ul style="list-style-type: none"> ● Hang Tuah University Iman, a student, asking by Whatsapp number about MOE Scholarship and University Scholarship Information ● Elisabeth, a student, asked by Whatsapp number about ICDF Scholarship and Overseas Chinese Student Admission Information. ● Nia, a student, asked by Whatsapp number about master degree in Taiwan, scholarship, and detailed information.
3 September	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Coordination with Mr. Rapon about TOCFL ● Coordination with TETO Jakarta Ms. Meichi about TOCFL Registration ● TOCFL Open Registration

		<ul style="list-style-type: none"> ● Make a group whatsapp for THEF edu fair. ● Make a proposal letter of THEF to send to several universities in Indonesia.
	Customer Service	<ul style="list-style-type: none"> ● Nia, a student, asked by Whatsapp number about Mandarin Course in Taiwan and Admission Procedure to learn Chinese in Taiwan ● Mega, a student, asked by Whatsapp number about HES and Mandarin Course in Taiwan University Mandarin Center ● Fionna, a student, asked by Whatsapp number about undergraduate degree in chemical engineering program with english full taught.
6 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination in internal TECSID about promotion methods to reach THEF participants. ● Sending emails to OIA of Indonesian universities for promotion THEF Online 2021 ● Contact TETOS to follow up Saturday's event with PPI Taiwan, TECSID as a bridging communicator and sponsor of the event.
	Customer Service	<ul style="list-style-type: none"> ● Melati, a teacher, asked by Whatsapp number about Admission information in Online Class from Mandarin Center at Taiwan University ● Hanna, a student, asked by Whatsapp number about learn Mandarin in Taiwan University opportunity ● Mulyadi, a parent, asked by Whatsapp number about Overseas Chinese Student admission information. ● Dony, parents, asked by Whatsapp number about Visa regulation.
7 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with TEC in Jakarta and in

		<p>internal TECSID about paid promote of THEF on Instagram</p> <ul style="list-style-type: none"> ● Coordination with Vanessa about TOCFL Regulation ● Coordination with Mr. Rapon about TOCFL Regulation ● Send Confirmation Form for TOCFL participant ● Sending email for promotion THEF to several universities here.
	Customer Service	<ul style="list-style-type: none"> ● Rania, a student, asked by Whatsapp number about international student admission in Taiwan University ● Tama, a student, asked by Whatsapp number about scholarship for master degree program in Taiwan University ● Daniella, a student, asked by Whatsapp number about HES information. ● Jacquellyn, student, asking by Whatsapp number about TOCFL test in Surabaya.
8 September	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Coordination with Mr. Rapon about TOCFL ● Coordination with TEC Jakarta about promotion in FB and IG ● Scheduling paid promote on FB and IG
	Customer Service	<ul style="list-style-type: none"> ● Michella, a student, asked by Whatsapp number about TOCFL Schedule and Mock Test to prepare the test ● Gabriella, a student, asked by Whatsapp number about TOCFL passing score and information about admission in Taiwan University ● Manda, a student, asked by Whatsapp number about 2+i program. ● Deriyan, a student, asked by Whatsapp number about Visa and medical checkup.
9 September	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Contact some IG account to promote THEF

		2021 <ul style="list-style-type: none"> ● Check TOCFL Website and confirm about participant information ● Upload TOCFL Poster in IG and FB ● Upload Spring Admission Information from CMU in TECSID IG and FB ● Send THEF 2021 Opening Invitation Letter to UNAIR Rector ● Send an email to some University about THEF 2021 ● Meeting with TETO in Jakarta about promotion planning for THEF Online 2021
	Customer Service	<ul style="list-style-type: none"> ● Mega, a teacher, asked by Whatsapp number about Study in Taiwan information, especially about admission and Mandarin Center in Taiwan University ● Lewis, a student, asked by Whatsapp number about student visa application procedure in Surabaya TETO ● Lidya, a parents, asked by Whatsapp number about HES and ICDF scholarship.
10 September	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Coordination with Mr. Rapon about TOCFL ● Coordination with Vanessa about lucky draw gifts ● coordination with Ayun to contact media news to promote THEF Online 2021. ● Rehearsal of Orientation and webinar with PPI Taiwan and TETOS.
	Customer Service	<ul style="list-style-type: none"> ● Huadiyanto, a teacher, asked by Whatsapp number about TOCFL Schedule in Surabaya and information about admission in Taiwan University ● Elisabeth, a student, asked by Whatsapp number about Legalizing procedure in Surabaya TETO. ● Victor, a teacher, asked by Whatsapp number about TOCFL Schedule

		<ul style="list-style-type: none"> ● Marissa, a student, asking by Whatsapp number about THEF Online 2021. ● Denny, parents, asking by Whatsapp number about scholarship regulation, awardee, and detailed information. ● Adienda, a student, asking by Whatsapp number about authorized legal documents.
11 September	Customer Service	<ul style="list-style-type: none"> ● Attend orientation and visa webinar for new students handled by PPI Taiwan with TECSID and TETOS.
13 September	Administration	<ul style="list-style-type: none"> ● Contact some Media to promotion THEF 2021 ● Send Confirmation Mail to TOCFL Participant ● Set Facebook Ads for promotion THEF 2021
	Customer Service	<ul style="list-style-type: none"> ● Linny, a Student, asked by Whatsapp number about TOCFL Schedule in Surabaya and information about admission in Taiwan University ● Imelda, a teacher, asked by Whatsapp number about Visa Information in Jakarta TETO ● Andy Pramono, UM Lecture, asked by Whatsapp number about Visa Application Procedure
14 September	Administration	<ul style="list-style-type: none"> ● Update TOCFL Registration Website ● Update THEF Information of universities for virtual booth ● Promote THEF event to all Muhammadiyah universities in Indonesia. ● Contact to TETO Surabaya to discuss about webinar for THEF 2021
	Customer Service	<ul style="list-style-type: none"> ● Fantini, a parents asked by Whatsapp number about TOCFL General Information, Passing Score and Certificate ● Tarra, a Teacher from Machung University, asked by Whatsapp number about THEF Online 2021

		<ul style="list-style-type: none"> ● Ghea, a lecturer from UNESA, asked by Whatsapp number about a request to hold a webinar info session in UNESA. ● Jessylin, a student from SMA Petra Surabaya, asked by Whatsapp about overseas Chinese students procedure application.
15 September	Administration	<ul style="list-style-type: none"> ● Update TOCFL Registration Website. ● Coordination in internal TECSID about timeline and rundown of THEF 2021 online. ● discussion about promotion of THEF Online 2021 with TEC in Indonesia. ● Editing and revising poster of THEF Online 2021.
	Customer Service	<ul style="list-style-type: none"> ● Hari, a parents, asked by Whatsapp number about THEF Online 2021 and Taiwan University Information ● Wayne, a student, asked by Whatsapp number about TOCFL Information ● Rochim, a lecturer from Politeknik Negeri Madura, asked by whatsapp number about a medical checkup test for Visa. ● Fatma, a student from UPN Veteran Jatim, asked by Whatsapp about student admission in NTHU.
16 September	Administration	<ul style="list-style-type: none"> ● Coordination and discussion with AGE Unair to promote THEF Online 2021 event. ● Discussed with TEC in Indonesia about webinar for THEF Online 2021. ● contact to media for promotion THEF Online 2021.
	Customer Service	<ul style="list-style-type: none"> ● Fia, a Teacher, asked by Whatsapp number about THEF Online 2021 and Taiwan University Information ● Anis, a student, asked by Whatsapp number about THEF Online 2021 ● Nadia, a student, asked by Whatsapp number about Visa Information and

		<p>Legalization Procedure in Surabaya TETO.</p> <ul style="list-style-type: none"> ● Munir, a lecturer in UPN Veteran Jatim, asked by Whatsapp number about a doctoral program for computer science with english taught.
17 September	Administration	<ul style="list-style-type: none"> ● Contact some Media to promotion THEF 2021 ● Contact TETO Surabaya and PPI Taiwan about webinar response for THEF Online 2021. ● Meeting with TETO in Jakarta and TEC in Indonesia about update and promotion planning for THEF Online 2021.
	Customer Service	<ul style="list-style-type: none"> ● Gwan, a student, asked by Whatsapp number about Tamkang University Admission Procedure ● Zakiya, a student, asked by Whatsapp number about MOE Scholarship 2021 for doctoral. ● Dewianti, a lecturer at ITS asked by Whatsapp number about Visa family and student. ● Fithri, a lecturer in UPN, asked by Whatsapp number about an English full taught program for PhD in Taiwan.
20 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Rehearsal for THEF Online 2021 for TECSID. ● Update poster and sending poster of THEF 2021 to email of International Office in Indonesia Universities. ● Sending text reminders to UNAIR, UNJ, and UMY to send welcome remarks of Rector.
	Customer Service	<ul style="list-style-type: none"> ● Tri, a parents, asked by Whatsapp number about Asia University Admission Procedure and Scholarship information ● Yuliana, a student, asked by Whatsapp number about List University that provide Management Marketing English Taught in

		<p>Taiwan University</p> <ul style="list-style-type: none"> ● Stephany, a student, asked by Whatsapp number about THEF 2021 Webinar information. ● Wilson, a student, asked by Whatsapp number about THEF 2021 Online.
21 September	Administration	<ul style="list-style-type: none"> ● Set Facebook Ads for THEF 2021 ● Rehearsal internal in TEC and IT support teams to stream in Teams and YouTube ● Update information on the website of THEF Online 2021 about universities in Taiwan.
	Customer Service	<ul style="list-style-type: none"> ● Adin, a student, asked by Whatsapp number about Required Document Admission in Taiwan University and TOEFL Test Information in Indonesia ● Nevi, a parents, asked by Whatsapp number about Taiwan University Admission and Scholarship Information. ● Ratna, a student, asked by Whatsapp number about MOE Taiwan scholarship procedures.
22 September	Administration	<ul style="list-style-type: none"> ● Send THEF 2021 Poster to Indonesian University International Office Staff and ask them to promote. ● Contact by Direct Message of Instagram several student organizations in Indonesia to promote poster THEF 2021 Online.
	Customer Service	<ul style="list-style-type: none"> ● Fonny, a student, asked by Whatsapp number about Admission Procedure in Taiwan University ● Munir, a lecturer of UPN Veteran Jawa Timur, asked by Whatsapp about NDHU information on the doctoral program and ICDF. ● Mikwanul, a lecturer of UPN Veteran Jawa Timur, was asked by Whatsapp about NTUST or NTU for doctoral programs.
23 September	Administration	<ul style="list-style-type: none"> ● Check Participant data in TOCFL Website

		<ul style="list-style-type: none"> ● Send Reminder to Indonesian Reporter about THEF 2021 to report the event. ● Send Reminder to Indonesian students by Whatsapp number about THEF Online 2021 and how to join in the website www.taiwaneedufair.com ● Rehearsal with all participants to try internet connection in Taiwan and Indonesia.
	Customer Service	<ul style="list-style-type: none"> ● Minglin, a parent, asked by Whatsapp number about Visa information in Surabaya TETO ● Lisa, a parent, asked by Whatsapp number about TOCFL Schedule in Surabaya. ● Michelle, a student, asked by Whatsapp number about the bachelor program in NTHU. ● Joice, her parents, asked by Whatsapp number about the bachelor program in NDHU and NTU for computer science program.
24 September	Administration	<ul style="list-style-type: none"> ● Update information in TOCFL Website ● Send THEF 2021 Poster to Highschool Teachers in Surabaya, Malang, and Bali. ● Design and make a thumbnail of youtube and virtual booth image in website www.taiwanedufair.com ● Rehearsal of THEF Online 2021 for all teams. ● Webinar Rehearsal with TOCFL Webinar and PPI Taiwan Speaker.
	Customer Service	<ul style="list-style-type: none"> ● Rosinanda, a student, asked by Whatsapp number about THEF Website and Taiwan University Information ● Natasha, a student, asked by Whatsapp number about Admission in Taiwan University
27 September	Administration	<ul style="list-style-type: none"> ● THEF Online 2021 Day 1 ● List Lucky Draw Winner for Day 1

	Customer Service	<ul style="list-style-type: none"> ● Herman, a parents, asked by Whatsapp number about Taiwan University Information, especially in Taipei and Taichung ● Melissa, a parents, asked by Whatsapp number about Digital Media Design List University in Taiwan ● Joy, a student, asked by Whatsapp number about Taiwan universities that provide bachelor degree with full English taught in chemical engineering.
28 September	Administration	<ul style="list-style-type: none"> ● THEF Online 2021 Day 2 ● List Lucky Draw Winner for Day 2 ● Send Confirmation Form for TOCFL Participants ● Set Promotion in Instagram Account for Online THEF 2021
	Customer Service	<ul style="list-style-type: none"> ● Elsa, a student, asked by Whatsapp number about TOCFL Information ● Maria, a teacher, asked by Whatsapp number about Mandarin Class information in Surabaya. ● Replying to several visitors of the website www.taiwanedufair.com that sent a message to TECSID to ask about study in Taiwan information.
29 September	Administration	<ul style="list-style-type: none"> ● THEF Online 2021 Day 3 ● List Lucky Draw Winner for Day 3 ● Rehearsal with TETO Surabaya about Webinar: Visa and Authorized Documents Procedure ● Preparing webinar session.
	Customer Service	<ul style="list-style-type: none"> ● Wina, a student, asked by Whatsapp number about TOCFL Schedule in Indonesia ● Linda, a parent, asked by Whatsapp number about University List that provides Finance and Accounting English Taught.

		<ul style="list-style-type: none"> ● Ivan, a student, asked by Whatsapp number about a master degree program that provides computer science engineering with English full taught.
30 September	Administration	<ul style="list-style-type: none"> ● TOCFL and Alumni Webinar ● Send Microsoft Teams Join Link to Webinar Participants ● Prepare and coordinate with TEC in Jakarta for the webinar session.
	Customer Service	<ul style="list-style-type: none"> ● Christy, a parents, asked by Whatsapp number about TOCFL Website Information ● Emmy, a student, asked by Whatsapp number about Taiwan University Information and TOCFL Information ● Tamara, a student, asked by Whatsapp number about required document admission in Taiwan University (TOEFL and Financial Statement). ● Fikri, a student, asked by Whatsapp number about PhD programs in CMU and AU.