**会 议 回 执**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **单位名称** |  | | | | | | | | | |
| **姓 名** | **性 别** | | | **职 务** | | **电 话** | | **手 机** | | **电子邮箱** |
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|  |  | | |  | |  | |  | |  |
| **到 达 信 息** | | | | | | | | | | |
| **到达时间、地点** | | |  | | | | **航班/车次** | | |  |
| **返 程 信 息** | | | | | | | | | | |
| **到达时间、地点** | | |  | | | | **航班/车次** | | |  |
| **预 定 住 房** | | | | | | | | | | |
| **房型** | | **数量** | | | **入住日期** | | | | **离店日期** | |
| **包间** | |  | | |  | | | |  | |
| **合住** | | **是（ ） 否（ ）** | | | | | | | | |
| **会 议 票 据** | | | | | | | | | | |
| **发票抬头** | |  | | | | | | | | |