附件2：

**会议回执**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 单位名称 |  | | | | | |
| 姓名 | 性别 | | 职务 | | 电话 | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| 航班（车次）信息 | | | | | | |
| 去程 | |  | | 回程 | |  |
| 是否需要接机（站） | | | |  | | |