附件2：

会议回执

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单位名称 |  | | | | | | | |
| 参会人员信息 | | | | | | | | |
| 姓名 | 性别 | 职务 | 联系电话 | | 预订人身份证号码 | | 到达日期 | 离店日期 |
|  |  |  |  | |  | |  |  |
|  |  |  |  | |  | |  |  |
| 参会人员住宿需求 | | | | | | | | |
| 标间数量（间） | | | |  | | | | |
| 单间数量（间） | | | |  | | | | |
| 发票开票信息 | | | | | | | | |
| 单位名称 | 税号 | 单位地址 | | 电话号码 | | 开户银行 | 银行账户 | |
|  |  |  | |  | |  |  | |
| 备注 |  | | | | | | | |

注：请以Word版本回复此表，谢谢！