**多功能厅/会议室使用申请表**

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| --- | --- | --- | --- | --- | --- |
| 申请人 |  | 申请场地 |  | 申请日期 |  |
| 申请会议需使用设备 | |  | | | |
| 会议基本信息 | | | | | |
| 召开时间 |  | | 主持人 |  | |
| 参会人员 |  | | | | |
| 会议主题 |  | | | | |
| 会议需达到的预期目的： | | | | | |
| 具  体  会  议  流  程 | 发言时间 | 发言人 | 内容 | | |
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