会议申请表

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 |  | 申请场地 | |  | | 申请日期 |  |
| 申请会议  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： | | | | | | | |