**附件1**

会 议 回 执

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** | **单位** | **职务** | **手机号码** | **交通方式** | **到达时间** | **离开时间** | **是否有司机住宿** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**附件2 访客预约指南**

