**学术类会议申请表**

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| **会议名称** | **会议时间** | **会议地点** | **申请部门** | **部门负责人/联系电话** |
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|  |  |  |  |  |
| **所内人员** | **所外人员/单位** | **科技处审批** | **主管所长审批** | **办公室审批/备案** |
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