附件1

**会议计划汇总表**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **承办部门** | **会议名称** | **召开理由** | **主要内容** | **时间** | **地点** | **参会人数** | **经费来源** | **支出内容** | **会议形式**（传统场地会议或网络音视频会议） | **举办方式**（自办或委托会议公司） |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |

填表人: 部门负责人: 主管所领导：