附件4

**会议签到表**

会议名称：

会议时间： 举办地点：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号 | 姓名 | 单位\* | 职称\* | 签名\* |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |

注：此表仅提供签到表样例；如需改变形式，请保持以上\*标字段。