**马克思主义学院业务接待（学术讲座）审批表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 专家姓名 |  | | | | 工作单位 | | | |  | | | | | | | |
| 职务/职称 |  | | | | 手机号码 | | | |  | | | | | | | |
| 身份证号 |  | | | | 银行卡号 | | | |  | | | | | | | |
| 主讲人简介 |  | | | | | | | | | | | | | | | |
| 讲座主题 |  | | | | | | | | | | | | | | | |
| 讲座时间 |  | | | | | 讲座地点 | | | |  | | | | | | |
| 参会人员 | 教师 | | | * 是 □ 否 | | | | 学生 | | | | | | | * 是 □ 否 | |
| 具体要求 | □全体教师 □系主任  □教研室主任 □导师组长  其他要求：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | 具体要求 | | | □研一 □研二 □研三  专业：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 具体接待安排 | 接 送 | | 接机/接站 | | | | 是 □ 否 □ | | | | | | | | | |
| 送机/送站 | | | | 是 □ 否 □ | | | | | | | | | |
| 接送地点 | | | |  | | | | | | | | | |
| 接送时间 | | | |  | | | | | | | | | |
| 陪同人 | | | |  | | | | | | 联系方式 | | |  |
| 住 宿 | | 安 排 | | | | 是 □ 否 □ | | | | | | | | | |
| 费 用 | | | | 我校 □ 来访单位 □ | | | | | | | | | |
| 地 点 | | | | 外招 □ 中天 □ | | | | | | | | | |
| 工作餐 | | 安 排 | | | | 是 □ 否 □ | | | | | | | | | |
| 类 别 | | | | 桌餐 □ 盒饭 □ | | | | | | | | | |
| 时 间 | | | | 中餐 □ 晚餐 □ | | | | | | | | | |
| 地 点 | | | | 外招 □ 随园 □ 桥楼□ 中天□ | | | | | | | | | |
| 陪餐人员 | | | | 人数：\_\_\_\_ | | | | | 姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 准备工作 | | 录 播 | | | | 是 □ 否 □ | | | | | | | | | |
| 欢迎牌 | | | | 是 □ 否 □ | | | | | | | | | |
| PPT | | | | 是 □ 否 □ | | | | | | | | | |
| 外接电脑 | | | | 是 □ 否 □ | | | | | | | | | |
| 水果点心 | | | | 是 □ 否 □ | | | | | | | | | |
| 申请人签名 |  | | | | | | 领导批示 | | | | | | | 签名： | | |
| 备 注 |  | | | | | | | | | | | | | | | |