附件3

**出访人员表格**

**（所有填写内容请与所持护照一致）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | | 性别 | | |  | | | 身份证号码 | | |  | | | |
| 出生地 | |  | | | | 掌握何种外语 | | | | | |  | | | | |
| 单位名称 | | 中文： | | | | | | | | | | | | | | |
| 英文： | | | | | | | | | | | | | | |
| 单位地址 | |  | | | | | | | | | | | 邮编 | | |  |
| 职 务 | | 中文： 英文： | | | | | | | | | | | | | | |
| 联系人 |  | | | | 电话 | | |  | | | 传真 | | | |  | |
| 手 机 |  | | | | | | | Email | | |  | | | | | |
| 航班舱位要求 | | | * 头等舱 * 公务舱 * 经济舱 | | | | | | 在外住房要求 | | | | | * 套 间 * 单人间 * 双人间 | | |

请按要求填好加盖公章将扫描件于7月25日前发送电子邮件至huayan@ccoic.cn或xiatian@ccoic.cn