**講者或評審資料**

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| 姓名 |  | 相片 |
| 學歷 |  |
| 經歷 |  |
| 其他事蹟 |  |

**活動全名  
工作人員(/參加人員)簽到表暨用餐名單**

**活動日期：113.**○○.○○

**用餐時間：□早餐 □中餐 □晚餐**

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| **序號** | **系級** | **學號** | **姓名** | **簽到** |
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| **活動全名** | | | | |
| **名單類型：□保險名單 □乘車名單 □住宿名單** | | | | |
| **序號** | **系級** | **學號** | **姓名** | **簽到** |
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**獎盃領取名單**

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| **序號** | **系級** | **學號** | **姓名** | **領取獎項名稱** | **備註** |
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| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**活動全名**

**第○次籌備會議/檢討會議 紀錄**

1. 開會時間：113/○/○，○○:○○
2. 開會地點：○○○
3. 主席及記錄：○○○及○○○
4. 應出席人數：○○人
5. 實際出席人數：○○人
6. 請假人數：○○人
7. 討論內容：




13. 籌備活動心得：
14. 本次活動新增協辦社團：
15. 臨時動議：
16. 散會：

**活動海報「雙語化」範列**

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