# 会议通知英语作文模板范文推荐22篇

来源：网络 作者：夜色温柔 更新时间：2025-07-02

*会议通知英语作文模板范文 第一篇To: All ManagersThe next Monthly Management Meeting will be held at 10:00 . on Monday, April 5, in Meeti...*

**会议通知英语作文模板范文 第一篇**

To: All Managers

The next Monthly Management Meeting will be held at 10:00 . on Monday, April 5, in Meeting Room A.

Following is the agenda for the meeting:

of New Office Computers

of Summer Holidays

Control

If there are any other items you would like to be placed on the agenda, let me know by e-mail by the end of this week.

Thank you.

John Doe

**会议通知英语作文模板范文 第二篇**

All professors and associate professors are requested to hold a meeting in the conference room of the college on the afternoon of August 6 to discuss international academic exchanges. As you know, due to unfortunate circumstances, ETS was forced to cancel the October TOEFL exam scores of the people\'s Republic of China. You have been informed that you can take another TOEFL test free of charge.

You should be aware that there is a long-term policy of the TOEFL program, that is, there is no refund of the examination fee when the examination is cancelled. We apologize for any inconvenience this may cause you, Russell Webster, executive director of the TOEFL program education examination service.

中文翻译：

所有教授和副教授请于xx月xx日下午在学院会议室开会，讨论国际学术交流的问题。如你所知，由于不幸的情况，当时ETS取消\_xx月托福考试成绩，您已收到通知，您可以免费参加另一个托福考试。您应该知道托福计划有一个长期的政策，即取消考试时不退还考试费用。

对于由此给您造成的不便，我们深表歉意，Russell Webster执行董事托福计划教育考试服务。

**会议通知英语作文模板范文 第三篇**

The Conference Notice

The Graduate Students Education Conference will be held on March 23-25, 20xx in Guilin University of Electronic Technology. Everyone t begin to register and report for duty on March 23 night, Friday. Activities on March 24, Saturday, include Keynote Speaker make a speech, theses economic exchanges and dinner.

It will be theses economic exchanges all day on March 25, Sunday, and we shall put the conference to an end at night. The Graduate school of Guilin University of Electronic Technology will host this special and significative conference and looking forward to the participants come to Guilin University of Electronic Technology to attend the conference.

**会议通知英语作文模板范文 第四篇**

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**会议通知英语作文模板范文 第五篇**

You are members of the Organizing Committee, and you are assigned to give a notice of the conference. Have a discussion with your colleagues and write a conference notice based on the following information in reference to Samples.

The Conference Notice

Gansu Provincial Education Department and British Government Department for International Development (DFID) are co-organizing an International Conference on “International Conference on School Development Planning”.

The theme of the conference is “School Development Planning” and central topic is “School Development Planning (SDP) experience in China and worldwide” Teilnehmer: \_s from all colleges and universities in China，faculty and staff in institutions

Conference date/time: Sept 24, Friday, 20xx, 9:00 . -5:00 .

Conference place: Academic Conference Center，Lanzhou University

Registration and meeting schedule:

Contact name: Ms. Hilary Wang

E-mail:

Telephone: (0931)8476-6960.

**会议通知英语作文模板范文 第六篇**

Note: all professors and associate professors are requested to hold a meeting in the conference room of the college on the afternoon of August 6 to discuss international academic exchanges. As you know, due to unfortunate circumstances, ETS was forced to cancel the October TOEFL test results of the people\'s Republic of China. You have been informed that you can take another TOEFL test free of charge.

You should be aware that there is a long-term policy of the TOEFL program, that is, there is no refund of the examination fee when the examination is cancelled. We apologize for any inconvenience this may cause you, Russell Webster Executive Director, TOEFL program education examination service · bebec.

中文翻译：

注意：所有教授和副教授请于xx月xx日下午在学院会议室开会，讨论国际学术交流的问题，各位考生，如你所知，由于不幸的情况，当时ETS取消\_xx月托福考试成绩，您已收到通知，您可以免费参加另一个托福考试。您应该知道托福计划有一个长期的政策，即取消考试时不退还考试费用。对于由此给您造成的不便，我们深表歉意，Russell Webster执行董事托福计划教育考试服务•Bebec。

标签：

**会议通知英语作文模板范文 第七篇**

The notice meeting will be held in the room of the building on the afternoon of April 1. The issues discussed at the meeting include the safety of the dormitory, how to improve the accommodation conditions, how to implement the dormitory discipline, the change of the visiting time of parents. All dormitory leaders must be present.

They should carry their notebooks and arrive on time. They should take notes carefully. After the meeting, roommates should be informed of the discussion content and the dormitory on April 2 Actions to be taken by the supervisor,.

中文翻译：

通知会议将于xx月xx日下午在大厦房间举行，会议讨论的问题包括宿舍的安全，如何改善住宿条件，如何贯彻宿舍纪律，家长探访时间变更所有宿舍领导都必须到场，他们应随身携带笔记本并准时到达，他们应认真做好笔记，会后应通知室友讨论的内容以及xx月xx日宿舍主管将采取的措施，。

**会议通知英语作文模板范文 第八篇**

The Conference Notice

Gansu Provincial Education Department and British Government Department for International Development (DFID) are co-organizing an International Conference on “International Conference on School Development Planning”.

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Conference date/time: Sept 24, Friday, 20\_, 9:00 . -5:00 .

Conference place: Academic Conference Center，Lanzhou University

Registration and meeting schedule:

Contact name: Ms. Hilary Wang

E-mail:

Telephone: (0931)8476-6960.

会议通知(announcing a Meeting)常用句子：

staff meeting has been scheduled for Monday, June 5th at 2pm.员工大会安排在6月5日星期一下午两点召开。

is mandatory for all accounting staff.财务部的所有职员都必须参加。

is encouraged for all employees.鼓励所有的员工都参加。

refer to the attached meeting agenda for more details.关于详情请看附件中的议程。

you are unable to attend, please clear your absence with Human Resources.如果您无法参加，请对人力资源部说明原因。

all-hands meeting will be held Friday.全体大会在周五B开。

meeting will be held in room 203.会议将在203室举行。

refreshments will be served.届时将提供甜点饮料。

**会议通知英语作文模板范文 第九篇**

Dear Timmy,

I am writing this letter on behalf of all of management to express our heart felt thanks for your contribution to the success of the CompuTech Exhibition last month.

CompuTech is the largest and most important event of the year at Fairdale Hotel,and thank to your leadership,enthusiasm and hard work,it came off without a from arrendees1 indicate it was our best CompuTech ever.

We sincerely appreciate your outstanding work in organizing this event with such flair and on such a large exhibition requires attention to detail and the ability to motivate2 have demonstrated3 both of these talents,and we want you to know that your efforts have not gone a complex4 problem,you have a rare and enviable5 ability to find a simple solution.

Thanks again, salute you for your professional approach and proud to have you as part of your staff.

Neil Foley

Manager

Special Events

**会议通知英语作文模板范文 第十篇**

The task notification meeting room is open to all people. However, in order to protect the environment of the conference room and make the meeting get good service, we need your help to abide by the following rules. The related matters are hereby notified as follows: keep the conference room clean and tidy after the meeting, please bring your ID card and personal belongings, and close all doors and windows.

It is forbidden to carry inflammable and explosive erous goods, such as explosion, etc Decorate the damaged s at will, and compensate according to the stipulated price. Thank you for your coordination in June.

中文翻译：

任务通知会议室对所有人开放，但为了保护会议室的环境，使会议获得良好的服务，我们需要您的帮助遵守下列规则，现通知相关事项如下：会后保持会议室干净整洁，请携带您的证件和个人物品，并关闭所有门窗禁止携带、爆炸等易燃易爆危险物品，请勿张贴、随意装饰损坏物品，按规定赔偿谢谢您xx月的协调。

标签：

**会议通知英语作文模板范文 第十一篇**

Conference

Dear Sir or Madam:

In order to speed up the transformation of achievements in science and technology, and enhance the level of service capabilities and management of science and technology achievements, after carefully research we will hold a conference considering provincial science and technology management.

Supported and approved by China Association on Science and Technology, Heilongjiang Province Science and Technology Achievement Management Hall and Promotion Agency. As this department are in charge of this aspect work.

The Conference would be High-end grand gathering of managers who are focus on science and technology in Heilongjiang province. We sincerely welcome all managers, and relevant e\_perts and scholars to e\_change information, so that fulfill a bright future at the meeting!

Date: January 5, 20\_

Hold place: Conference Room, Fifth Floor, Science and Technology Information Institute, Harbin, Heilongjiang Province, . China

Subject: “The Management of Provincial Science and technology Achievement”

The conference intends to summarize the management of scientific and

technological achievements in 20\_, and allocate the management of Provincial Science and technology achievement in 20\_. In addition, we will discuss the shortcomings and problems which e\_ist on our province science and technology management, the award on science and technology achievement, and the transformation of achievements in science and technology, accordingly, put forward methods, strategies, recommendations, measures, and so on.

Organization:

Organizer: China Association on Science and Technology

Contractors: Science and Technology Achievement Management Hall and Promotion Agency, Heilongjiang province.

Secretariat:

Secretary-general: Professor Wang Hai, Director of China Association on Science and Technology

Assistant secretary general: Professor Li Jing, Science and Technology Achievement Management Hall and Promotion Agency.

Contact:

Address: NO. 74th, Nan gang district, Harbin Bank, Harbin, Heilongjiang, . China

Postcode: 150000

Mobile phone number: 1312420\_58

Tel (Fa\_): 0451—82621220

Email: hui@

Contact Person: Hu Weiye

Conference e\_pense (each):

Attending fee: ￥500 per person

Transportation and accommodation are self-care.

Registration closing date: Please fill in the receipt before October 28, 20\_ to our place. E\_ceeds the time limit no longer accepts the registration matters concerned.

**会议通知英语作文模板范文 第十二篇**

Dear John,

Our principal phoned a message to you, but you were out. She asks me to tell you that a discussion on how to study English will be held in the meeting-room at 3:00 tomorrow afternoon. Two different opinions will mainly be discussed:

1. Learning a large number of words and all the grammatical rules by heart is a good way to study English well.

2. The best method of studying English is to speak English as often as possible and the rules of grammar are not important at all. Please he there on time and give your opinion at the meeting. Wang Hai

**会议通知英语作文模板范文 第十三篇**

In October, dear Professor Qian: I am very pleased to inform you that the society for cultural regeneration will hold an academic exchange conference called \_the conflict between civilization and cultural China\_ in Cancun, Canada in January. We sincerely invite you as our guest to participate in this important academic activity in North America. If you are interested, we will provide you with round-trip air tickets, accommodation and meal subsidies.

Welcome to see you at this meeting and make you an important part of the meeting, schedule, member list Dear Madam Hudson: would you like to, Mr. Hudson, please have dinner with us and some friends on Saturday night, October. We plan to go to the city\'s performance hall to see a Huangmei Opera House opening in West texit, so as to have enough time to open Car into the city, arrive before the curtain call, we hope you can dear, Ma Mingcheng pet.

中文翻译：

xx月，亲爱的教授钱：我是很高兴地通知您，文化再生研究会将于xx月在加拿大坎昆举办一场名为“文明与文化中国的冲突”的学术交流会，我们诚挚地邀请您作为我们的嘉宾参加这次北美的重要学术活动如果您有兴趣，我们将为您提供往返机票、住宿和餐费补贴。欢迎您在本次会议上见到您，并将您作为本次会议的重要组成部分，时间表，成员名单亲爱的夫人哈德森：你愿意吗哈得逊先生可以在xx月日星期六晚上和我们和几个朋友一起吃晚饭，我们计划去市的表演厅看一场黄梅歌剧院在西特希提开演，以便有足够的时间开车进城，在谢幕前到达，我们希望您能亲爱的，马明成宠物。

**会议通知英语作文模板范文 第十四篇**

Translate the conference notice into Chinese.

International E-Education Conference

A Conference organized by the China Computer Association will be held at Tsinghua University, Beijing, Friday 26 — Sunday 28 November 20xx.

The International E-Education Conference will consist of a keynote speech, a technical seminar and a thesis forum. Except for the open address delivered by the government representative in the Opening Ceremony, officials and scholars from International Education,

Science & Technology Committee (IESTC), business enterprises and personnel who are engaged in promoting China’s E-Education will give the keynote speeches.

**会议通知英语作文模板范文 第十五篇**

Task 2: Translate the conference notice into Chinese.

International E-Education Conference

A Conference organized by the China Computer Association will be held at Tsinghua University, Beijing, Friday 26 — Sunday 28 xxxx 20xx.

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国际信息化教育会议

中国计算机协会组织将于20xx年x月26日(星期五)至28日(星期日)在北京清华大学举办一个会议。

**会议通知英语作文模板范文 第十六篇**

会议通知

研究生教育研讨会将于20xx年x月23-25日在桂林电子科技大学举行。x月23日(星期五)晚开始注册和报到。x月24日(星期六)的活动主要包括主题发言人发言、论文交流及晚宴。

x月25日(星期日)的全天活动都将是论文交流，当天晚上结束会议。桂林电子科技大学研究生院将主办这次具有特殊意义的会议，并盼望与会者到桂林电子科技大学参加此次会议。

The Conference Notice

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It will be theses economic exchanges all day on March 25, Sunday, and we shall put the conference to an end at night. The Graduate school of Guilin University of Electronic Technology will host this special and significative conference and looking forward to the participants come to Guilin University of Electronic Technology to attend the conference.

**会议通知英语作文模板范文 第十七篇**

Task 3:

You are members of the Organizing Committee, and you are assigned to give a notice of the conference. Have a discussion with your colleagues and write a conference notice based on the following information in reference to Samples.

The Conference Notice

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The theme of the conference is “School Development Planning” and central topic is “School Development Planning (SDP) experience in China and worldwide” Teilnehmer: \_s from all colleges and universities in China，faculty and staff in institutions

Conference date/time: xxx24, Friday, 20xx, 9:00 . -5:00 .

Conference place: Academic Conference Center，Lanzhou University

Registration and meeting schedule:

Contact name: Ms. Hilary Wang

E-mail:

Telephone: (0931)8476-6960.

**会议通知英语作文模板范文 第十八篇**

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**会议通知英语作文模板范文 第二十篇**

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Conference date/time: Sept 24, Friday, 20\_, 9:00 .

Conference place: Academic Conference Center，Lanzhou University

Registration and meeting schedule:

Contact name: Wang

E-mail:

Telephone: (0931)8476-6960.

**会议通知英语作文模板范文 第二十一篇**

Please note that I announce that the student union will hold a party on August Saturday evening to welcome friends from the United States. The party will be held in the roof garden of the main building. In the afternoon, there will be music, dance, singing, s and exchanging gifts.

Please bring a small gift. Remember to wrap it up, sign your name and write a few words of blessing. Don\'t forget: there will be a lot of fun in the roof garden of the main building on Saturday night.

Welcome.

中文翻译：

请注意，我宣布学生会将于xx月星期六晚上举行一个聚会，欢迎来自的朋友。晚会将在主楼的屋顶花园举行，下午开始有音乐、舞蹈、歌唱，游戏和交换礼物请大家带上一份小礼物，记住要包起来，签的名字，写上几句祝福不要忘了：星期六晚上，屋顶花园，主楼里一定会有很多乐趣，欢迎大家。

**会议通知英语作文模板范文 第二十二篇**

Notice of Annual Meeting of Shareholders

年度股东大会通知

The annual meeting of shareholders of the BeijingNew Oriental Education and Technology Group will beheld at Beijing International Club,

北京新东方教育科技集团年度股东大会将于

1 Jianguomenwai Street, in Beijing, on Monday,February 13, 20xx, at 10:00am,

20xx年2月13日(星期一)上午10时在北京市建国门外大街1号国际俱乐部举行。

for the following purposes:

会议目的如下：

1)To elect a full board of 8 directors of the Group;

1)选举集团的8人董事会;

2)To consider and act upon the appointment of independent auditors for 20xx;

2)遴选并任命20xx年独立审计员;

3)To transact such other business as may properly come before the meeting.

3)处理此次大会之前可能发生的其他业务。

An oral report on the affairs of the Group will be presented at the meeting,

会上讲进行关于集团事务的口头汇报。

and an audited report of the Group\'s financial affairs will be available for inspection by anyqualified shareholders.

任何有资质的股东均可查阅集团财务状况的审计报告。

By order of the Board of Directors.

集团董事会

本文档由范文网【dddot.com】收集整理，更多优质范文文档请移步dddot.com站内查找