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| **Evento** |  |
| **Lugar** |  |
| **Fecha** *(dd, mm, aaaa)* |  |  |  | **Hora inicial** |  | **Hora fin** |  |
| **Responsable** | **Dependencia, grupo o equipo** |  |
| **Nombre del responsable** |  |

|  | **Nombre completo** | **Institución o dependencia** | **Correo electrónico** | **Firma** |
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