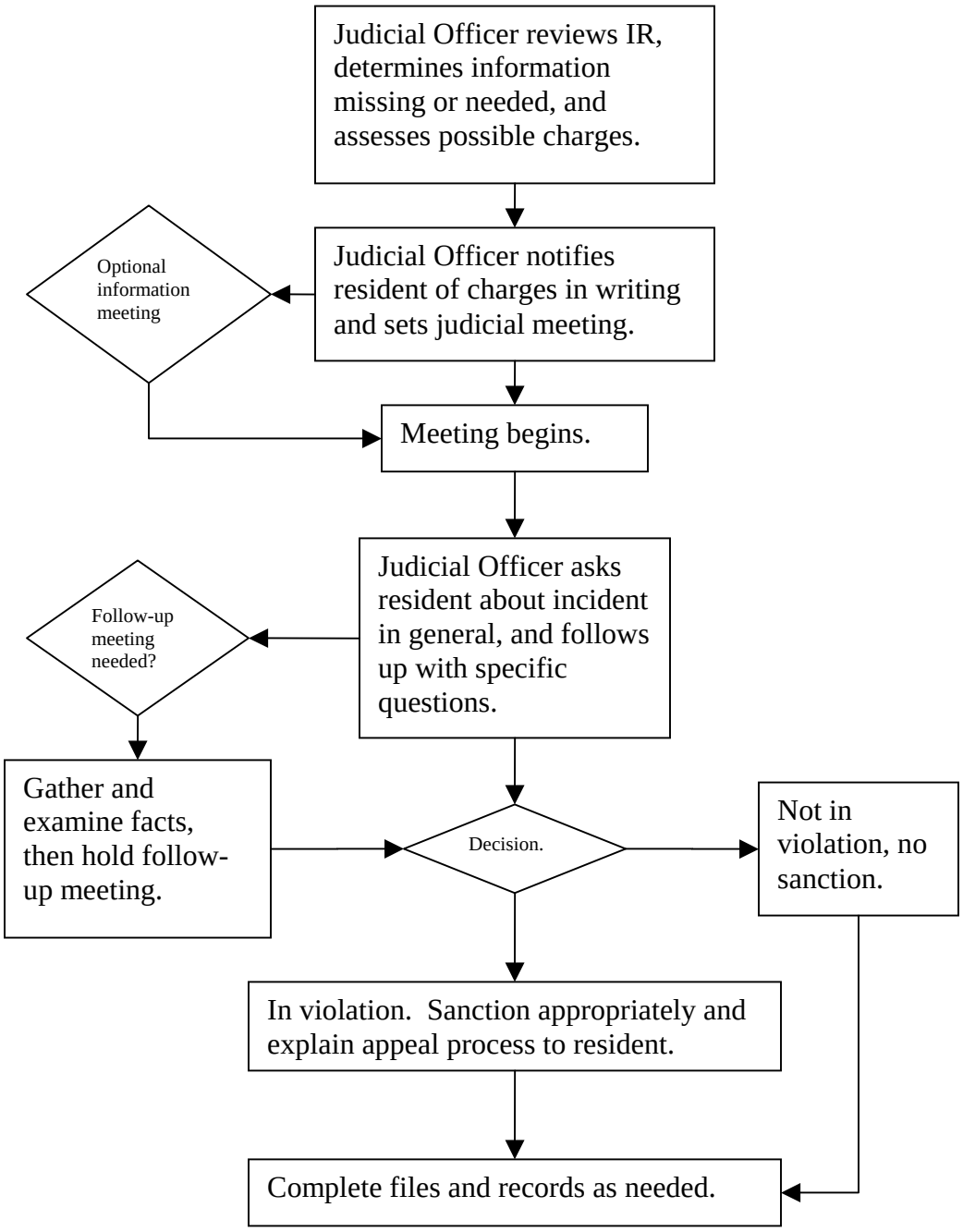Administrative Meeting Process