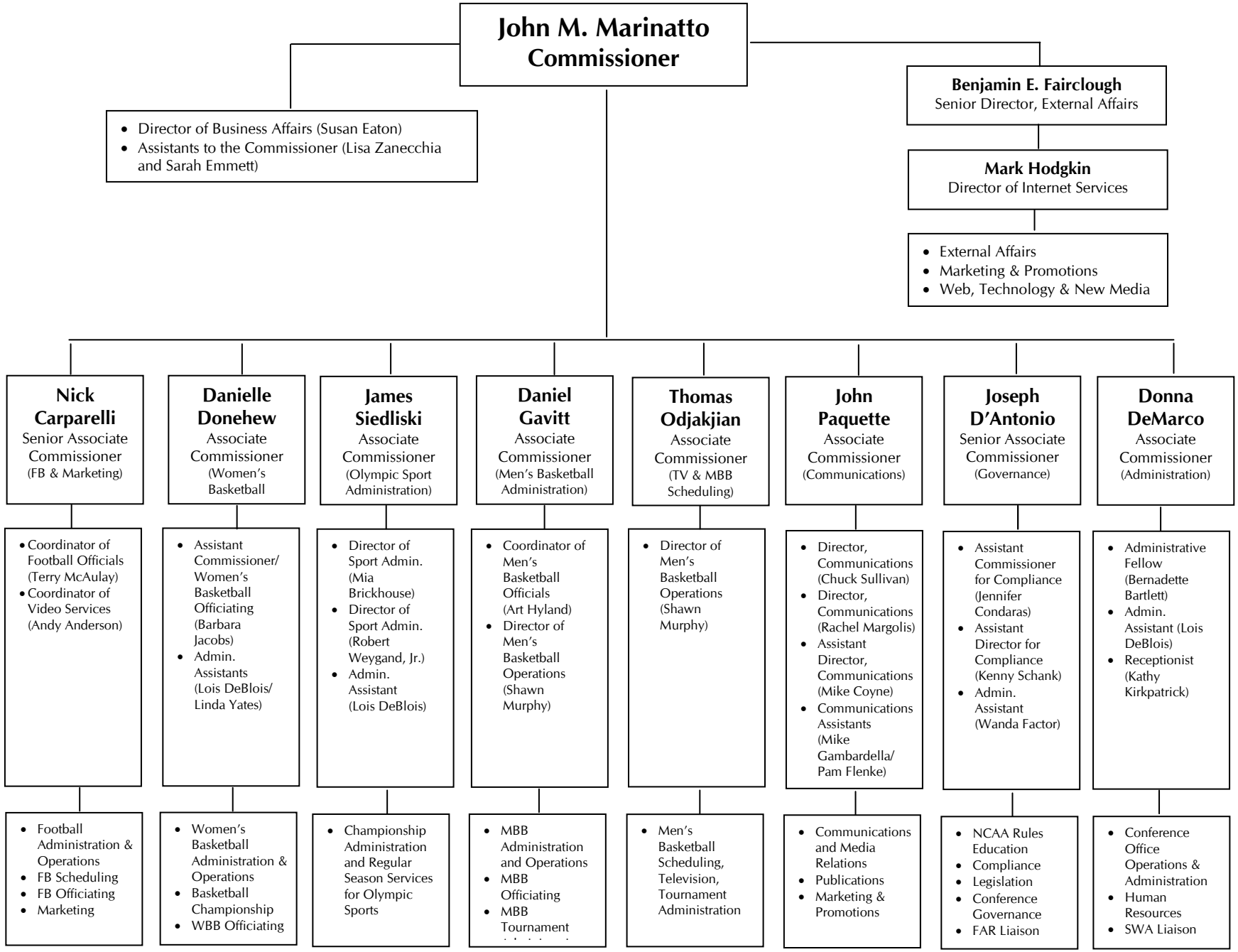CONFERENCE OFFICE ADMINISTRATION