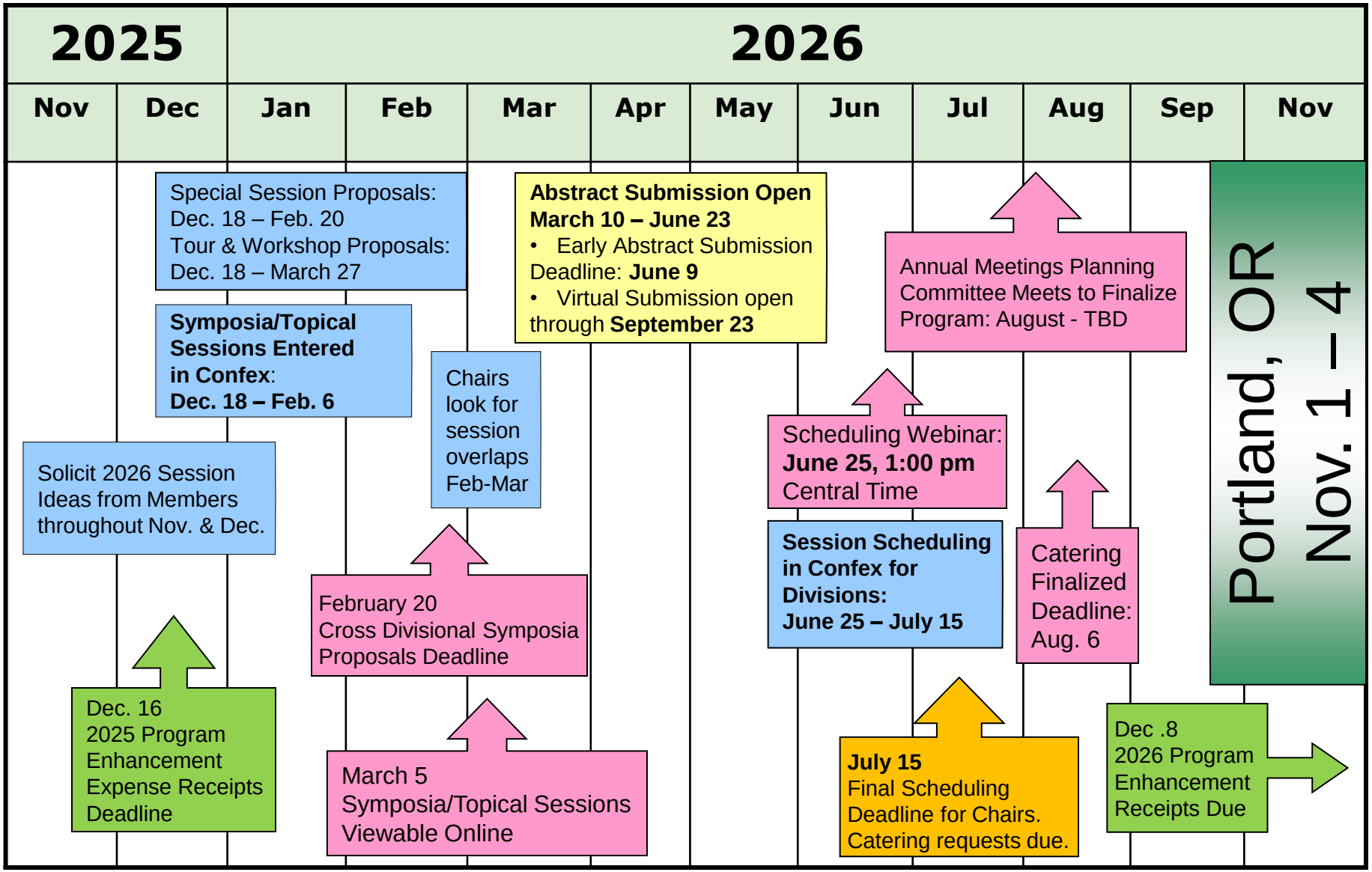SSSA Meeting Planning Process