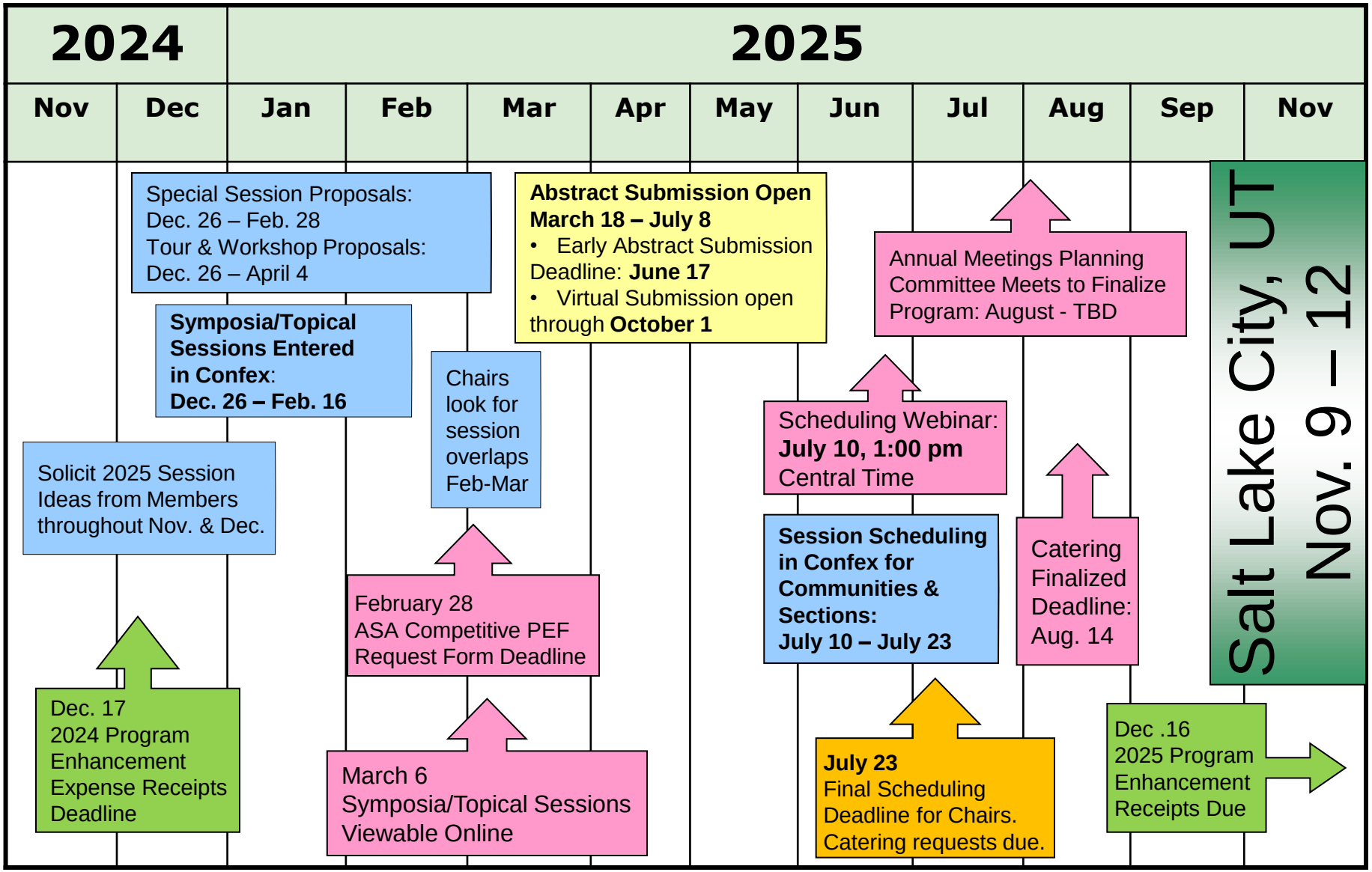ASA Meeting Planning Process