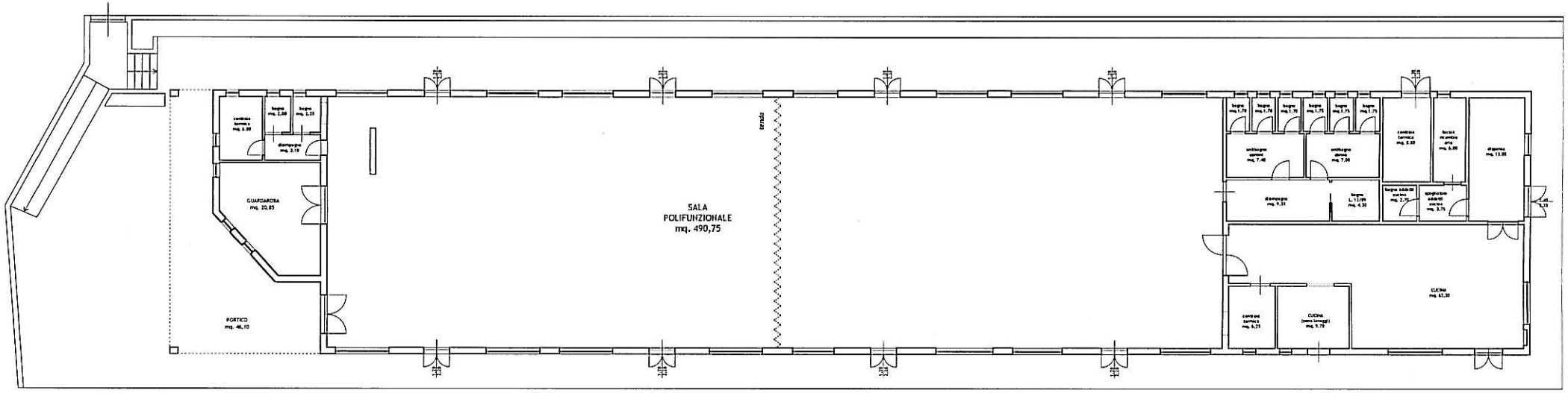MEETING SERVICE