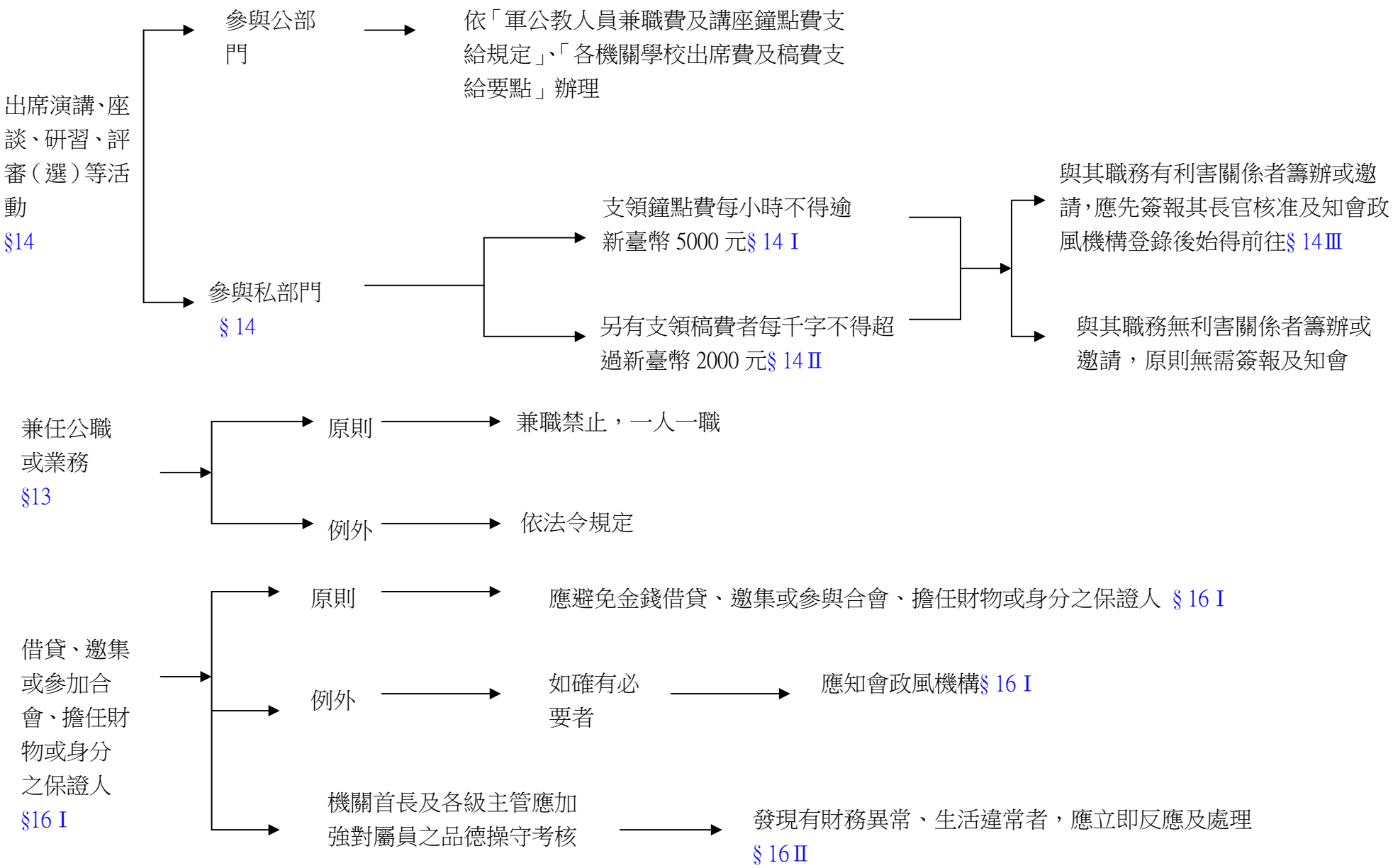出席演講、座談、研習、評審（選）等活動、兼職或財務處理等處理程序