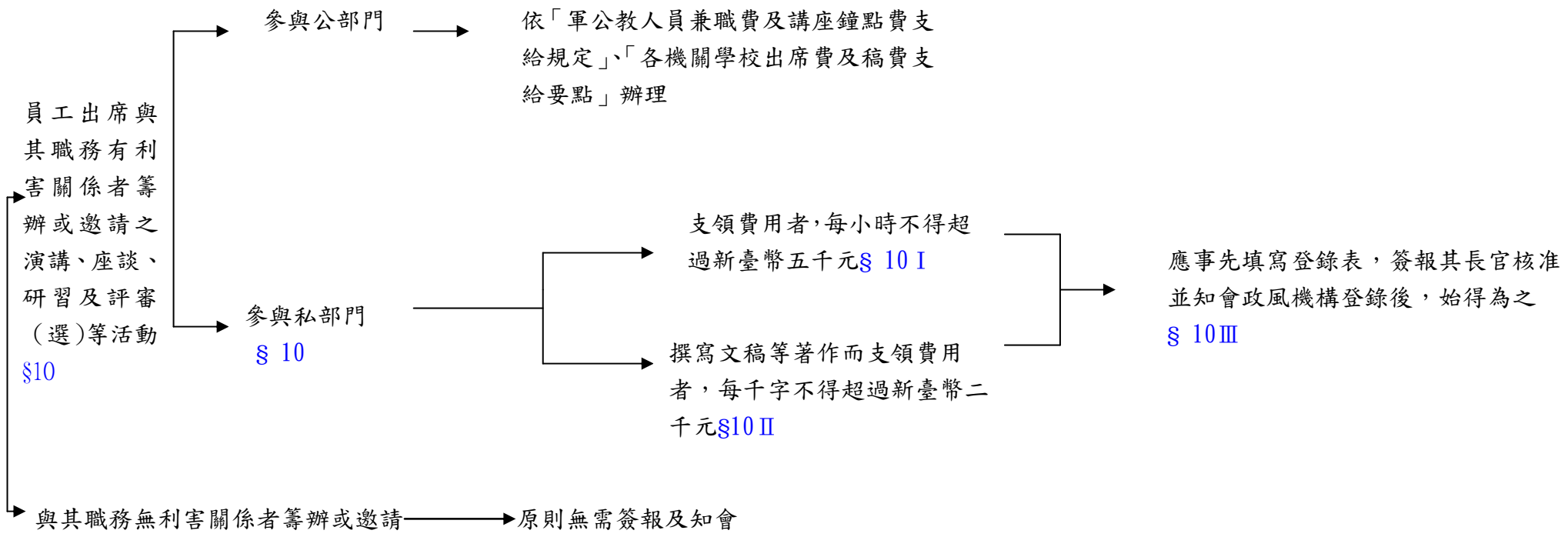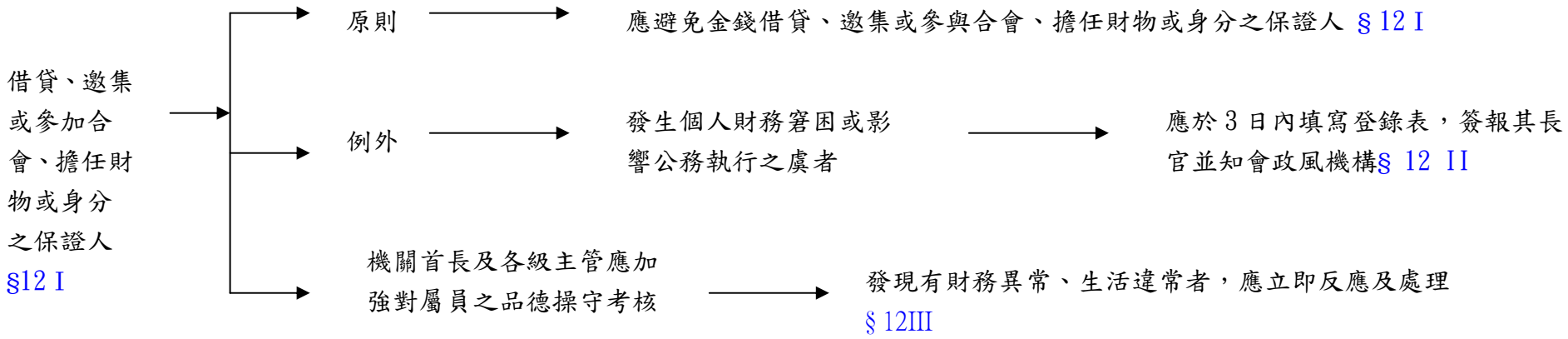出席演講、座談、研習、評審（選）等活動及財務狀況處理程序