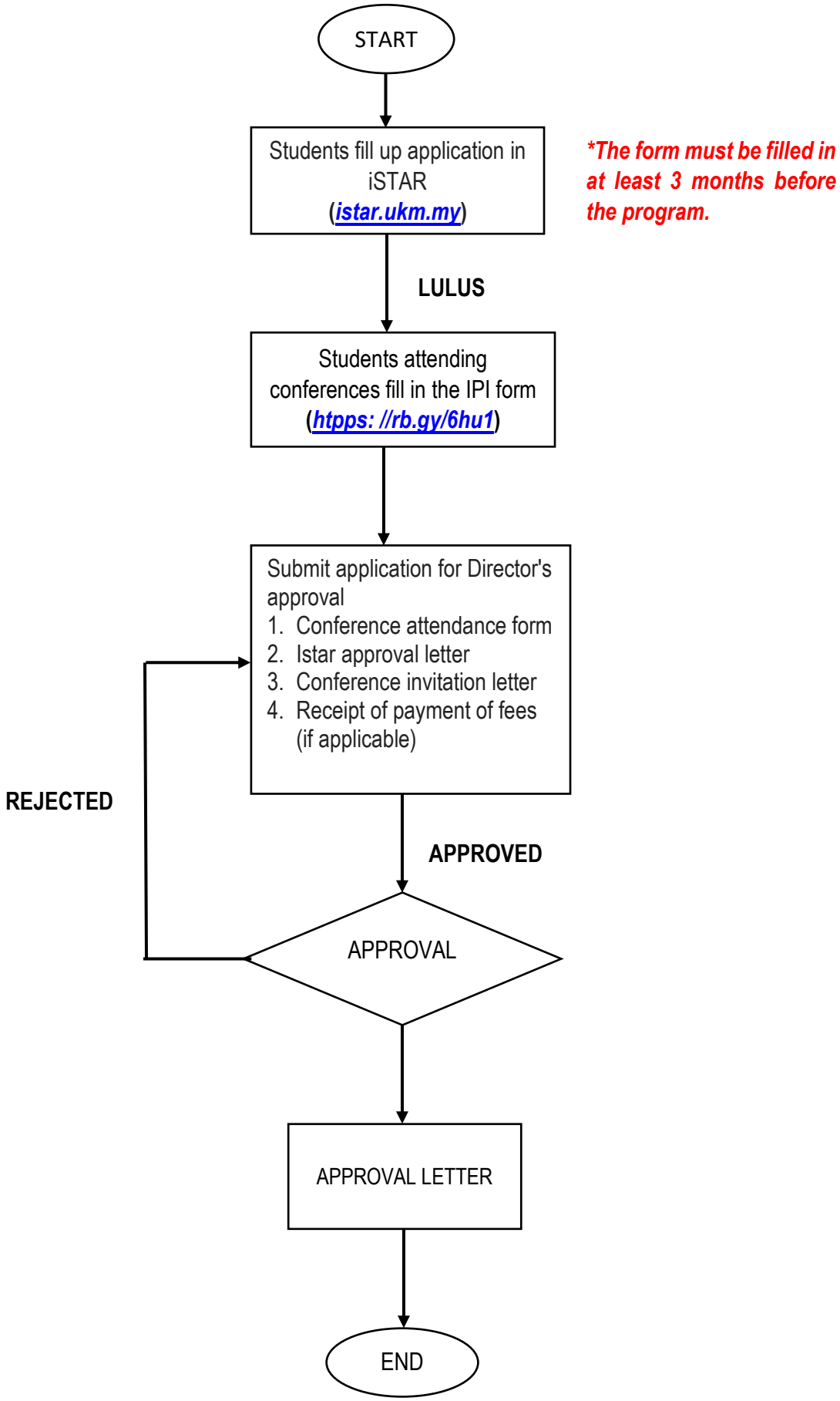FLOWCHART FOR APPLICATION TO ATTEND LOCAL/OVERSEAS CONFERENCES