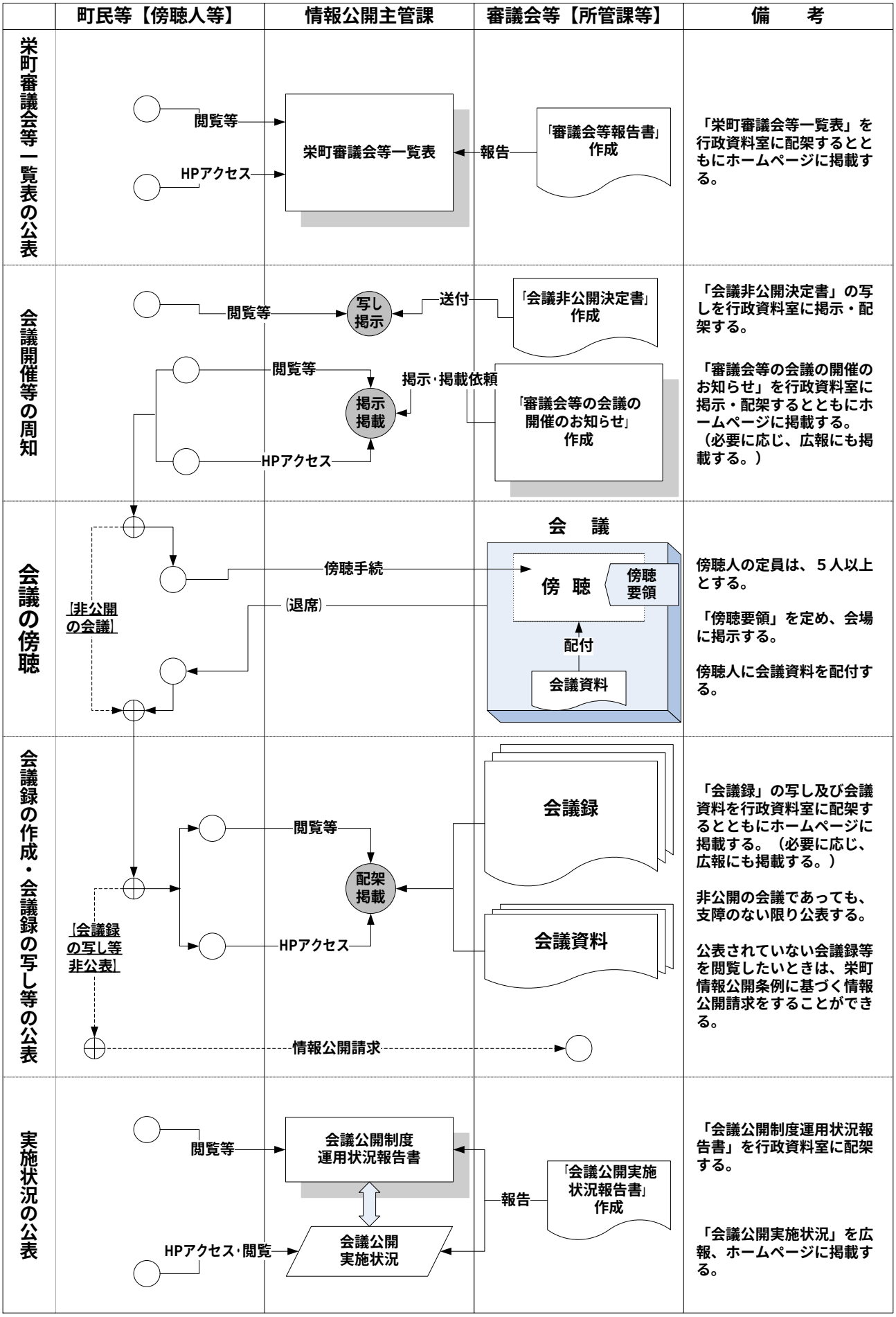会議公開制度の事務の流れ