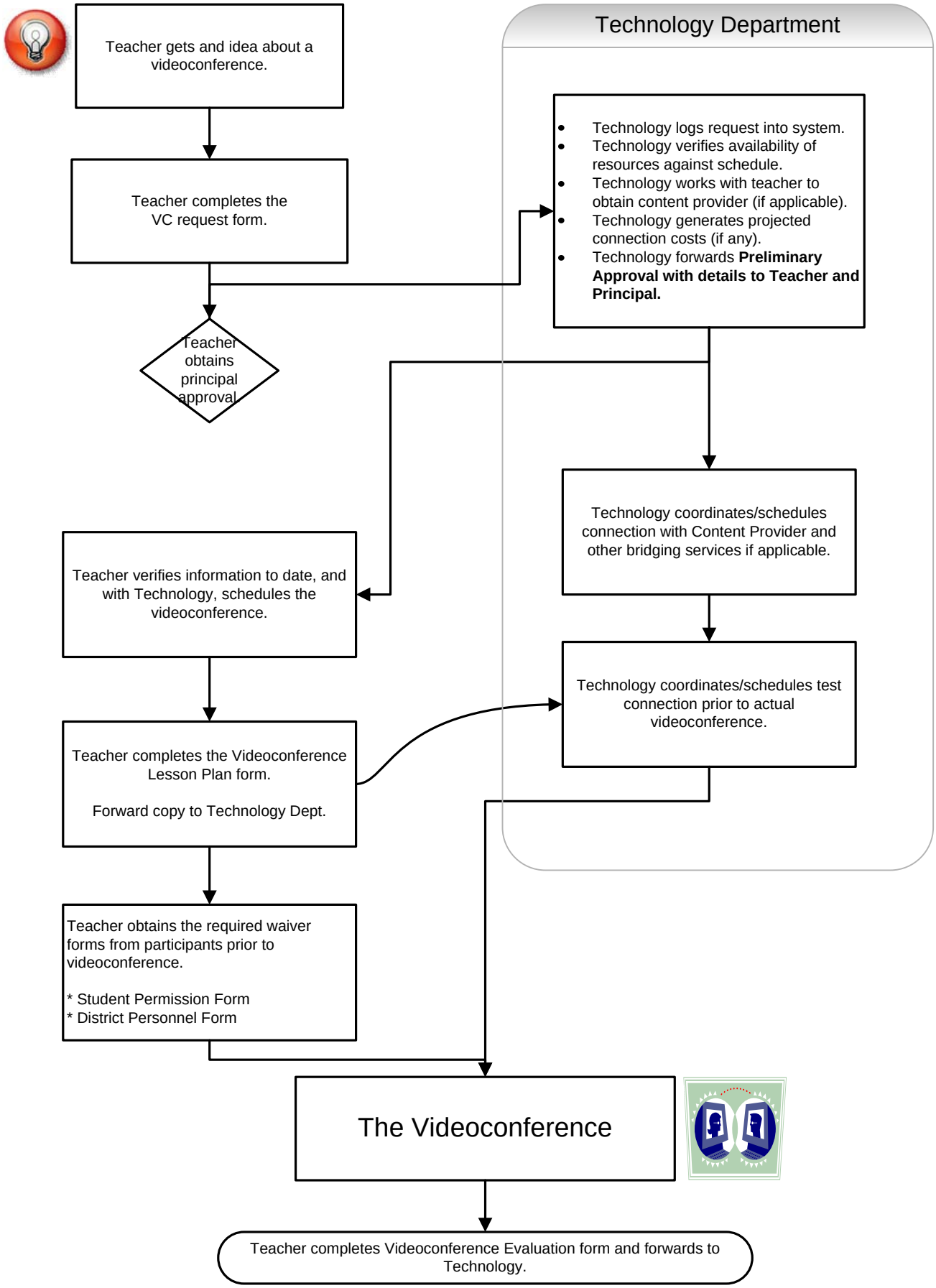The Videoconference Scheduling Flowchart