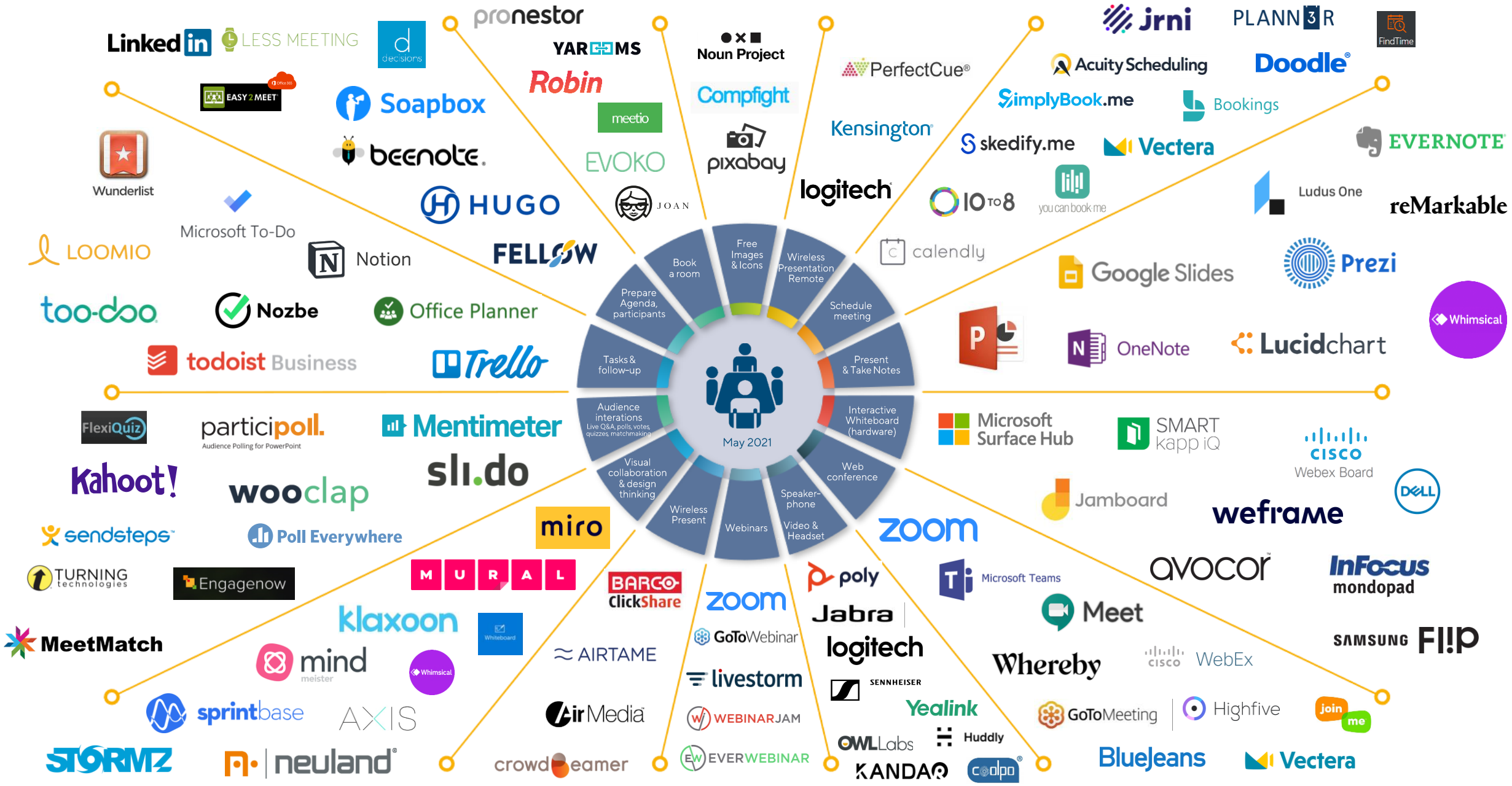Effective Meetings, Presentations & Workshops Digital Ecosystem