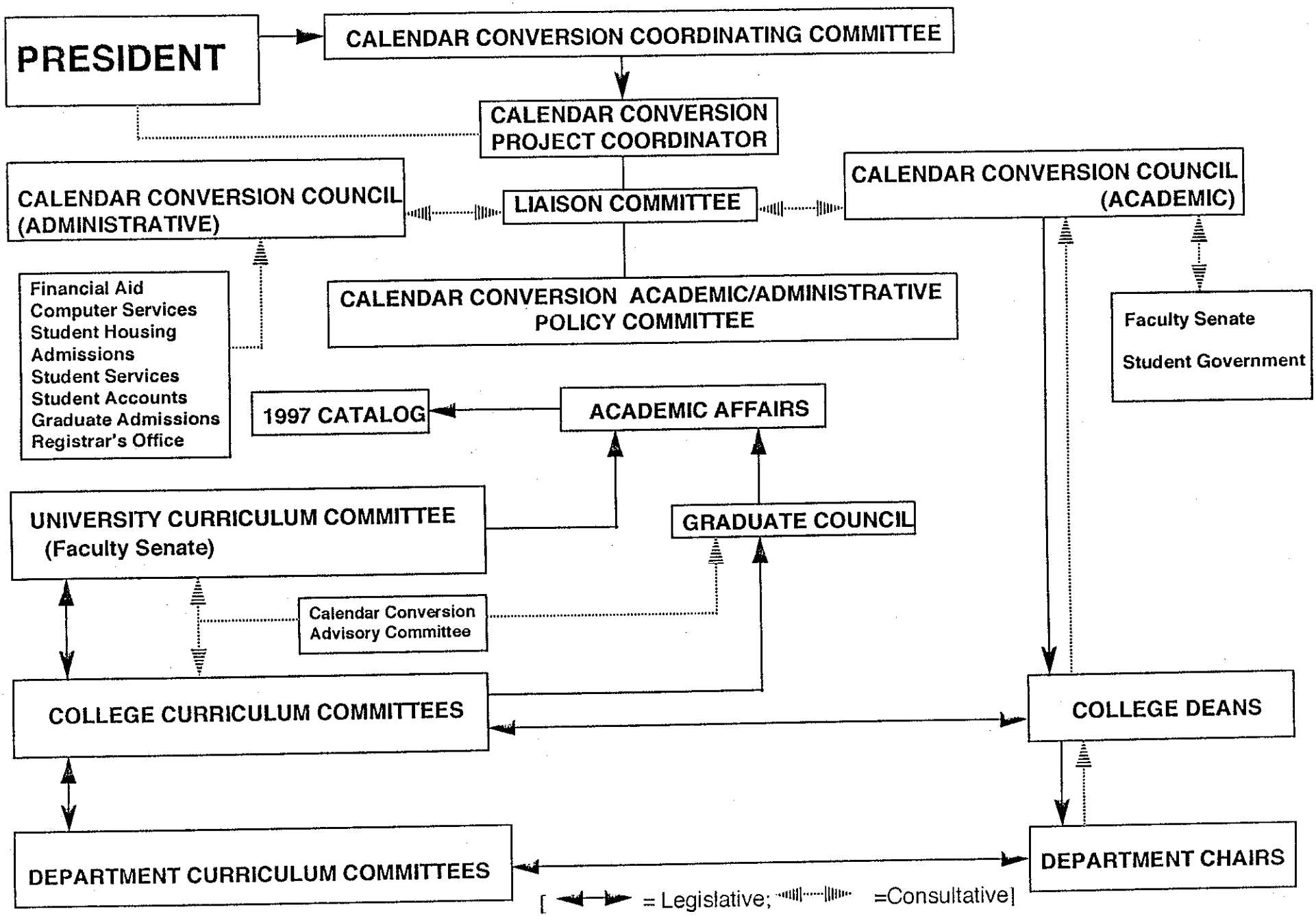CALENDAR CONVERSION PROCESS - ORGANIZATIONAL STRUCTURE