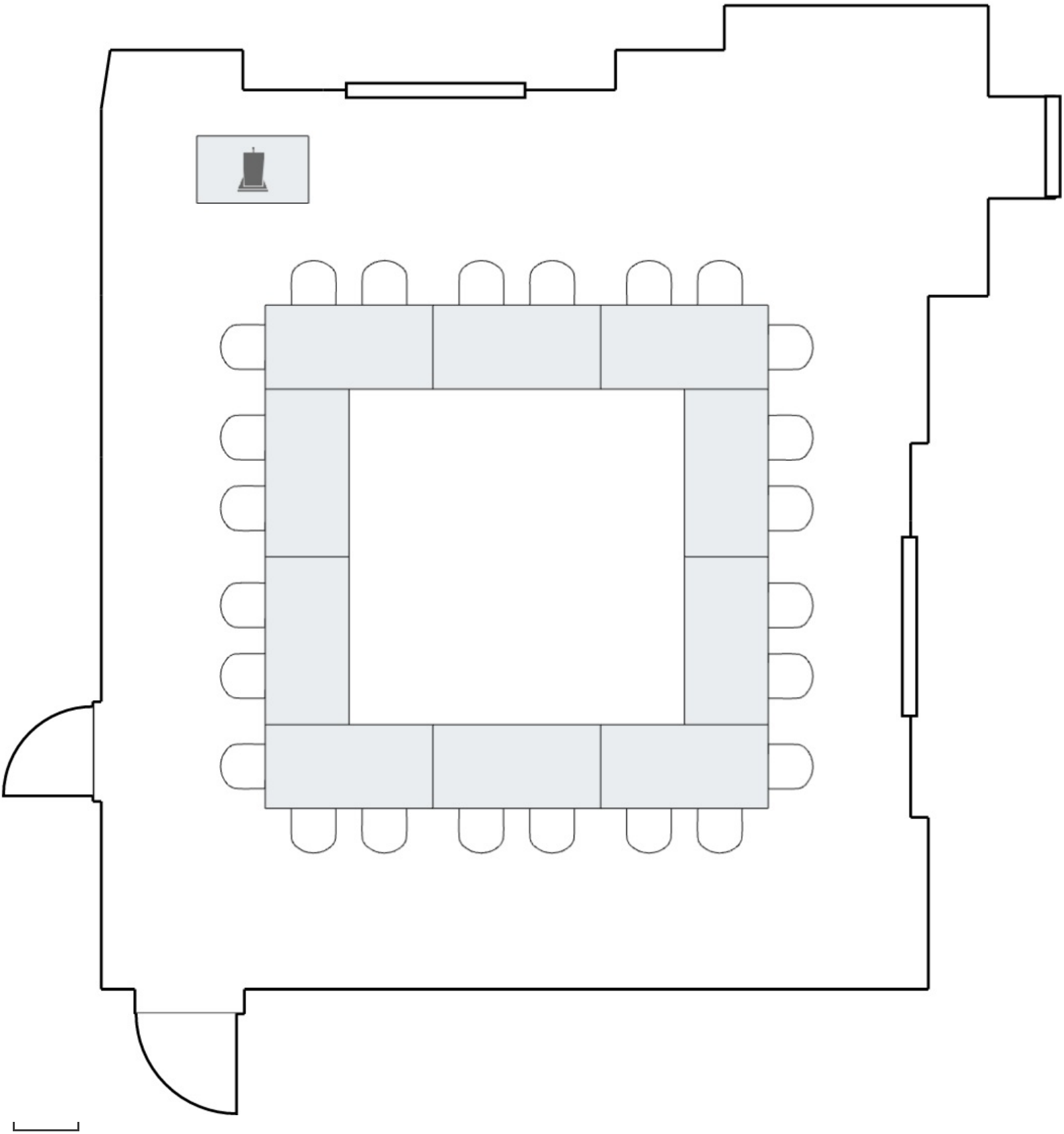Duke UNIVERSITY | CONFERENCE *and* EVENT SERVICES