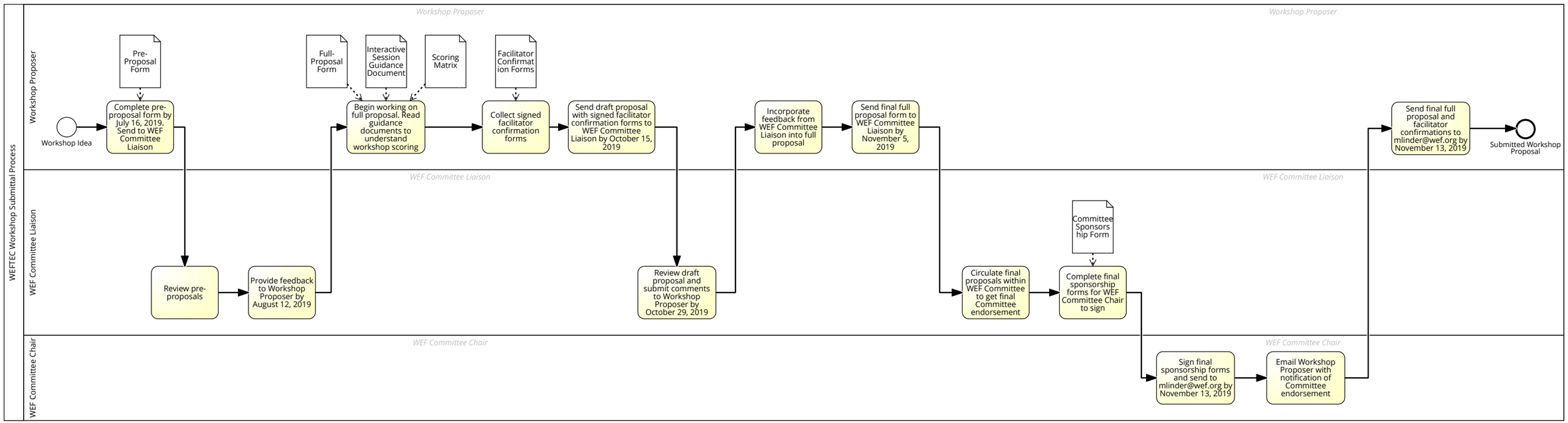WEFTEC Workshop Development and Submittal Process