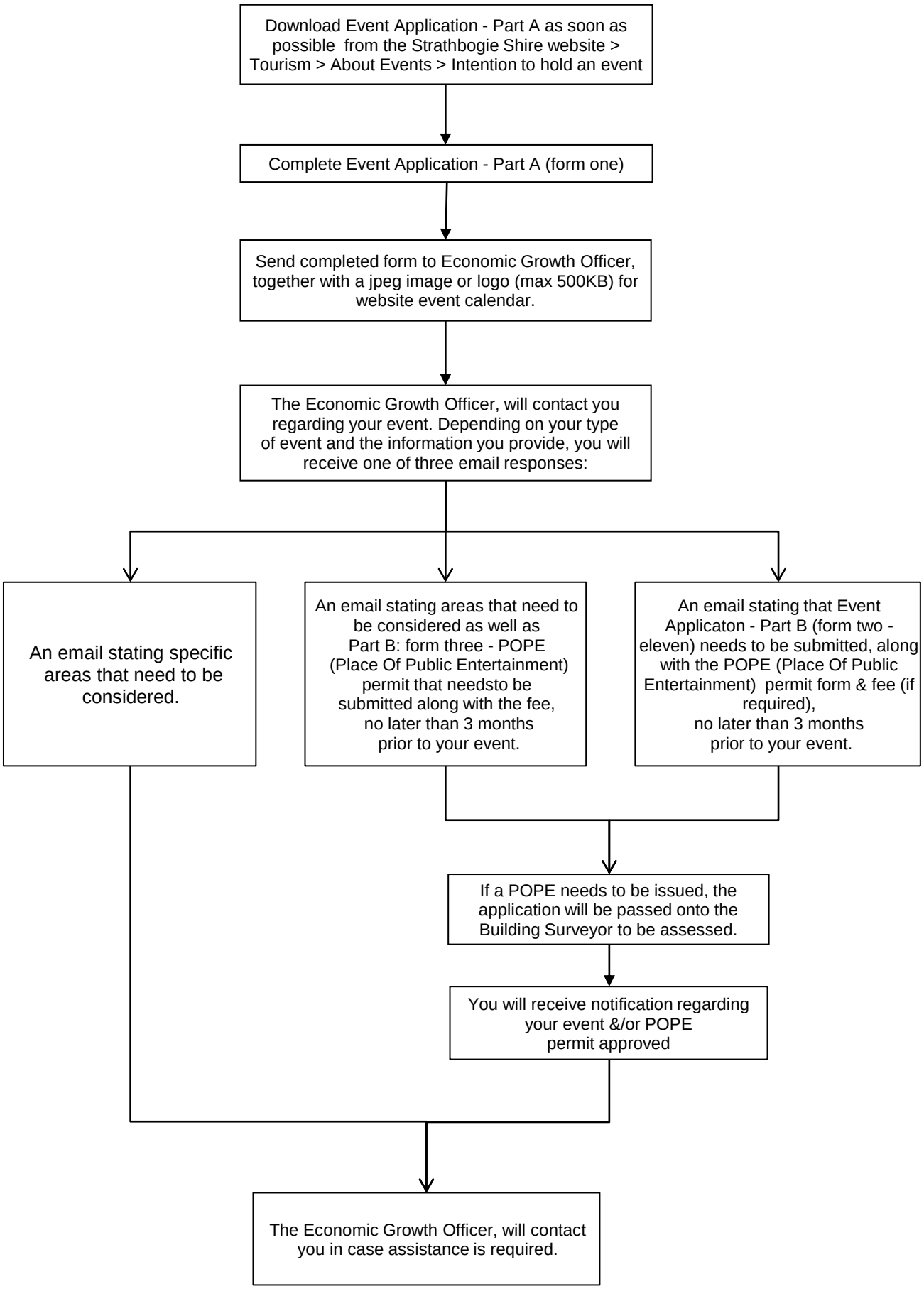Event Application Process - external organisers