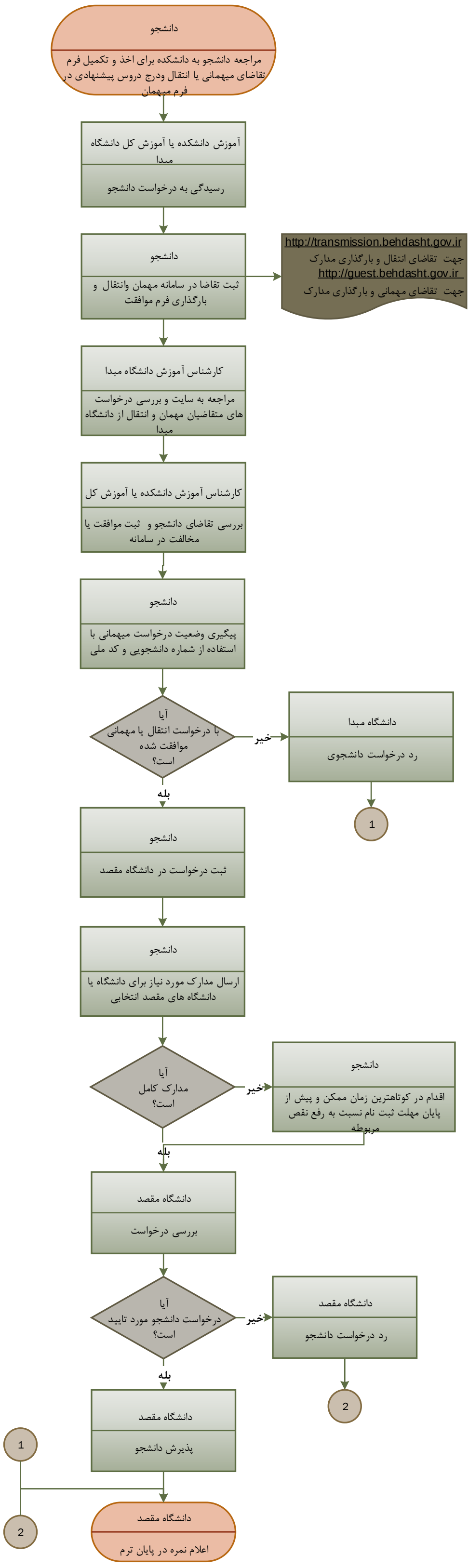فرآیند مهمانی و انتقال