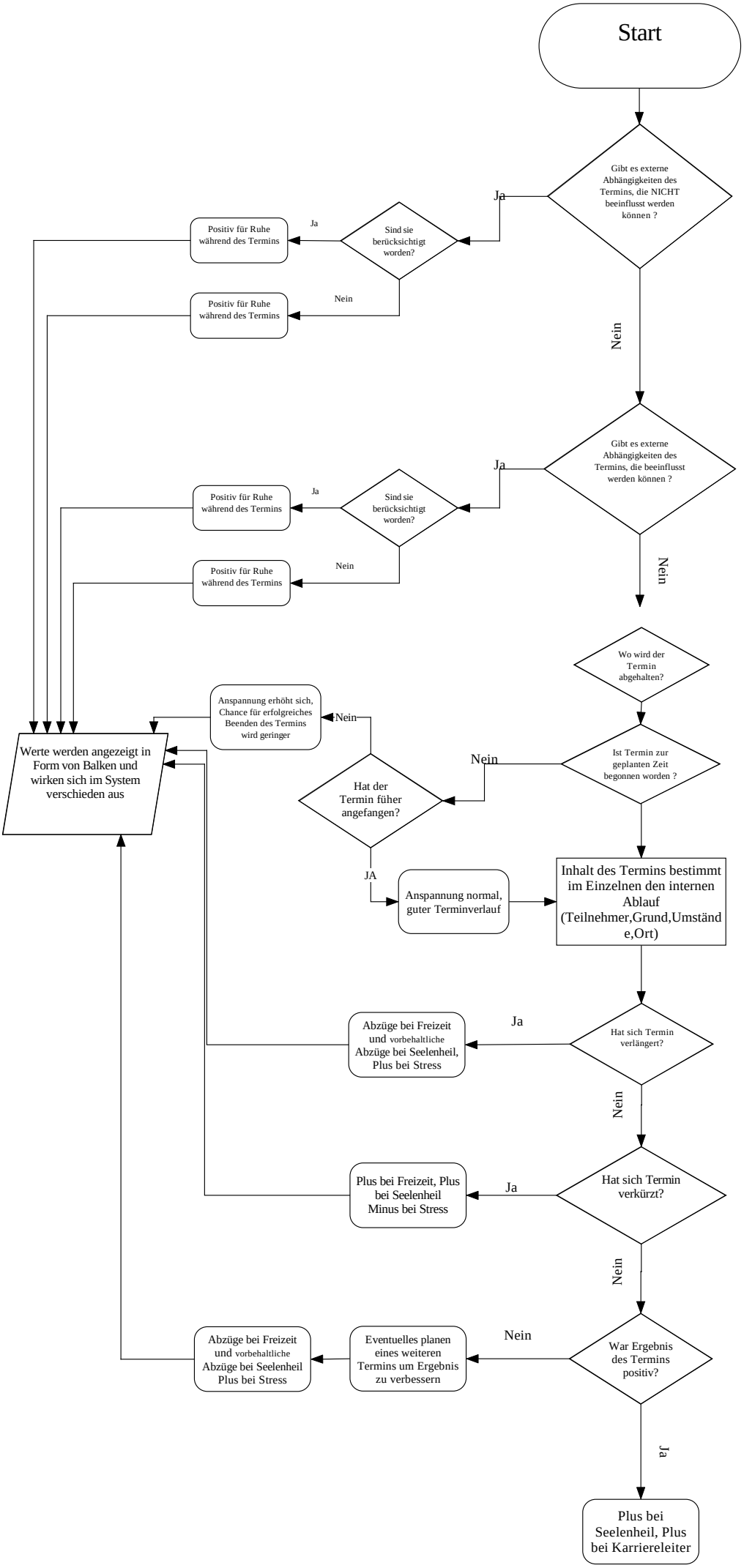Ablauf eines Termins