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(51) International classification	:G06Q10/00	(71)Name of Applicant :
(31) Priority Document No	:2012-050686	<b>1)CANON KABUSHIKI KAISHA</b>
(32) Priority Date	:07/03/2012	Address of Applicant :3-30-2, SHIMOMARUKO, OHTA-KU, TOKYO Japan
(33) Name of priority country	:Japan	(72)Name of Inventor :
(86) International Application No	:NA	<b>1)YAMANE, TOSHIMIZU</b>
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(57) Abstract :

A conference preparation apparatus includes a material identification information acquisition unit configured to acquire material identification information specified by an operation performed on a display screen, a material information acquisition unit configured to acquire material information from a server based on the material identification information acquired by the material identification information acquisition unit, a management unit configured to manage on a person-by-person basis the material information acquired by the material information acquisition unit, and an agenda management unit configured to associate the material identification information with conference items.

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