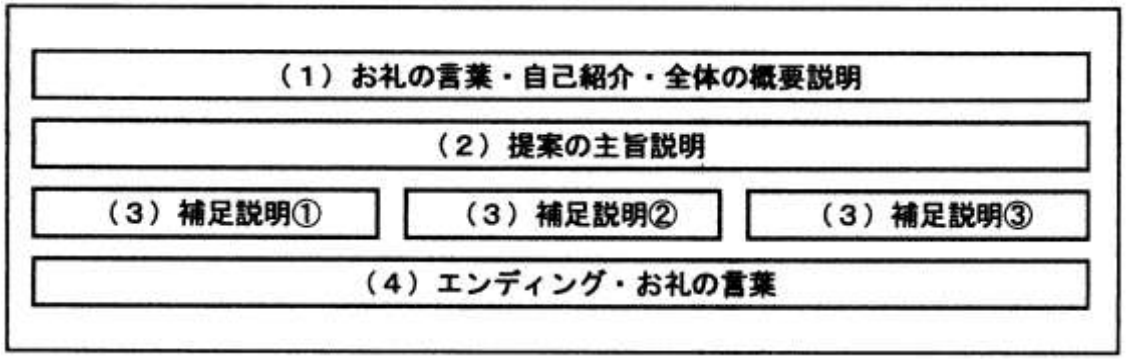プレゼンテーションの基本的な流れ