



**Association for Diplomatic
Studies and Training**

**Visit of Ambassador Eileen Malloy
to
Utah Valley University**

March 6, 2017



The Honorable Eileen A. Malloy U.S. Ambassador (retired)

Ambassador (ret.) Eileen A. Malloy has devoted more than 40 years to the study of the former Soviet Union and its successor states. She began her career as a divisional manager at Dun & Bradstreet before joining the U.S. Foreign Service in 1978.

Ambassador Malloy was appointed by President Bill Clinton as the U.S. ambassador to the Kyrgyz Republic (1994-97), then serving as the deputy assistant secretary for the Bureau of European Affairs (1997-99).

In 1999, Ambassador Malloy was appointed by Secretary of Energy Bill Richardson to be his senior advisor on Russia and the former Soviet Union, and concentrated on the Department of Energy's extensive cooperation under the Nunn-Lugar Program with Russia and its successor states.

Ambassador Malloy was appointed to be the U.S. consul general in Sydney, Australia, from 2001 to 2004. She then returned to Washington to work for the inspector general at the Department of State. In this capacity, she led numerous inspection teams reviewing the work of the U.S. Missions to Afghanistan, Brazil, Canada, Germany, Pakistan, the Philippines, Russia, the U.K., and many other countries.

After her retirement from the U.S. Foreign Service in 2008, she continued to work for the inspector general as a team leader until 2010 when she was asked to serve as the U.S. chargé d'affaires in Ashgabat, Turkmenistan. Upon her departure from Turkmenistan in 2011, Ambassador Malloy returned to the inspector general's office on a part-time basis as a team leader.

In addition to her diplomatic postings in Moscow, Ambassador Malloy also has held positions in Calgary, Dublin, London, and in the Department of State, including head of the secretariat staff and special assistant to the undersecretary for political affairs.

Ambassador Malloy is the recipient of the Secretary of State's Award for Career Achievement and several performance and honor awards. In addition to her work at the Department of State, Ambassador Malloy has been active on the boards of Women in International Security, the Association for Diplomatic Studies and Training, and the U.S. Roza Otunbayeva Fund.

HOST:



UTAH INTERNATIONAL MOUNTAIN FORUM
A COALITION OF STUDENT CLUBS AT
UTAH VALLEY UNIVERSITY

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Situation

The Utah International Mountain Forum (UIMF), a coalition of student clubs at Utah Valley University (UVU) hosts Ambassador Eileen Malloy tentatively on March 6, 2017. She is scheduled preliminary to make presentation during to students about professional advancement in diplomacy and international affairs, followed by a Q&A with students. She will have a lunch with a small number of department heads and presidents. Afterwards she will present a an event hosted by UVU Peace and Justice Studies program.

Presidents of the clubs under UIMF are to coordinate and assign tasks to members and ensure that the we acquire appropriate funding, that protocol and organization are carried out smoothly, and that the event will be covered in media, including UIMF web-site and FAO-UN.

Each category of tasks has a leader that is responsible for the delegation and completion of the task. Once completed the date of completion will be filled out in the forms below.

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Agenda

March 5, 2017,

8:55 P.M. - Pick up at arrivals at Salt Lake Airport by Alaskan Airlines flight 3458 - Shuttle Service

10:00 P.M. - Accommodation at the Hampton hotel in Orem.

Give her briefing of next day- shuttle service

March 6, 2017,

8:30 A.M. – Pick up at the hotel and escort to presentation room- Munkhbat Batmunkh, Aaron Holloway

9:00 A.M. - Presentation titled: *“Ambassador Eileen Malloy: conversation about foreign service and diplomacy”* and Q&A
Room: FL 120 (Formerly LI 120)

10:20 A.M. Women’s Success Center event - Regan Warner

10:50 A.M. - Escort to next event- Andy Loy

11:00 A.M. - Presentation at P&JS in CB 412

11:50 P.M. - Escort to lunch - Matthew Rands

12:00 P.M. - Lunch with Center of Multicultural Studies. Dr. Connolly, Dr. England - Matthew Rands, Regan Warner

1:30 P.M. - Campus Tour/ Roots of Knowledge- tAndy Loy, Matthew Rands

3:00 P.M. - Provo Sightseeing/Sundance Visit-Josman Cereceres

6:00 P.M. Dinner Reservations - Reserved

8:30 P.M. Accommodation at the hotel

March 7, 2017,

9:45 A.M. Pick up at the hotel

10:00 A.M. - Springville Museum of Art - Andy Loy, Matt Rands

1:30 P.M.- Shuttle service pickup

2:00 P.M. - Arrive at SLC Airport for Alaskan Airlines flight 3443 departing at 4:02 P.M.

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Assignments

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Coordination

The Financial aspect of the event is an ongoing process where members of the UIMF coordinate with other departments, clubs, and organizations that may have an interest in the event. If any of the mentioned parties desire to contribute financially to an event, we will ensure that they will benefit from the contribution and their logo is displayed on all publications.

Assignment	Volunteer	Due Date	Phone/ Email	Date Completed
Coordinate with Clubs with center for women's	Regan Warner	10 Feb 17		17 Feb 17

success.				
Coordinate with HPOLS, P&JS, IA&D	Regan Warner Matt Rands	10 Feb 17		10 March 2017

Logistics Group

The focus of the Logistics group is coordinating facilities and supplies. This includes Room Reservations, Advertisement, and proper documentation. The Logistics team is the foundation for professional appearance, and a smooth event.

**Lead
Matt Rands**

Assignment	Volunteer	Due Date	Phone/Email	Completed
Identify and Reserve room for event with students about diplomacy	Matthew Rands	03 Feb 17		10 Feb 2017
Make reservation with Hampton Inn & Suites across from campus	Matthew Rands	03 Feb 17		6 Feb 2017
Make a reservation for microphones from UVU Library	Spencer Nilsson	10 Feb 17		3 Mar 2017
Reserve the necessary tables and chairs needed for guests at the event. Contact Spencer Nilsson (Above)	Andy Loy	10 Feb 17		5 Mar 2017
Acquire the backdrop at from the HIST & POLS Department at 8:00 A.M. March 6th. Contact Kimberly Williams CB203 A carry it to LI 120 (it's a 2 man carry)	Josman Cereceres	6 Mar 17		6 Mar 2017
Badges need to be printed for the guest and UIMF leaders ONLY. Coordinate with Kimberly Williams in CB203A. Badge templates can be obtained from Christian.	Chris Jensen	27 Feb 17		N/A
Printing and displaying the event poster outside of room LI 120 using a tripod from HPOL Department. Contact Baktybek Abdrisaev CB203M with regards to tripod reservations.	Josman Cereceres	6 March 17		6 Mar 17
Test all equipment 15 minutes prior to presentation to ensure it works	Kyle Balcer	6 Mar 17		6 March 2017

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Protocol Group

The Protocol group is responsible for making and maintaining contact with invited guests.

This includes transportation, and housing of the guests. It is necessary to be extremely professional and warm hearted towards our guests. Refreshments may also be necessary.

Lead

Regan Warner

Assignment	Volunteer	Due Date	Phone Number	Completed
Meeting Guest, arranging both arrival and departure. Escorting VIP throughout the day	*see agenda above Josman Cereceres	names in by 20 Feb 17		6 March 2017
Prepare to Introduce VIP at presentation (Short bio/accomplishments)	Munkhbat Batmunkh	27 Feb 17		4 March 2017
Arrange a souvenir on behalf of UIMF	Matthew Rands	27 Feb 17		28 February 2017
Arrange a tour around the UVU campus at 1:30 P.M March 6th	Josman & William Crist	15 Mar. 17		25 February 2017
Design Handouts of Event	Andy Loy	20 Feb 17		1 March 2017
Distribute schedules	Mark Driggs Spencer Nilsson	27 feb 17		6 March 2017
Send an Invitation to all Faculty and Staff members at UVU.	Matthew Rands	13 Feb 17		27 February 2017
Prepare invitation letters on behalf of UIMF	Matthew Rands	13 Feb 17		27 February 2017
Plan Lunch with VIP	Center for Multicultral studies	13 Feb 17		21 February 2017
Writing thank you letters to VIP-guests after the event	Sadie Conover	13 Mar 17		Scheduled

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Media Group

The Media group will focus on advertising the event through Articles, Social Media, and photography. Establish contact with various media outlets, and spread the messages of the event.

Lead
Munkhbat

Assignment	Volunteer	Due Date	Phone Number	Completed
Design a Poster for the Event.	Ruben	6 feb 17		16 February 2017
Print and get posters approved at UVU Campus connection. Talk to Kimberly H&POLS department office	Abdullah Alahmadi Abdulmajeed Alahmadi	8 Feb 17		17 February 2017
Submitting a copy of the poster on UVU digital media	Matthew Rands	8 Feb 17		17 February 2017
Reserve Camera and photo coverage of the event	Danny	6 Mar 17		6 March 2017
Prepare Media Information package	Munkhbat Batmunkh	7 Mar 17		9 March 2017
Make Contact and coordinate with UVU Review	Mark Driggs	27 feb 17		27 February 2017
Advertise the event for political science students.	Andy Loy Abdulaziz Alaseery	20 feb 17		27 February 2017
Write an article about the round table and post on UIMF web-site	Regan Warner	8 Feb 17		9 March 2017
Posting information and articles with coverage of the event on the UIMF Facebook, Twitter page	Yanko	8 Feb 17		Scheduled
Writing a draft of the report to FAO UN about the event	Chris, Regan, Matt	10 Feb 17		9 March 2017