Round Table of NGOs in consultative status with the United Nations Economic and Social Council (ECOSOC):

“Joint Advocacy of the Mountain Women at the United Nations Commission on the Status of Women”

October 2, 2017

Utah Valley University
Background

The Utah International Mountain Forum (UIMF), a coalition of student clubs at Utah Valley University (UVU) will host a group of NGOs accredited under the United Nations on October 2nd, 2017. The main purpose of the gathering is to discuss joint efforts of NGOs in advocating the cause of the mountain women during the 62nd session of the United Nations Commission on the Status of Women (CSW62) at the UN headquarters on March 19-23, 2018.

UIMF will bring Dr. Andrew Taber, Executive Director of the Mountain Institute (TMI) and Dr. Jed Shilling, member of the Board of Trustees of TMI to brainstorm together with several NGOs from Utah how to advocate jointly during CSW62 the cause of the mountain women and the international Women of the Mountains Conferences hosted by UVU since 2007. It could be done in three ways: 1) by making a statement during general discussions at CSW62; 2) by hosting a side event together with one of the mountain countries; 3) by hosting a parallel event together with NGOs accredited under the UN. This represents a challenging task, taking into account highly competitive environment and presence of thousands prominent worldwide NGOs at the CSW62.
HOST:

[utahimf.org logo]

www.utahimf.org

★★★

SPONSORS:

[UVU logo]

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For more information, please contact:

Josman Cereceres: jcereceres94@gmail.com;
William Crist: wjcrist@gmail.com
Matthew Rands: mattrands22@gmail.com;
Agenda

of the visit of Dr. Andrew Taber and Dr. Jed Shilling to Utah Valley University for participation at UN NGO’s Round Table

October 1-3, 2017

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October 1, 2017, Sunday

12:26 P.M.  Pick up Dr. Andrew Taber at Salt Lake Airport by Express Shuttle
Arrival American Airlines flight 1305

Shuttle confirmation # ES174326, phone: 801-596-1600

3:00 P.M.  Self-accommodation of Dr. Taber at TownePlace Suites
Address: 873 N 1200 W Orem, Utah 84057
Phone: 801-225-4477
Reservation # 94474010

Self-accommodation of Dr. Jed Shilling at the TownePlace Suites in Orem.
Address: 873 N 1200 W Orem, Utah 84057
Phone: 801-225-4477
Reservation # 94474024
October 2, 2017, Monday

9:30 A.M.       Pick up at the hotel and escort to UVU

   Pick up Dr. Taber and Dr. Shilling: Trevor Williams and Derek Garfield

10:00 A.M.      Meeting with Dr. Baldomero Lago, CIO/Vice-Rector for Global Engagement at UVU

   Room: LA 114
   Contact person: Amy Barnett, 801-863-8897
   Students: Derek Garfield, Trevor Williams

10:45 A.M.      Escort to room FL 120 for Round Table Presentation

   Students: Derek Garfield, Trevor Williams

   Receive Dr. Butler: Danny Davis
   Receive Wendy Jyang: Diane Acevedo
11:00 A.M. Round table on “Joint Advocacy of the Mountain Women and Agenda at the United Nations.”
Room: FL 120
Participants: Dr. Baldomero Lago, Dr. Andrew Taber, Dr. Jed Shilling, Dr. Rusty Butler, and Mrs. Wendy Jyang
Moderator: Matthew Rands, President, UIMF
Students to read intro bios of guests
1. Dr. Lago - William Crist
2. Dr. Taber - Trevor Williams
3. Dr. Shilling - Jenny Hoppie
4. Dr. Butler - Lacee Meyer
5. Mrs. Jyang - Diane Acevedo
Present souvenirs - Derek,

12:00 P.M. Escort to lunch, SC 206c

Students: Matt Rands, Trevor Williams, Derek Garfield, Diane Acevedo, Jenny Hoppie

12:15 P.M. Lunch hosted by UVU Office of Global Engagement.

Liaison: Matthew Rands
Contact person: Amy Barnett, 801-863-8897
Room – SC 206c
2:00 P.M.  UVU Campus tour including “Roots of Knowledge” exhibition

_Students: Danny Davis, Diane Acevedo, Matthew Rands, Pasang Sherpa_

3:00 P.M.  Sightseeing of Sundance and Provo/Orem area

_Liaison: Mark Driggs_

4:30 P.M.  Return to hotel

_Liaison: Mark Driggs_

6:00 P.M.  Dinner (private)

8:30 P.M.  Accommodation at the hotel

October 3, 2017, Tuesday

8:30 A.M.  Express Shuttle Pick up of Dr. Jed Shilling at the hotel

_Confirmation # ES174284, phone: 801-596-1600_

8:30 A.M.  Express Shuttle pick up of Dr. Andrew Taber at hotel
Confirmation #ES174318, phone: 801-596-1600

11:30 A.M.  
Departure Flight of Dr. Jed Shilling from SLC airport.  
Flight UA5967 (Confirmation: H3RM77)

12:05 P.M. -  
Departure flight of Dr. Andrew Taber from SLC airport  
Flight American Airlines 6015 (Confirmation: KBJLLC)

### Assignments

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

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. It is important to include contact information (e-mail and mobile) for all students who is assigned with particular task.

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**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
**Mark Driggs**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Volunteer</th>
<th>Phone/Email</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and Reserve room for event</td>
<td>Megan Raines</td>
<td></td>
<td>20/09/2017</td>
</tr>
<tr>
<td>Make reservation with Marriott Towneplace Suites at 873 N 1200 W Orem, Utah 84057</td>
<td>HPOL Department</td>
<td></td>
<td>20/09/2017</td>
</tr>
<tr>
<td>Reserve the table and chairs needed for round table set up Microphones in FL 120 they can be acquired from the Library front desk</td>
<td>Lacee Meyer</td>
<td></td>
<td>26/09/2017</td>
</tr>
<tr>
<td>Recruit new members to participate in UIMF events</td>
<td>Pasang Sherpa</td>
<td></td>
<td>14/09/2017</td>
</tr>
<tr>
<td>printing and displaying the event poster outside of room <strong>FL 120</strong> using a tripod from HPOL Department. Contact Baktybek Abdrisaev CB203M with regards to tripod reservations.</td>
<td>Abdullah Alahmadi</td>
<td></td>
<td>02/10/2017</td>
</tr>
<tr>
<td>Acquire and set up in the room the backdrop from the History and Political Science Department. Contact Kimberly Williams CB203A</td>
<td>Abdullah Alahmadi</td>
<td></td>
<td>02/10/2017</td>
</tr>
</tbody>
</table>

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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.

**Lead**

**Trevor Williams**
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Volunteer</th>
<th>Phone Number</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Guests, arranging both arrival and departure. Provide parking in the UVU garage and securing payment through HPOLS department.</td>
<td>Matthew Rands</td>
<td></td>
<td>02/10/2017</td>
</tr>
<tr>
<td></td>
<td>Derek Garfield</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduce VIP at presentation (Short bio/accomplishments)</td>
<td>Jenny Hoppie</td>
<td></td>
<td>02/10/2017</td>
</tr>
<tr>
<td></td>
<td>Trevor Williams</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>William Williams</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Diane Acevedo</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lacee Meyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange a tour around the UVU campus</td>
<td>Diane Acevedo, Danny Davis</td>
<td></td>
<td>02/10/2017</td>
</tr>
<tr>
<td>Distribute Brochures and UIMF booklets at event</td>
<td>Jenny Hoppie</td>
<td></td>
<td>02/10/2017</td>
</tr>
<tr>
<td></td>
<td>Lacee Meyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send an Invitation to all Faculty and Staff members at UVU.</td>
<td>Diane Acevedo</td>
<td></td>
<td>25/09/2017</td>
</tr>
<tr>
<td>Writing thank you letters to VIP-guests after the event</td>
<td>Diane Acevedo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buy souvenir for guests</td>
<td>Derek Garfield</td>
<td></td>
<td>02/10/2017</td>
</tr>
</tbody>
</table>

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**Media/Advertising 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**

Ruben Garces

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Volunteer</th>
<th>Phone Number</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design a Poster for the Event.</td>
<td>Ruben Garces</td>
<td></td>
<td>12/09/2017</td>
</tr>
<tr>
<td>Print and get posters approved at UVU Campus connection.</td>
<td>Abdullah Alahmadi, Abdulmajeed</td>
<td></td>
<td>19/09/2017</td>
</tr>
<tr>
<td>Task</td>
<td>Person</td>
<td>Date</td>
<td></td>
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<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Submitting a copy of the poster on UVU digital media</td>
<td>Trevor Williams</td>
<td>12/09/2017</td>
<td></td>
</tr>
<tr>
<td>Reserve Camera and photo coverage of the event</td>
<td>Danny Davis</td>
<td>25/09/2017</td>
<td></td>
</tr>
<tr>
<td>Film Round Table</td>
<td>Aziz Altowairqi</td>
<td>02/10/2017</td>
<td></td>
</tr>
<tr>
<td>Prepare and submit draft press release to UVU Marketing</td>
<td>Trevor Williams</td>
<td>28/09/2017</td>
<td></td>
</tr>
<tr>
<td>Make Contact and coordinate with UVU Review</td>
<td>Trevor Williams</td>
<td>25/09/2017</td>
<td></td>
</tr>
<tr>
<td>Advertise the event for political science students. Passing out handouts in classes.</td>
<td>Trevor Williams</td>
<td>26/09/2017</td>
<td></td>
</tr>
<tr>
<td>Send Email to POLS Advisor John Macfarlane with poster to advertise event</td>
<td>Trevor Williams</td>
<td>26/09/2017</td>
<td></td>
</tr>
<tr>
<td>Write reflective essays about the round table and post on UIMF web-site</td>
<td>All Participants</td>
<td>10/10/2017</td>
<td></td>
</tr>
<tr>
<td>Posting information and articles with coverage of the event on the UIMF Facebook, Twitter page, and Women of the Mountains website</td>
<td>Trevor Williams</td>
<td>04/10/2017</td>
<td></td>
</tr>
<tr>
<td>Writing a draft of the report to FAO UN about the event</td>
<td>Matthew Rands</td>
<td>10/10/2017</td>
<td></td>
</tr>
</tbody>
</table>