



ROUND TABLE AGENDA

★★★

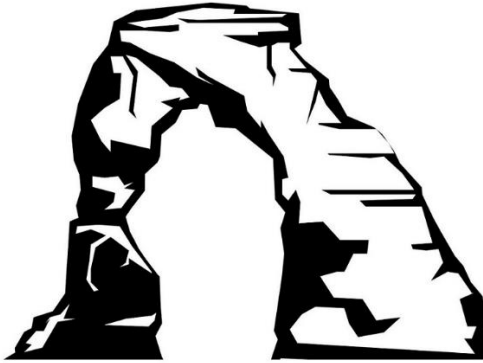
Rotary International: “Learning Cultures to Build Ties with Mountain Nations”

DATE: November 16, 2016
PLACE: LI120 at UVU Library

Agenda:

- Introductions
- Presentation of Dr. Scott Leckman, *District Governor Nominee*
- Presentation of Dean Jackson, *Past District Governor*
- Presentation of Ruth Riley, *Provo Rotary*
- Q&A

HOST:



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

www.utahimf.org;

SPONSORS:



For more information,
please contact:

Christian Jensen V. e-mail: jensencj5@gmail.com

Or

Munkbhat Batmunkh, e-mail: infinitymonkh@gmail.com

ASSIGNMENTS

The Round Table is hosted by the Utah International Mountain Forum, a coalition of student clubs at UVU. It represents one among three events dedicated by UVU students to the United Nations International Mountain Day (IMD) 2016 celebration. The main theme for this year's IMD is *"Mountain Cultures: Celebrating Diversity and Strengthening Identity."*

Dean Jackson, Ruth Riley and Dr. Scott Leckman, representatives of the Rotary International in the state of Utah will speak before the students on the topic of "Rotary International: Learning Cultures to Build Ties with Mountain Nations."

★★★

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

Raul Rendon

Assignment	Volunteer	Due Date	Phone Number	Date Completed
Reserve room LI 120 or CB101A for the event	Christian Jensen V	Oct 26 th		Nov 2 nd
Make a reservation for microphones from the UVU Library. Secure a computer for setup in LI120 before and during the event.	Andrew Hull	Oct 28 th		Oct 27 th
Reserve the necessary tables and chairs for guests at the event.	Ellen Dekker	Oct 28 th		Oct 28 th
Make a reservation for a Camera from the Department of History and Political science	Danny Davis	Nov 15 th		Nov 16 th
Badges needs to be printed for the organizing committee as well as for guests. Coordinate with Kimberly Williamson in CB203A. Badge templates can be obtained from Christian Jensen.	Abdullah Alahmadi	Nov 14 th		Nov 16 th
Prepare and print the agenda, and UIMF booklets for the event. Contact Kimberly	Aziz Altowairqi	Nov 2 nd		Nov 8 th

Williamson in CB203A for printing help.				
Printing and displaying the event poster outside of LI 120 using a tripod from HPOLS Department. Contact Kimberly Williamson in CB203A in regards to tripod reservations.	Raul Rendon	Nov 16 th		Nov 16 th
Acquire the backdrop from the History and Political Science department. Contact Kimberly Williamson in CB203A	Raul Rendon	Nov 16 th		Nov 16 th

★★★

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

Munkhbat Batmunkh

Assignment	Volunteer	Due Date	Phone Number	Date Completed
Meeting Guests, arranging both arrival and departure. Provide parking in the UVU garage and secure payment through HPOLS department.	Munkhbat Batmunkh	Nov 16 th		Nov 16 th
Make reservations for refreshments	Brady Dow	Oct 26 th		Oct 26 th
Send an Invitation all Faculty and Staff members at UVU. We need as many people to attend as possible.	Munkhbat Batmunkh	Nov 1 st		Nov 2 nd
Prepare invitation letters to guests and faculty on behalf of UIMF.	Munkhbat Batmunkh	Nov 1 st		Nov 2 nd
Writing thank you letters to VIP-guests after the event.	Angie Jackson	Nov 23 rd		Nov 23 rd

★★★

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

Derk Horlacher

Danny Davis

Assignment	Volunteer	Due Date	Phone Number	Date Completed
Designing a Poster for the event	Derk Horlacher	Oct 24 th		Nov 2 nd
Print and get posters approved at UVU Campus connection	Raul Rendon	Nov 2 nd		Nov 8 th
Submitting a copy of the poster on UVU digital media	Angie Jackson	Nov 1 st		Nov 2 nd
Photo coverage of the event	Danny Davis	Nov 16 th		Nov 16 th
Prepare Media Information package	Danny Davis	Nov 2 nd		Nov 4 th
Prepare and submit draft press release to UVU Marketing	Danny Davis	Nov 1 st		Nov 8 th
Make Contact and coordinate with local newspapers and media outlets	Sadie Conover	Oct 28 th		Nov 2 nd
Make Contact and coordinate with UVU Review	Danny Davis	Oct 28 th		Nov 2 nd
Advertise event for political science students. Passing out handouts in classes.	Spencer Monson	Oct 28 th		Nov 10 th
Write an article about the round table and post on UIMF web-site	Abdulaziz Alaseery	Nov 17 th		Nov 17 th
Posting information and articles with coverage of the event on the UIMF Facebook, Twitter page, and Women of the Mountains website.	Abdulmajeed Alahmadi, Yanko Dzhukev and Carlos Alarco	Nov 16 th		Nov 16 th
Writing a draft of the report to FAO UN about the event	Angie Jackson	Nov 21 st		Nov 21 st