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**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”***

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**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 2<sup>nd</sup>, 2017. The main purpose of the gathering is to discuss joint efforts of NGOs in advocating the cause of the mountain women during the 62<sup>nd</sup> 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:**



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

[www.utahimf.org](http://www.utahimf.org)



**SPONSORS:**



**For more information,**  
**please contact:**

Josman Cereceres: [jcereceres94@gmail.com](mailto:jcereceres94@gmail.com);

William Crist: [wjcris@gmail.com](mailto:wjcris@gmail.com)

Matthew Rands: [mattrands22@gmail.com](mailto: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

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**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 - Lacey 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**

<b>2:00 P.M.</b>	<b>UVU Campus tour including “Roots of Knowledge” exhibition</b>  <i>Students: Danny Davis, Diane acevedo, Matthew Rands, Pasang Sherpa</i>
<b>3:00 P.M.</b>	<b>Sightseeing of Sundance and Provo/Orem area</b> <i>Liaison: Mark Driggs</i>
<b>4:30 P.M</b>	<b>Return to hotel</b> <i>Liaison: Mark Driggs</i>
<b>6:00 P.M.</b>	<b>Dinner (private)</b>
<b>8:30 P.M.</b>	<b>Accommodation at the hotel</b>

## **October 3, 2017, Tuesday**

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<b>8:30 A.M.</b>	<b>Express Shuttle Pick up of Dr. Jed Shilling at the hotel</b> <i>Confirmation # ES174284, phone: 801-596-1600</i>
<b>8:30 A.M.</b>	<b>Express Shuttle pick up of Dr. Andrew Taber at hotel</b>

*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 the 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**

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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**

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

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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.

**Lead  
Trevor Williams**

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

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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

<b>Assignment</b>	<b>Volunteer</b>	<b>Phone Number</b>	<b>Date Completed</b>
Design a Poster for the Event.	Ruben Garces		12/09/2017
Print and get posters approved at UVU Campus connection.	Abdullah Alahmadi Abdulmajeed		19/09/2017

	Alahmadi		
Submitting a copy of the poster on UVU digital media	Trevor Williams		12/09/2017
Reserve Camera and photo coverage of the event	Danny Davis		25/09/2017
Film Round Table	Aziz Altowairqi		02/10/2017
Prepare and submit draft press release to UVU Marketing	Trevor Williams		28/09/2017
Make Contact and coordinate with UVU Review	Trevor Williams		25/09/2017
Advertise the event for political science students. Passing out handouts in classes.	Trevor Williams Abdulaziz Alaseery		26/09/2017
Send Email to POLS Advisor John Macfarlane with poster to advertise event.	Trevor Williams		26/09/2017
Write reflective essays about the round table and post on UIMF web-site	All Participants		10/10/2017
Posting information and articles with coverage of the event on the UIMF Facebook, Twitter page, and Women of the Mountains website	Trevor Williams		04/10/2017
Writing a draft of the report to FAO UN about the event	Matthew Rands		10/10/2017