



Organization of
American States

Task List

For Official Visit of the Chair of the
Permanent Council of the
Organization of American States
(OAS) and Permanent Representative
of Peru to OAS, H.E. Harold Forsyth



Organization of American States

Official Visit of the Chair of the Permanent Council of the Organization of
American States (OAS) and Permanent Representative of Peru to OAS, H.E.
Harold Forsyth

Agenda

FL-120 (Library 1st Floor Auditorium)

Thursday, March 3rd, 2022

11:30am-12:15pm

1. Greetings & Introduction: Dallas Karren, UIMF President (5 Mins)
 2. Alitha Thompson, UIMF Vice-President (3 Mins)
 3. Rusden Scott - SEL Method & Why It Matters (3 Mins)
 4. Stefan - Mt. Communities & Importance (3 Mins)
 5. Alexandria - Students of all ages (3 Mins)
 6. Sam Elzinga HLPF Video (3 Mins)
7. William Clark - On Effects of Climate Change (3 Mins)
8. Tristin Smith - Foreign Affairs- Guatemala (3 Min)
9. Carolina Yauyo - SMD in Peru (3 Mins)

Remarks: H.E. Ambassador Harold Forsyth, OAS Chair of the
Permanent Council & Permanent Representative of Peru (15 Mins)

Responsibilities

Logistics

<i>Responsibilities</i>	<i>Name</i>	<i>Description</i>	<i>Dates Due</i>	<i>Date Done</i>
Edit Recording	Scott Thompson Rusden Scott	Edit recording to have banners with people's names and titles pop up.	3/6	3/6
Advertise Event	Dr. Baldomero Lago	N/A -----	N/A	N/A
Prepare Event Agenda	Dallas Karren	Collaborate to Create and finalize the event agenda (speakers, subjects, time allocations, etc.) See section on Event Agenda.	2/25	2/23
Prepare Folder for OAS President	Alitha Thompson	<p>Prepare a physical professional portfolio of UIMF events/accomplishments to present to the OAS President and give to Dallas Karren.</p> <p><u>INCLUDE:</u></p> <ul style="list-style-type: none"> - CSW66 Statement - CSW65 Statement - 2020 Youth & Mountains Journal - Sam @ HLPF - 2019 Sec Gen Report highlighting UIMF - 2019 Sec Gen report highlighting UIMF for hosting Women of the Mountains Conference - 2016 Sec. Gen Report - 2013 Sec.Gen report Highlighting UVU 	3/1	3/1

		hosting Women of the Mountains Conference in Peru - Congressional Records with Congressman Curtis statement - Congressional Records with Congressman McAdams statement		
Record and livestream event	Tristen Smith	Professionally Record the event for future use (Stable, good image and audio) and give it to Kory to post to the UIMF website. Also, livestream the event to the UIMF Facebook page.	3/3	3/3
Get event poster from Amy Barnett, have OAS Chair sign it.	Dallas Karren	Get the poster from Amy Barnett, have the OAS Chair sign it, and give it to Dr. Baktybek Abdrisaev. OAS signs following message: “Thank you UIMF for promoting mountain targets globally and especially in Peru”	3/2	3/2
Prepare Gifts for OAS Chair	Alitha Thompson	Prepare a gift bag to give to the ambassador during the event.	3/1	3/1
Prepare and Play HLPF Video during event	Alitha Thompson	Prepare and play the video of former UIMF President Sam Elzinga during the event.	3/3	3/3
Get 3 Easels and Posters, set up beforehand.	Stefan Atkinson	Get Easels from Poly/Sci department and posters from Dr. Baktybek Abdrisaev’s office. Set them up right at 11:00-11:15	3/3	3/3

Speakers

<i>Speaker</i>	<i>Description</i>	<i>Date Due</i>	<i>Date Done</i>
Dallas Karren	Prepare a 5 minute statement. TOPIC: Greetings / Overview	3/1/22	2/25/22
Alitha Thompson	Prepare a 5 minute statement with Dallas, Dr. Baktybek Abdrisaev, & Alitha to read at the event. TOPIC: Cool Stuff/UIMF folder	3/1/22	3/1/22
Carolina Yauyo	Prepare a 3 minute (1 page) statement with Dallas, Dr. Baktybek Abdrisaev, & Alitha to read at the event. TOPIC: SMD in Peru	3/1/22	3/1/22
Rusden Scott	Prepare a 3 minute (1 page) statement with Dallas, Dr. Baktybek Abdrisaev, & Alitha to read at the event. TOPIC: SEL	3/1/22	3/1/22
Stephan Atkinson	Prepare a 3 minute (1 page) statement with Dallas, Dr. Baktybek Abdrisaev, & Alitha to read at the event. TOPIC: Mountain community	3/1/22	3/1/22
Alexandra Lamb	Prepare a 3 minute (1 page) statement with Dallas, Dr. Baktybek Abdrisaev, & Alitha to read at the event. TOPIC: Students of all ages	3/1/22	3/1/22
William Clark	Prepare a 3 minute (1 page) statement with Dallas, Dr.	3/1/22	3/1/22

	Baktybek Abdrisaev, & Alitha to read at the event. TOPIC: The OAS		
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Media Group

These assignments center on getting a media presence at the event. This entails making contact with media outlets on a regular basis to make sure that they will both attend and cover our event.

Task	Volunteer	Description	Due Date	Date Done
Prepare Media Information package	Dallas Karren Alitha Thompson	Submit to FAO Mt. Partnership <REDACTED>	3/26	3/26
Create and Submit writeup to Rotary District Newsletter	Dallas Karren Alitha Thompson	Write a short news piece & submit to be included in the District Rotary newsletter.	3/26	3/26
Post leading piece about event at UIMF website	Dallas Karren	Write and post main writeup to the UIMF website. Have presenters verify their presentations are accurately summarized first.	3/5	3/4
After Event Write-Ups. 1.5-2 pages.	All Students	Write a 1.5-2 page paper on what happened, what you personally did to contribute either during the event or as preparations. Submit to Dallas Karren and Dr. Abdrisaev within 5 days maximum for publication.	3/8	3/8

Prepare Media Information package	Dallas Karren Alitha Thompson	Submit to FAO Mt. Partnership <REDACTED>	3/26	3/26
Create and Submit writeup to Rotary District Newsletter	Dallas Karren Alitha Thompson	Write a short news piece & submit to be included in the District Rotary newsletter.	3/26	3/26
Post leading piece about event at UIMF website	Dallas Karren	Write and post main writeup to the UIMF website. Have presenters verify their presentations are accurately summarized first.	3/5	3/4