



Task list

**Visit of the Ambassador of the Kyrgyz Republic to the United States Baktybek Amanbaev to Utah Valley University
February 14-15, 2023**

[Ambassador Task List](#)

<https://www.youtube.com/live/hw3wC-91puY?feature=share>

Event Schedule

Agenda (Updated January 31);

Tuesday, February 14

6:00 pm UIMF Leadership dinner at Utah Valley University Cafeteria

Wednesday, February 15

11:00 am - 11:50 am UVU Campus Tour. Start at LA 116 (Rachel, Stephan, and Gabe)

12:00 pm Lunch with selected students, faculty and UVU administrators Orem Rotary, UIMF), LA 116 (buffet style) Dietary considerations?

1:00 pm Presentation titled, "Kyrgyzstan in the Global Community" by Ambassador Amanbaev to students, faculty, and members of the Orem-Lindon Rotary, LA 114 (Presentation of honorary professor award)

2:00 pm Discussion of Partnership between the State of Utah and the Kyrgyz Republic with students from Utah International Mountain Forum, LA 116

3:00 pm Dr. Abdrisaev and Stephan to arrange a meeting with faculty on campus. LA 116

5:00 pm Reception with Kyrgyz Diaspora, community members and businesses connected to KGZ, students, etc., Lakeview, FL 428 (UIMF will arrange for refreshments through their CLUBs account.)

Thursday, February 16

9:00 am - 6:00 pm Activities as per UVU Office for Global Engagement agenda

7:30 pm Reception at Nate Keller's residence with Utah officials and local business and community leaders.

CONTACT INFO

Students and faculty will include email and phone contact information so that delegation members and leaders may be able to cooperate in preparations appropriately. Copy Dr. Abdrisaev, Dallas Karren, and Alitha Thompson on all correspondence to ensure proper collaboration. Ensure that any relevant parties are also included in emails/texts to remain 'in the loop.'

<i>Name</i>	<i>Phone</i>	<i>Email</i>
Alitha Thompson	REDACTED	REDACTED
Stephan Atkinson	REDACTED	REDACTED
Dr. Abdrisaev	REDACTED	REDACTED
Kory Armistead	REDACTED	REDACTED
Camilla Pendleton	REDACTED	REDACTED
Smith Griggs	REDACTED	REDACTED
Emily Hall	REDACTED	REDACTED
Rachel Welker	REDACTED	REDACTED
Alexandria Lamb	REDACTED	REDACTED
Chandeler Davis	REDACTED	REDACTED
Samantha Davis	REDACTED	REDACTED
Rusden Scott	REDACTED	REDACTED
Dr. Rusty Butler	REDACTED	REDACTED
Tristen Smith	REDACTED	REDACTED
Gabe Bankhead	REDACTED	REDACTED
Cory Conklin	REDACTED	REDACTED
Phillip Johnson	REDACTED	REDACTED
Ethan Wilks	REDACTED	REDACTED
Nicholas Bradley	REDACTED	REDACTED

Niki Smith	REDACTED	REDACTED
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Task List

Dinner on February 14 @ UVU Cafe

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>COMPLETED DATE</u>
Order P Card	Order a purchase card for the dinner and use Foreign Affairs club money	Tristin Smith	January 31	February 01
Folder	UVU Folders 6 Folders given at the dinner in February. 14	Alitha Thompson	February 05	February 05
Folder Contents X 6	<ol style="list-style-type: none"> 1. EVENT AGENDA (AMY'S) 2. Copy of the poster 3. UIMF Leadership business cards 4. Copy of the event invite 5. United Nations Secretary General's Report 2022, 6. UIMF Brochure 7. YOUTH AND THE MOUNTAINS JOURNAL 2021 (PENDING PRINT) 8. Written statement, csw 67 9. Utah and Kyrgyz connection memo 10. Pen and Notepad 	Samantha Davis, Alitha Thompson	February 05	February 05
Print Copies of Invitation	20 Copies of the Week Event Agenda, printed and provided to Rachel	Samantha Davis, Alitha Thompson	February 05	February 05
Gifts	To prep the gift bag for the Ambassador and his staff	Samantha Davis, Alitha Thompson	February 03	February 03
Gifts	Pin of the Utah Flag and the Flag of Kyrgyzstan	Samantha Davis	February 10	February 10
Photographer A	Take Photos during dinner on the 14th	Stephan Atkinson, Rachel Welker	February 14	February 14
Water	Bring Water	Rachel Welker	February 14	February 14
Take Notes at Dinner	FA club is needing someone to take notes during the dinner on February 14 at UVU	Rachel Welker	February 14	February 14

UVU Campus Tour 11:00 to 11:50 LA 116

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>COMPLETED DATE</u>
Photographer A	Take photos during the UVU tour event	Nikki Smith	February 15	February 15
UIMF Tour Companion	Someone from UIMF to go with the tour group	Stephan Atkinson	February 15	February 15
Schedule a campus tour	Schedule a campus tour and work with uvstart@uvu.edu 801-863-8811	Stephan Atkinson	February 05	February 05
Meet with Campus tour guide about protocol	Meet with Campus tour guide about protocol with the Ambassador	Stephan Atkinson, Rachel Welker	February 08	February 08
Do a run through of the Campus tour	Do a run through of the Campus tour	Gabe Bankhead	February 14	February 13
Give the Campus Tour	Give the Campus Tour	Gabe Bankhead	February 15	February 15

**Luncheon 12:00pm Lunch with selected students, faculty and UVU
administrators Orem Rotary, UIMF), LA 116**

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>COMPLETED DATE</u>
Make and send Invites to Orem-Rotary Members, Faculty, and students	Invitations include RSVP to Lunch for leadership. Coordinate with Amy Barnett	Samantha Davis	February 01	February 01
Photographer A	Take photos during event	Nikki Smith	February 15	February 15
Present to Rotary Lunch at Golden Corral	Present at the Rotary Luncheon to promote the lunch at UVU	Stephan Atkinson	February 01	February 01
Present to Rotary Lunch at Golden Corral	Present at the Rotary Luncheon to promote the lunch at UVU	Tristin Smith	February 08	February 08

1:00 pm Presentation by Ambassador Amanbaev to students, faculty, and members of the Orem-Lindon Rotary, LA 114 (Presentation of honorary professor award)

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>COMPLETED DATE</u>
Chair Set up for LA 114	30 Green Chairs facing toward 60 inch television. Open glass and set up chairs from LA116	Camilla Pendleton, Handen Torsak	February 15	February 15
Prepare Questions for Ambassador	Submit Questions to ask Ambassador to Link:	Rachel Welker, Handen Torsak	February 10	February 10
Draft Canvas Announcement	Draft Canvas Announcement for sending the, Poster, Questionnaire link,	Rachel Welker, Handen Torsak, Stephan Atkinson	February 10	February 10
Review Questions for Ambassador	Take the questions that come from the questionnaire link and review for good and bad	Handen Torsak and Stephan Atkinson	February 12	February 12
Photographer A	Take photos during event	Nikki Smith	February 15	February 15
Live Steam the event	Use the GEO youtube account	Carlos Alarco, McKay Brooks	February 15	February 15
Test the Live Steam	Use the GEO youtube account and make a quick recording	Stephan Atkinson, Carlos Alarco, McKay Brooks	February 10	February 10
Live stream manager	Someone to manage the live streams during the February 15	Carlos Alarco, McKay Brooks	February 03	February 03
Take Notes of Presentation	Take notes during the Ambassador presentation	Rachel and Stephan	February 15	February 15
Take Notes of Presentation	Take notes during the Ambassador presentation (Sustainable Development Student)	Hendrix Bailey, Handen Torsak	February 15	February 15
Note report	Compile all notes and finalize analysis in prep to be sent out	Winnie Jada	February 17	February 17

***2:00 pm Discussion with students from Utah International Mountain Forum,
LA 116***

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>DONE DATE</u>
Check Room Media LA114	Check room media which includes computer, microphone, and Screen	Handen Torsak	February 10	February 09
Reset the Room	Move the conference room table, and reconfigure chair placement.	Handen Torsak, Alitha Thompson Stephan Atkinson Rachel Welker Tristin Juarez-Smith	February 15	February 15
Select and Deliver Posters and Easels (3 Volunteers)	Take selected posters and easels from Dr. Abdrisaev's office to LA116	Camilla Pendleton	February 15	February 15
Select PowerPoints	To help build powerpoints for the presenters	Rachel Welker	February 12	February 12
Create Memo about Kyrgyzstan Republic and Utah Partnership	Create Memo about Kyrgyzstan Republic and Utah Partnership	Rachel Welker	February 10	February 10
Student Presenter 2	Kyrgyz and Utah Railroad Connections	Stephan Atkinson	February 15	February 15
UIMF Discussion Photographer	UIMF Discussion Photographer	Nikki Smith	February 15	February 15
Run camera and tech equipment for LiveStream	Run camera and tech equipment for LiveStream	Carlos Alarco, McKay Brooks	February 15	February 15
Live stream manager	Someone to manage the live streams during the February 15	Carlos Alarco, McKay Brooks	February 15	February 15

3:00pm Meeting with faculty on campus. LA 116

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>DONE DATE</u>
Invite UVU Faculty to Presentation	Invite UVU Faculty to Presentation	Stephan Atkinson	January 31	January 31
Draft Invite email to UVU Faculty to Presentation	Draft Invite email to UVU Faculty to Presentation	Rachel Welker	January 30	January 30
Reserve Room for Faculty Presentations	Reserve Room for Faculty Presentations	Stephan Atkinson, Amy Barnett	January 31	January 31
Configure room for UVU Faculty Presentations	Configure room for UVU Faculty Presentations	Handen Torsak	February 15	February 15
Helper to help with the above room arrangements	Helper to help with the above room arrangements	Camilla Pendleton	February 15	February 15
Prepare folders with Faculty information/ presentation agenda	Prepare folders with Faculty information/ presentation agenda	Alitha Thompson	February 14	February 14
Faculty Presenter	Faculty Presenter	Dr. Lynn England	February 15	February 15
Rotaract Presenter	Rotaract Presenter	Tristin Juarez-Smith	February 15	February 15
AI Presenter	AI Presenter	Tyler Janyes	February 15	February 15
IT Presenter	IT Presenter	Dr. Cockerham	February 15	February 15
Clean Up LA114	Put tables and chairs in order and take easel and posters to Lakeview Room in Fulton Library	Camilla Pendleton	February 15	February 15

5:00pm Reception with Kyrgyz Diaspora, community members and businesses connected to KGZ, students, etc., Lakeview, FL 428

<u>TASK</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>COMPLETED DATE</u>
Move Flags From LA 114 to FL 428	Two volunteers to move the flags from LA 114 to FL 428	Chandler Davis, Rusden Scott	February 15	February 15
Order food through UVU Dining Services	Order food through UVU Dining Services	Stephan Atkinson	January 21	January 20
Request Table set up through Dining Services	Request Table set up through Dining Services	Stephan Atkinson	January 21	January 20
Finalize room setup	Finalize Room Set up	Stephan Atkinson, Rachel Welker	February 9	February 9
Request OGE table cloth	Email OGE office to request table cloths for the round tables	Alitha Thompson	January 21	January 20
Check Table and Chair Setup before reception	Check Table and Chair Setup before reception	Stephan Atkinson, Rachel Welker	February 15	February 15
Run through A	Do a full run through and see what issues arise and then develop plan to tackle issue	Stephan Atkinson, Rachel Welker	February 9	February 9
Run through B	Do a full run through and see what issues arise and then develop plan to tackle issue	Stephan Atkinson, Rachel Welker	February 13	February 13
Set up Posters	Set up in the Lakeview Room.	Alitha Thompson Rachel Welker Tristin Juarez-Smith	February 15	February 15
Receiving-line coordination	Coordinated with Miss Barnett and the Ambassador position of the receiving line in the Lakeview Room.	Rachel Welker, Amy Barnet	February 13	February 13
Reception Program Moderator	To moderate the reception program	Rachel Welker	February 15	February 15
Student Secretary	This role will be to take notes on who the ambassador meets	Eliza Olsen	February 15	February 15

Reception Photography	Take photos during event	Winnie Jada	February 15	February 15
Live stream set up	To set up a laptop and a camera	Carlos Alarco, McKay Brooks	February 15	February 15
Live stream Manager	Take photos during event	Laila Mitchell	February 15	February 15
Prepare gift bag for Guests	<ol style="list-style-type: none"> 1. Pin 2. Calendar 3. Stress ball 	Rachel Welker	February 10	February 10
Guest Gift Distributor	Pass out gifts to guests at the Reception	Samantha Davis	February 15	February 15
Door Greeter 1	We need a student to stand at the door and check invites	Chandler Davis	February 15	February 15
Door Greeter 2	We need a student to stand at the door and check invites	Rusden Scott	February 15	February 15
Create Guide signs to Ambassador Reception	Create a poster that will guide people to the reception	Samantha Davis	February 13	February 13
Place Guide signs to Ambassador Reception	Signs for directions need to be place in	Chandler Davis	February15	February15
Keller Family Ushers	Two students to get them connected and help with movement of Keller Performance	Alitha Thompson, Stephan Atkinson	February 08	February 08
Speaker A	Introduction	Alitha Thompson	February 15	February 15
Speaker B	Introduce Program	Rachel Welker	February 15	February 15
Speaker C	Introduce Carlos Alarco	Stephan Atkinson	February 15	February 15
Speaker D	Carlos's Remarks	Carlos Alarco	February 15	February 15
Speaker E	Ambassador Amanbaev Remarks	Ambassador Amanbaev	February15	February15
Acquire Gift for Ambassador	Handcrafted Pens and stress ball, calendar, t-shirt	Alitha Thompson, Rachel Welker	January 31	January 30
Present Gift to the Ambassador	Present Handcrafted pens and gift basket to Ambassador	Alitha Thompson	February 15	February 15
Print Posters of Event	Print Posters of Event x 4	Stephan Atkinson	February 10	February 10
Draft what we would like	Draft what we would like the	Rachel Welker, Alitha	February 10	February 10

the Ambassador to write	Ambassador to write	Thompson, McKay Brooks		
Have the Ambassador sign the poster	Have the Ambassador sign the poster	Ambassador Amanbaev	February 15	February 15

Thursday, February 16

7:30pm Reception at Nate Keller's residence with Utah officials and local business and community leaders.

<u>Task</u>	<u>DESCRIPTION</u>	<u>VOLUNTEER</u>	<u>DUE DATE</u>	<u>DONE DATE</u>
Number of students to attend determined by Mr. Keller	Number of students to attend determined by Mr. Keller	Stephan Atkinson	February 11	February 10
This role will be to take notes on who the ambassador meets	This role will be to take notes on who the ambassador meets	Alitha Thompson Stephan Atkinson Rachel Welker Tristin Juarez-Smith	February 16	February 16

The draft of the email that was sent out to UVU faculty, and members of the community;

SUBJECT: INVITATION: STUDENT ENGAGED LEARNING IN ACTION DURING THE UPCOMING VISIT OF A FOREIGN DIGNITARY

Dear Utah Valley University Faculty,

During the week of February 15 -17, the Office for Global Engagement, is hosting the Ambassador of the Kyrgyz Republic to the United States and Canada, H.E. Baktybek A. Amanbaev. You are very welcome to take part in the lecture of the distinguished guests titled, "Kyrgyzstan in the Global Community", on Wednesday, February 15, 2023 at 1:00 pm in room LA114.

As a part of the established partnership between UVU Office For Global Engagement and Utah International Forum (UIMF), a coalition of student clubs at UVU, Foreign Affairs club as part of the coalition will contribute to the visit by hosting several activities in addition to the official agenda.

We appreciate the support from Dr. Lago and his colleagues to our coalition and the opportunity provided to us to demonstrate a student engaged learning (SEL) model in action during the visit of the foreign dignitary. SEL encourages students to work together on resolving a practical issue jointly as a group with faculty mentoring them.

We would like to invite you to participate in any activities which Foreign Affairs Club members contributed to the visit through the SEL in particular, during February 15th, 2023. They are highlighted in the enclosed programs:

- 1) A special meeting of students with the Ambassador to discuss the bilateral ties between the State of Utah and Kyrgyzstan and Utah Valley University with the academic institutions in the Kyrgyz Republic with focus on sustainable mountain development at 2:00 pm in room LA116;
- 2) A meeting between UVU faculty and the Ambassador Amanbaev about potential bilateral projects in education with focus on sustainable mountain development at 3:00 pm in room LA116;
- 3) As a highlight, the Foreign Affairs Club will host a special reception in honor of the delegation from the Kyrgyz Republic at 5:00 pm in the Lake View Room in the UVU Fulton Library. We would welcome you to come to the reception with your family members and get acquainted with Kyrgyz guests, Foreign Affairs Club members hospitality, and a special program featuring bluegrass and western style music from the Keller Family.

Members of the UIMF and Foreign Affairs club will report during the 67th session of the UN Commission on the Status of Women the results of this visit.

The RSVP was made by Samantha Davis



*Utah Valley University
Foreign Affairs Club
requests your presence at a dinner
reception honoring*

*The Ambassador of the
Kyrgyz Republic
to the United States and Canada,
H.E. Baktybek A. Amanbaev
and Mrs. Almazkan Akmatova*

*UVU Fulton Library
Lakeview room
Wednesday, February 15th, 2023
five o'clock in the evening*

rsvp by February 10th: <https://bit.ly/AmbassadorReception>

semi-formal