TASK LIST

WORLD POLIO DAY OBSERVATION AT

UTAH VALLEY UNIVERSITY

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DATE: **OCTOBER 22ND, 2026**

TIME: **8:30AM-9:45AM**

VENUE: **CB 206A**



Agenda

Welcome and Opening Remarks
Megan Ashcraft

Keynote Address: Mr. Oliver Rosenbauer

Introduction by Cooper Marolf
Pre-recorded video presentation

Keynote Address: Mr. Zubair Wadood

Introduction by Cole Manwaring
Pre-recorded video presentation

Keynote Address: Mr. Clark Merkley

Introduction by Ashley Low
In-person keynote presentation

Q&A

Moderated by Megan Ashcraft

History and Current Status of Polio in Mountain Countries Worldwide

Reports on the history, current status, and eradication efforts of polio in mountain countries assigned for study, presented in the following order:

1. Ashley Low — Bhutan
2. Angie Macias — Honduras
3. Cooper Marolf — Switzerland
4. Jackson Weech — India
5. Kayla Hatch — Kyrgyzstan
6. Alan Calderon — Greece
7. Aemish Brock— Austria
8. Natalia Figueroa — Chile
9. Megan Ashcraft— Cameroon

Recognition and Gift Presentation

Megan Ashcraft and Kyla Hatch

Presentation of a gift of appreciation to Mr. Clark Merkley

Concluding Remarks
Megan Ashcraft

Group Photograph and Event Conclusion

Megan Ashcraft and Martin Figueroa

Keynote presentation by

Mr. Oliver Rosenbauer

Communications Officer for the Global Polio Eradication Initiative at the World Health Organization in Geneva



Dr Zubair Wadood

Senior Epidemiologist for Polio Eradication at the World Health Organization in Geneva.



Mr. Clark Merkley

Past President of the Orem-Lindon Rotary Club



About World Polio Day

World Polio Day, observed on October 22nd, highlights global efforts to eradicate polio and recognizes progress made through international cooperation. Ending polio is directly tied to the United Nations Sustainable Development Goals (SDGs), especially SDG 3: Good Health and Well-Being, which calls for ending epidemics and ensuring healthy lives for all.

Event Objectives:

1. To raise awareness about the global fight to eradicate polio and connect it to the United Nations Sustainable Development Goals (SDG 3: Good Health and Well-Being, and SDG 17: Partnerships for the Goals).

2. To highlight the role of international and local health organizations, such as Rotary International and its local Branch like the Orem-Lindon Rotary Club and UVU Rotaract, global health partners, in reducing polio cases worldwide by 99% since 1988.

3. To provide UVU students and local community members the opportunity to engage directly with a representative from a health organization, learning about global health challenges, eradication strategies, and the importance of vaccines.

4. To showcase UVU's commitment to global issues and experiential learning by connecting academic studies with real-world action aligned with the 2030 Agenda for Sustainable Development.

5. To inspire student involvement and advocacy in public health, encouraging cross-disciplinary collaboration and leadership in advancing the vision of a polio-free world.

Logistics Group

The logistics group is responsible for preparations prior to the event. Advertising and word of mouth are also priorities of the logistics group.

Leader Of Group: Alan Calderon

TASK	DESCRIPTION	VOLUNTEER	DUE DATE	DATE COMPLETED
Send Out Mass Email About Event	Send Out Email To Advisors To Spread The Word NOTE: I Will Provide The List Of Emails	Alan Calderon	10/16	10/16
Create Agenda For Event	Make Time Marks Of Event	Natalia Figueroa and Aemish Brock	10/14	10/4
Design Brochure Use as an example My project	Design brochure with the event agenda, and bios of participants.	Cooper Marolf	10/21	10/14
Moderator Of Event	Person Speaking & Leading The Event	Megan Ashcraft	10/22	10/22
Number Of Muffins, Fruit, Dietary needs Needed For Event	Do A Head Count To Make Sure We Have Enough food	Alan Calderon	10/16	10/16
Pick up and purchase food and drinks for the event	Pick Up Pizza At Papa Johns & Drinks (Only Pepsi Products) From Walmart.	Alan Calderon	10/22	10/22
Create Questions For Event	Create Some Questions For The Start Of The Q&A Note: Two	Kayla Hatch	10/16	10/15

	People Can Work On This			
Clean Up After Event	Make Sure The Room Is Cleaned From Pizza & Chairs Are Back To Original Places	Kayla Hatch	10/22	10/22
Set Up Room	Make Sure Room Is Set Up For Event	Kayla Hatch Ashley Low	10/22	10/22

Protocol Group

The protocol group is responsible for making and maintaining contact with invited guests. They attend to any personal needs they may have. A professional appearance and attitude in all contact with the guest(s) should be maintained.

Leader Of Group: Aemish Brock

TASK	DESCRIPTION	VOLUNTEER	DUE DATE	DATE COMPLETED:
Contact Speakers	Write a letter with an invitation and send by e-mail	Aemish Brock and Natalia Figueroa	9/24	9/23
Request from his short bio, photo and title for the presentation	Request from Oliver a bio and photo from the medical doctor via text or email.	Aemish Brock and Natalia Figueroa	10/16	9/23
Read Bio of Oliver		Cooper Marolf	10/22	10/22
Read Bio of Medical Doctor		Cole Manwaring	10/22	10/22
Send out theme and things they need to discuss	To Oliver and Medical Doctor via email	Aemish Brock	9/24	10/10

Send out theme and things they need to discuss	To Clark via email	Megan Ashcraft	10/16	10/16
Discuss a mode of communication and check	Include this question in the Invitation and thanks email to Mr.Rosenbauer	Aemish Brock and Natalia Figueroa	9/24	9/29
Attche for Clark	Escort Clark to room and help with parking, send text prior	Cooper Marolf	10/22 text needs to be sent 10/21	10/22
Invite Rotarians	Send Rotarians From Orem/Lindon Info About the Event And How To Attend and validate their parking	Megan Ashcraft	10/14	10/14
Find Gift For	We Need To Find And Buy Gift To Send To keynote speakers Clarck NOTE: Something That Reps UVU	Kayla Hatch	10/19	10/19
Photos Of Event	Make Sure To Take Photos Of Attendees And The Event	Ashley Low	10/22	10/22
Create Album on Google Drive	Great a album on google to upload photos of event	Jackson Weech	https://photos.app.goo.gl/n5JviJnGBtr5qgnr8	9/29
Upload Photos Of Event On Google Drive	Upload All Photos To The Drive Via Link We Will Provide	Ashley Low	10/23	10/23
Thank Rotary Club For Coming	Send out either a text or an email saying	Megan Ashcraft	10/23	10/27

	thank you for coming to our event			

Media Group

Media Group These assignments center on the TEC side of the event.

Leader Of Group: Natalia Figueroa

TASK	DESCRIPTION	VOLUNTEER	DUE DATE	DATE COMPLETED:
Request pre recorded video	Mr.Rosenbauer and Doctor	Aemish Brock	9/29	9/29
Send out video requirements	List length, topic and anything they need to mention besides their own comments	Aemish Brock	9/29	9/29
Test videos	Test videos if they work or not in the class and personal laptop	Natalia Figueroa	10/20	10/21
Design Poster For Event	Poster Design Needs To Include Photo Of Speaker, Short Bio, Time of Event, And QR Code.	Q Martin Natalia Figueroa	10/14	10/16
Approve Poster Design From Aemish, Natalia, Dr.Bak	We Need To Approve Design Of Poster Is Up To Aemish, Natalia, Dr.Bak	Q Martin	10/14	10/15
Number Of Posters/Flyers needed	To print copies of Posters to Post Around	Angie Macias	10/16	10/16

	Campus			
Send Approve Poster Design From Department Chair, Via Email	Poster Design Needs To Include Photo Of Speaker, Short Bio, Time of Event, And QR Code.	Natalia Figueroa	10/12	10/12
Submit Flyers/ Posters To Campus Connections	We Need To Email Campus Connections On Our Poster To Hang Around Campus. NOTE: Follow up In person After Email Sent.	Angie Macias	10/16	10/16
Test Set Up Of Tec In Room	Make Sure You Know How To Login, Set Up Sound, WIFI, Record, and video testing In This Room	Aemish Brock and Natalia Figueroa	10/20	10/20
Back Up Tech	Just In Case Something Goes Wrong You Can Jump In And Fix Issue	Aemish Brock and Natalia Figueroa	10/22	10/22
Edit Video And Post On Social Medias	Edit Recoding Of Event Post it On Youtube, Linkedin, UIMF Website, & Instagram.	Kayla Hatch Jackson Weetch Ashely Low	10/30	10/28

Analysis Group

Leader Of Group: Megan Ashcraft

TASK	DESCRIPTION	VOLUNTEER	DUE DATE	DATE

				COMPLETED:
Read and get bio for Clark	Text Clark to get that info for script	Megan Ashcraft	10/16	10/16
Lead Write Up of Event	Write About Your Experience Of The Event	Megan Ashcraft Alan Calderon	10/24	10/29
Submit Write ups about the event	Everyone enrolled in class must submit write up no longer than 2 pages with photos and captions	EVERYONE	10/29	10/30
Prepare and submit report about the event to the District Rotary Newsletter	Prep a report 115 words about what the event was and how it connects to the rotary club	Megan Ashcraft	10/25	10/26
Script		Aemish Brock and Natalia Figueroa	10/15	10/15