

Round Table on Bears Ears National Monument

Event Agenda:

Welcoming Remarks: Amy Barnett & Dallas Karren, UIMF President,

Intro by Student: Abdul Alghanmi

1. Greetings: Lynn Hillstead, Orem-Lindon Rotary President,

Intro by Student: Byan Alghanmi

2. Speaker: Sarah Hunt, CEO & President: Joseph Rainey Center for Public Policy,

Intro by Student: Anthony Campbell

3. Speaker: Dusty Jansen, JD, UVU Professor of Native American Studies,

Q&A Session / Closing Remarks by Dallas Karren, UIMF President,

Analysis and Secretariat Group

Task	Volunteer	Description	Due Date	Date Done
Prepare a memo about the Bear Ears National Monument situation.	Dallas Karren, Alitha Thompson	Minimum half page memo For the audience. To be included in the brochure. - Prepare google Doc, ½ page, situation, position, UT, Congress, Biden Admin, include Natives, how students could get involved. Send to Lynn,	11/9/2021	11/8/2021
Working with Media Group on drafting press release.	Matt Drachman			

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Logistics Group

Logistics group is responsible for preparations prior to the event. Advertising and word of mouth are also priorities of the logistics group. Media services, room preparations, and documentation (photos and video) are required.

Task	Volunteer	Description	Due Date	Date Done
Prepare Task List, Agenda, <u>Q&A</u> , etc.	Dallas Karren	Organize event, oversee preparations	11/1/21	10/30/21
Prepare Zoom link and Channel.	Dallas Karren	Talk to Amy Barnett on this. <REDACTED> Send it to Dallas so he can upload it to UVU Clubs. (Because it needs UVU Clubs approval 3 weeks before) <REDACTED>	10/28/21	10/28/21
Record the event and post to Facebook/Twitter	Kory	Work with the office for Global Engagement to record event and post to the UIMF website. Record the event for future use. Contact Amy Barnett: <REDACTED>	11/10/21	11/12/21
Contact Dr. Lago, about co-hosting the event	Dallas Karren	<REDACTED> Also: (cc <REDACTED>)	10/25/21	10/18/21
Contact Dr. Jansen, confirming his participation	Anthony Campbell	<REDACTED> At the same time, get a 30 second bio preferably written in narrative style and send it to the student doing the speaker's introduction.	10/28/21	10/28/21
Contact Jayme (Executive Assistant to Sarah Hunt) confirming	Dallas Karren, Byan Alghanmi	<REDACTED> <REDACTED> At the same time, get a 30 second bio preferably written	10/28/21	10/28/21

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Sarah's participation.		in narrative style and send it to the student doing the speaker's introduction.		
Contact Lynn Hillstead, confirming his participation.	Abdul Alghanmi, Dylan Tweed	<REDACTED> At the same time, get a 30 second bio preferably written in narrative style and send it to the student doing the speaker's introduction.	10/28/21	10/26/21
Contact clubs office re presentation to count the roundtable as our civic engagement activity	Dallas Karren, Byan, Alitha Thompson.	Fill out forms and collaborate with the UVU Clubs office to have activity count as a civic engagement activity.	10/30/21	10/30/21
Create Closing Remarks	Dallas Karren	Make closing remarks including what we're doing, how we're getting involved.	11/1/21	10/31/21
Prepare gifts for speakers	Hun/Alitha	Two t-shirts, stress balls, notebooks, to give. (Fill out expense form, get address, mail it)	11/20/21	11/18/21

Protocol Group

The protocol group is responsible for making and maintaining contact with invited guests. They also arrange accommodations for their stay and attend to any personal needs they may have. On the day of the IMD, group members escort guests everywhere to ensure they are in the right place at the right time. A professional appearance and attitude in all contact with the guest(s) should be maintained.

Task	Volunteer	Description	Due Date	Date Done
Introduce Mr. Hillstead	Abdul	Read a short bio during the event to introduce the speaker.	11/10/21	11/10/21
Introduce Dr.	Anthony	Read a short bio during the	11/10/21	11/10/21

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Jansen		event to introduce the speaker.		
Introduce Sarah Hunt	Byan	Read a short bio during the event to introduce the speaker.	11/10/21	11/10/21
Moderator	Dallas Karren	Moderate and host the event.	11/10/21	11/10/21

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
Submit Event to UVU Need to Know	Alitha Thompson	Create advertisement and submit to campus announcement system	10/30/21	10/29/21
Advertise event among UVU faculty and students (Email Professor Macfarlane)	Camila (Dallas reach out to her)	Draft a professional email highlighting main points and ask Professor Macfarlane to promote the event by emailing students. Email at: <REDACTED>	11/2/21	11/1/21
Write UVU Press Release	Dallas and Matt or Kory	Write Press Release (about what happened, what we did, etc.) and send to Scott Trotter, UVU Senior Director of Public Relations <REDACTED>	11/13/21	11/15/21
Design Poster	Chloe Karren	Create a professional poster simply announcing the UIMF is hosting a roundtable event on the current Bears Ears situation. Include necessary Info. Pass it off with Dr. A and I. Once the poster is approved, submit it to <REDACTED>	10/28/21	10/28/21

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Prepare Media Information package	Matthew	(UVU review and marketing, Daily Herald, SL Trib, Deseret News)	11/15/21	11/17/21
Create and Submit writeup to Rotary District Newsletter	Alitha Thompson Dallas Karren	Write a short news piece & submit to be included in the District Rotary newsletter.	11/15/21	11/15/21
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.	11/13/21	11/13/21
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 Dr. Abdrisaev within 5 days maximum for publication.	11/15/21	11/15/21
Take screenshots of the event and all speakers	Alitha Thompson	Then, send them to Dr. Abdrisaev and Dallas Karren.	11/10/21	11/10/21
Design Brochure	Byan Alghanmi, Abdul Alghanmi, Dallas Karren, Alitha Thompson	Design Brochure & give to Dr. Abdrisaev to post electronically	11/5/21	11/5/21