

TASK LIST

FOR HOSTING

Mr. Seth Blaylock - State Department

At Utah Valley University

“Diplomatic Service:

International and Domestic”



Date: November 16, 2021

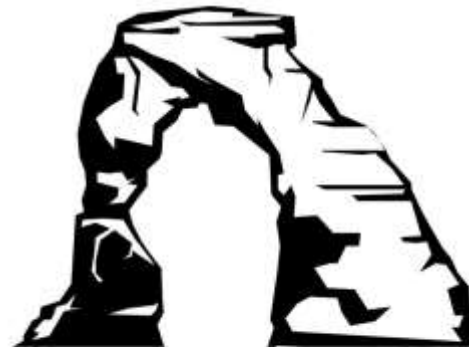
Time: 11:30 AM- 12:45 PM MST

Place: Live Streamed via UVU Office for Global
Engagement

HOST:



SPONSORS:



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

Event Agenda:

Welcoming Remarks:

Amy Barnett, *Office of Global Engagement*

Opening Remarks:

Alitha Thompson, *President of UVU Foreign Affairs Club*

Introduction of Seth Blaylock:

Matt Drachman, *ICC Representative of UVU Foreign Affairs Club*

Special Presentation:

Seth Blaylock, *Crisis Management Trainer for US State Department*

Questions and Answers Led by:

Led by Nicholas Bradley, *President of UVU National Security Club*

And Lisa Cannon, *Member of UVU Foreign Affairs Club*

Presentation of Appreciation Gift:

Camilla Pendleton, *Secretary of UVU Foreign Affairs Club*

Closing Remarks:

Alitha Thompson, *President of UVU Foreign Affairs Club*

Seth Blaylock - Crisis Management Trainer

Seth G. Blaylock, married to Sunny Blaylock and the father of Stella (14), and Tiger (12), has been the Crisis Management Trainer at the Department of State since September 2021. Prior to this, he served as the Rule of Law and Counterterrorism Unit Chief at the U.S. Embassy Manila, Philippines. There he oversees the embassy's human rights portfolio, leads on counterterrorism reporting, and coordinates over \$40 million in counterterrorism assistance to the Philippines.

Seth's 17 years in U.S. Government service has also included foreign assignments to the European Union, Malaysia, and Pakistan.

He also has served U.S.-based assignments in the Department of the State Emergency Operations Center as the Department's North Korea Unit Chief and has worked several years as a Federal Bureau of Investigation's intelligence analyst on Southeast Asian counterterrorism issues.

Seth has accomplished a high education, having a Bachelors in Print Journalism and Political Science from Brigham Young University, and a Doctorate of Law in International Law from New York University.

Logistics Planning

Planning	Volunteer	Description	Due Date	Date Done
Plan dates to present to the State Department	Alitha Thompson	Present 2 dates for State department approval.	Oct 11, 2021	Oct 12, 2021
Contact Foreign Affairs club members about distributing assignments from the task list	Camilla Pendleton	Email FA club to ask who would like to be a part of the logistics for the State Department visit	Oct 20, 2021	Oct 20,2021
Schedule presentation with Global Affairs and ask for a zoom link	Camilla Pendleton	Contact Amy Barnett at <REDACTED> to schedule zoom link and presentation	Oct 16, 2021	October 26, 2021
Schedule presentation with UVU Clubs for being counted as a civic engagement activity	Camilla Pendleton	Contact Sara Grosebeck <REDACTED>	Oct 20, 2021	October 20, 2021
Confirm format and dates of presentation with State department	Alitha Thompson	Contact Seth Blaylock to schedule and confirm presentation dates.	Oct 17, 2021	Oct 17, 2021
Prepare memo about the protocol for hosting State Department	Camilla Pendleton	Protocol on how to address, appropriate gifts to send as a thank you, how to host	Oct 29, 2021	Oct 29, 2021

Design Poster	Lena	Create a poster advertising the day, time, and presentation, make sure it has a black border so it has clean borders online.	Oct 20, 2021	Oct 20, 2021
Design Brochure (Use UIMF brochure as a template)	Catherine Baumgardner	Design a brochure with agenda and speaker bio with photo for reference during the event	Nov 9, 2021	Nov 7, 2021
Contact UVU Marketing for Press Release	Laura Gale	Scott Trotter, UVU Senior Director of Public Relations <REDACTED>.	Oct 28, 2021	Oct 28, 2021
Finalize Brochure and post to UtahIMF.org	Catherine and Alitha	After checking for quality and accuracy, finalize with black outline and post to Utahimf.org	Nov 9, 2021	Nov 9, 2021
Confirm presentation with State Department	Alitha Thompson	Confirm date and agenda with time restraints with Mr. Zuri Jordan	Nov 8, 2021	Nov 8, 2021
Write/Edit Introduction of Seth Blaylock and send for approval to Alitha Thompson, Dallas Karren, and Prof. Abdrisaev	Matthew Drachman	Write and finalize the introduction of Seth Blaylock in Google Docs and send for approval. Post in script after edits	Nov 1, 2021	Nov 1, 2021
Write-up potential questions/script for Q&A	Everyone	Get a list of 10 questions for the Q&A and a script for the presentation to help flow and organization	November 12, 2021	November 12, 2021

Technical advisor for meeting	Nicholas Bradley, Kory Armitstead	1+ person to watch the chats and make sure people stay muted who are not speaking, text Alitha if something goes wrong (video goes away, lag), and take questions and send into a google doc	November 16, 2021	November 16, 2021
Screenshots of Presentation	Lisa Cannon/Kory Armitstead	Take screenshots during the presentation for future documentation. Include at least one per speaker/presenter, at least one of the gallery, and important moments.	November 16, 2021	November 16, 2021
UVU Review - About write-up	Matthew Drachman	Contact UVU Review to schedule a reporter to report on the presentation	November 13, 2021	November 10, 2021
Preparatory Meeting	Everyone	Meet on November 10, 2021, to finalize details and last-minute organization/scheduling to ensure everyone understands their responsibilities	November 10, 2021	November 10, 2021
Leading report about the visit to the UIMF website. 2+ page with at least 1 photo	Alitha Thompson	Write a debrief on the presentation and the processes leading up to the presentation. Include what each member did and the result. Include screenshots from the presentation	Nov 19, 2021	November 17, 2021

Write-up of at least 1+ page with at least 1 photo for Utahimf.org and LinkedIn	Everyone involved	Write a debrief on the presentation from your perspective. Include how you contributed. Screenshots can be found in the group folder through Google Photos	November 19, 2021	November 19, 2021
---	--------------------------	--	--------------------------	--------------------------

Important Contacts

Professor Hong Pang	<REDACTED>
Professor Baktybek Abdrisaev	<REDACTED>
Dr. Baldomero Lago - Global Engagement	<REDACTED>
Amy Barnett - Program Director Global Engagement	<REDACTED>
Dr. Jay DeSart - History and Political Science Chair	<REDACTED>
Ms. Zuri Jordan - State department	<REDACTED>
Mr. Seth Blaylock - State department	<REDACTED>
Alitha Thompson - Foreign Affairs	<REDACTED>