



NATIONAL WEEK OF DEAF PEOPLE

15 to 21 October 2011

EVENT GUIDELINES

THEME

“From Little Things Big Things Grow”

NATIONAL WEEK OF DEAF PEOPLE PEOPLE EVENT GUIDELINES 2011

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WHAT IS NATIONAL WEEK OF DEAF PEOPLE

The National Week of Deaf People (NWDP) is a week-long national celebration of Deaf individual and the Deaf Australian community.

It is an opportunity for the Deaf to:

- Celebrate their community, language, culture and history
- Make the public aware of their local, state and national communities
- Recognise their achievement

It is also an opportunity for organisations involved with, or wishing to be involved with the Deaf Community to:

- Showcase their services and/or products
- Build/maintain relationship with Deaf People
- Be recognized for giving Deaf people a fair go in their workplace

TYPE OF EVENTS USUALLY ORGANIZED DURING THE NWDP

The type of events that Deaf Australia encourages includes but are not restricted to:

Deaf Festival Day/Expo
Information dissemination (pamphlets, posters, booklets etc)
Workshops/Forums
Deaf Comedy/Quiz/Theatre/Debate Nights
Film nights
Open days

... And so on...

NWDP THEME FOR 2011

Deaf Australia has chosen the following theme for 2011:

‘From Little Things Big Things Grow’

We encourage you to use the NWDP theme when considering your event for NWDP. However, it is not strictly enforced and we would like to see as many events as possible partaking in the NWDP and personal achievements recognized this year.

BRIEF HISTORY OF NATIONAL WEEK OF DEAF PEOPLE

The International Week of Deaf People (IWDP) an International Day of Deaf People (IDDP) are an initiative of the World Federation of the Deaf (WFD). These two events are traditionally held during September and are based on the founding dates of the WFD. The WFD has advised that ember countries are not bound to follow the dates set for IWDP and IDDP, but are instead free to set their own dates for national programs.

Unfortunately, due to other national events already scheduled, we are unable to hold the National Week of Deaf People (NWDP) and the National Day of Deaf People (NDDP) in September to coincide with other international celebrations.

Deaf Australia is the Australian member of the WFD and holds NWDP each year beginning on the third Saturday of October and ending the following Friday. NDDP is traditionally held each year on the second Sunday of October, This year, the relevant dates will be from the 15th October 2011 to 21 October 2011 for the NWDP celebrations and the 16th October for the NDDP.

TO REGISTER YOUR EVENT DURING NWDP WITH DEAF AUSTRALIA

- **Why register my event?**

All state based or local events held during with NWDP are organized in collaboration with the Deaf Australia state branches. All events need to be registered with Deaf Australia to be part of official NWDP programs.

This gives your event official recognition and helps Deaf Australia to promote the program in more detail. As all events need to meet certain criteria in order to be part of the NWDP, it is essential that events are registered.

- **What you need to do to register**

We request that all participating organisations planning events at a local or state level to liaise directly with your state branch. Those operating in the ACT and Northern Territory can liaise directly with Deaf Australia. We request that all participating organisations read the terms of reference, and complete the Event Registration Form along with required information and email directly to Gaye Lyons:

gaye.lyons@deafau.org.au. All entries must be received **by close of business on Friday 30th September 2011**. No entries will be accepted after that time. We will forward copy of completed forms to your state branch.

- **Promotion of events during NWDP**

All events that are happening as part of NWDP must have Deaf Australia and the relevant local State Branch logo on ALL printed and visual material. This includes pamphlets, flyers, poster, DVDs, etc.

Verbal promotions (for example, for radio or television) must include a statement that makes it clear NWDP is Deaf Australia's national week, for example: "As part of the Deaf Australia's National Week of Deaf people 2011, we have great pleasure in..." A written transcript of what is planned to be said is required to be submitted with the registration form.

- **Event page on DEAF AUSTRALIA Website**

All events will be listed on our website as soon as registration forms are received and approved by Deaf Australia/ It is your responsibility to provide us with accurate information.

All participating organisations are responsible for making sure that they complete their Event Registration Form and have it sent directly to Deaf Australia. **The requirement also extends to events may have already been approved by state branch for inclusion.**

Along with a completed Event Registration Form, we further require either a Word/Publisher copy of the flyer created for the event (if a flyer has been created). In the flyer, the following information should be included

- Title of event
- Date
- Time
- Venue
- Organisation Name
- Contact Person
- Email, Phone (TTY or Voice). Fax/MS details (where applicable)
- RSVP Dates (where applicable)
- Appropriate NWDP Logo

Please contact Deaf Australia for the relevant logos to be sent to your organisation prior to developing any flyers.

We will convert the Word/Publisher document into PDF files ready to be put on the website for easy downloading. Please do NOT convert your files into PDF before sending to Deaf Australia.

We will notify the Event's Organiser by email that your event has been registered. We reserve the right to refuse entries that do not comply with the terms of reference.

We look forward to receiving your Event Registration Forms by the deadline and seeing your event as part of our National Week of Deaf People.

Entries close on Friday 30th September 2011

APPENDIX A






Terms of Reference – please read before entering your event

1. National Week of Deaf People (NWDP) is held each year beginning on the third Saturday of October and ending the following Friday (in 2011 it is 15th October to 21st October)
2. National Day of Deaf People (NDDP) is held on the second third of October. (In 2011 it is 16th October)
3. NWDP and NDDP are based on the International Week of Deaf People (IWDP) and International Day of Deaf People (IDDP), which are held in September at a time that does not suit the Australian calendar.
4. The IWDP and IDDP are the initiative of the World Federation of the Deaf (WFD). The WFD has advised that member countries are not bound to follow the dates set for IWDP and IDDP, instead they are free to set their own dates for national programs.
5. The Australian member of WFD is Deaf Australia and as such, in Australia NWDP and NDDP is Deaf Australia initiatives.
6. In each Australia state, NWDP and NDDP are co-ordinated by the state branches of Deaf Australia, in accordance with these Terms of Reference.
7. Other organisations involved with the Deaf Community are welcome to take part in NWDP and NDDP activities by working with their state branch of Deaf Australia and registering their event on the Deaf Australia Official NWDP program.
8. The purpose of NWDP and NDDP is to celebrate Deaf people's language, culture and community and to promote their interests.
9. Activities which are regarded as appropriate for the week include those that:
 - Highlight the skills, abilities and achievements of Deaf people in a positive way.
 - Enable Deaf people to be active in "voicing" their rights and concerns as citizens.
 - Promote community awareness of barriers confronting Deaf People in their everyday life, and encourage and acknowledge positive solutions to those barriers.
 - Encourage Deaf children and their families, Deaf adults, teachers, people who work with Deaf people and other interested people to participate in and support the celebration of Deaf community spirit and co-operation.
 - Promote a better understanding in the wider community of the idea and uniqueness of the Deaf community, Australian Sign Language and Deaf culture.
10. NWDP and NDDP activities should be promoted as a whole, under the banner of Deaf Australia and the State branch of Deaf Australia
11. NWDP and NDDP activities of other (non-Deaf Australia) participating organisations should acknowledge the role of Deaf Australia in NWDP and NDDP. Activities should not be promoted separately or in a way that implies the week is the initiative of any organisation other than Deaf Australia and its state branches.
12. The NWDP logo must be included on all printed and visual material. Printed/visual materials may include pamphlets, flyer, poster, DVDs, etc. Verbal promotions must include a statement identifying the week as a Deaf Australia initiative. Radio and/or

television promotions must have a written transcript of what is planned to be said submitted with the registration forms. If evidence that the NWDP logo will be used on visual material; and if the transcripts for verbal promotions are not included with the registration form, the event will not be accepted for registration and information about it will not be posted on the website.

13. A good quality logo of the business registering for an event for NWDP must be attached to the registration form as either a colour .jpg file OR as an original letterhead which has a colour logo on it. Other formats (e.g. .gif or .tiff or .bmp) of the logo will not be accepted. The minimum size of the logo must be passport size. The minimum
14. Registration received after **close of business on Friday 30th September 2011** will **NOT** be accepted and will not be posted on the website.

APPENDIX B

	<p style="text-align: center;">Deaf Australia Inc.</p> <p style="text-align: center;">Gaye Lyons, Officer Administrator</p> <p style="text-align: center;">Postal Address: PO Box 1083, Stafford QLD 4053</p> <p style="text-align: center;">Email: gaye.lyons@deafau.org.au</p> <p style="text-align: center;">URL: www.deafau.org.au</p>
	<p style="text-align: center;">Deaf Australia (NSW) Inc.</p> <p style="text-align: center;">Postal Address: PO Box 4681, North Rocks NSW 2151</p> <p style="text-align: center;">Office: 361-365 North Rocks Rd, North Rocks NSW 2151</p> <p style="text-align: center;">TTY: (02) 9871 8400 FAX: (02) 9871 8218 E-mail: nswad@deafau.org.au URL: www.nswad.org.au</p>
	<p style="text-align: center;">Deaf Australia (SA) Inc.</p> <p style="text-align: center;">Office: c/- 262 South Terrace, Adelaide SA 5000</p> <p style="text-align: center;">TTY: (08) 8223 6530 FAX: (08) 8232 2217 Voice: (08) 8223 3335 E-mail: saad01au@gmail.com</p>
	<p style="text-align: center;">Victorian Council of the Deaf Inc.</p> <p style="text-align: center;">Postal Address: PO Box 6186, St Kilda Road Central, Melbourne VIC 8008</p> <p style="text-align: center;">Office: 597 St Kilda Rd, Melbourne VIC 3004</p> <p style="text-align: center;">TTY: (03) 9521 2466 Voice: (03) 9521 2466 E-mail: info@vcod.com.au URL: www.vcod.com.au</p>
	<p style="text-align: center;">Western Australian Association of the Deaf Inc.</p> <p style="text-align: center;">Postal Address: PO Box 8558, Perth BC WA 6849</p> <p style="text-align: center;">TTY: (08) 9441 2655 (Patricia Levitzke-Gray) FAX: (08) 9441 2616 (Attention: Patricia Levitzke-Gray)</p> <p style="text-align: center;">E-mail: waad6915@hotmail.com</p>
<p style="text-align: center;">ACT. NT & TAS</p>	<p style="text-align: center;">Please contact Deaf Australia Inc</p>