



**NATIONAL WEEK OF DEAF PEOPLE**  
18<sup>th</sup> – 24<sup>th</sup> October 2014

**EVENT GUIDELINES**



**NATIONAL WEEK OF DEAF PEOPLE**  
AN INITIATIVE OF DEAF AUSTRALIA INC

**“Strengthening Human Diversity”**

## NATIONAL WEEK OF DEAF PEOPLE EVENT GUIDELINES 2014

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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 individuals and the Deaf Australian community.

It is an opportunity for Deaf people to:

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

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 relationships with Deaf People
- Be recognised for giving Deaf people a fair go

## TYPE OF EVENTS USUALLY ORGANISED DURING THE NWDP

The types 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 2014

Deaf Australia has chosen the same theme as the World Federation of the Deaf International Week of Deaf People for 2014:

### **“Strengthening Human Diversity”**

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 recognised 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 member 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. Deaf Australia is the Australian ordinary member of the WFD.

Unfortunately, due to other significant 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 therefore holds NWDP each year beginning on the third Saturday of October and ending the following Friday. NDDP is traditionally held each year on the third Sunday of October, **This year the relevant dates will be from the 18<sup>th</sup> to 24<sup>th</sup> October 2014 for the NWDP celebration and the 19<sup>th</sup> 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 organised in collaboration with the Deaf Australia state branches. All events need to be registered with Deaf Australia to be part of the official NWDP program.

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:

1. Read the terms of reference
2. Complete the event registration forms and attach flyers if you have made flyers
3. Send your event registration forms and flyers to the Deaf Australia State member organisation in your state (see Appendix B). All completed forms must be received by your state branch by **Friday, 12<sup>th</sup> September, 2014** in order for them to arrive at Deaf Australia by the cutoff date i.e., close of business Friday, 26<sup>th</sup> September 2014.
4. Your state member organisation will submit forms to Deaf Australia.
5. NT, ACT & Tasmanian organisations can send their forms directly to Deaf Australia, to [nwdp@deafau.org.au](mailto:nwdp@deafau.org.au)
6. All completed forms must be received by Deaf Australia by close of business on Friday, 26<sup>th</sup> September 2014. No entries will be accepted after that time.

### Promotion of events during NWDP

All registered events that are happening as part of NWDP must have the Deaf Australia NWDP 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 2014, 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 from the state branches 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 your state branch by 12<sup>th</sup> September 2014. Along with a completed Event Registration Form, we further require either a Word/PDF 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 logo 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 your state branch.

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 12<sup>th</sup> September 2014**

## 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 2014 it is 18<sup>th</sup> October to 24<sup>th</sup> October)
2. National Day of Deaf People (NDDP) is held on the third Sunday of October. (In 2013 it is 19<sup>th</sup> 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 Australian 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 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 the

transcripts for verbal promotions and evidence that the NWDP logo will be used on visual material 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.
14. Registrations are to be sent to the relevant state/territory branch (or to Deaf Australia if there is no state/territory branch) by Friday 12<sup>th</sup> September 2014. The state/territory branch is to send approved registrations to Deaf Australia by Friday 26<sup>th</sup> September 2014.
15. Registrations received by Deaf Australia after **close of business on Friday 26<sup>th</sup> September 2014** will **NOT** be accepted and will not be posted on the website.

## APPENDIX B

	<p style="text-align: center;"><b>Deaf Australia</b></p> <p style="text-align: center;">Postal Address: PO Box 1083, Stafford QLD 4053</p> <p style="text-align: center;">Email: <a href="mailto:nwdp@deafau.org.au">nwdp@deafau.org.au</a>      URL: <a href="http://www.deaaustralia.org.au">www.deaaustralia.org.au</a></p>
	<p style="text-align: center;"><b>Deaf Australia (NSW)</b></p> <p style="text-align: center;">Postal Address: PO Box 1060, Parramatta NSW 2124</p> <p style="text-align: center;">E-mail: <a href="mailto:info@deafnsw.org.au">info@deafnsw.org.au</a>      URL: <a href="http://www.deafnsw.org.au">www.deafnsw.org.au</a></p>
	<p style="text-align: center;"><b>Queensland Association of the Deaf (QAD)</b></p> <p style="text-align: center;">Postal Address: PO Box 1083, Stafford Qld 4053</p> <p style="text-align: center;">E-mail: <a href="mailto:qlddeaf@gmail.com">qlddeaf@gmail.com</a></p>
	<p style="text-align: center;"><b>Deaf Australia (SA)</b></p> <p style="text-align: center;">Postal Address: PO Box 89, North Adelaide SA 5006</p> <p style="text-align: center;">FAX: (08) 8207 8549      Voice: (08) 8207 8802</p> <p style="text-align: center;">E-mail: <a href="mailto:sa.deaaustralia@gmail.com">sa.deaaustralia@gmail.com</a></p>
	<p style="text-align: center;"><b>Deaf Victoria</b></p> <p style="text-align: center;">Postal Address: Ground Floor, 340 Albert Street, East Melbourne</p> <p style="text-align: center;">TTY: (03) 9473 1145      Voice: (03) 9473 1145</p> <p style="text-align: center;">E-mail: <a href="mailto:info@deafvictoria.com.au">info@deafvictoria.com.au</a>      URL: <a href="http://www.deafvictoria.com.au">www.deafvictoria.com.au</a></p>
	<p style="text-align: center;"><b>Western Australian Association of the Deaf (WAAD)</b></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)</p> <p style="text-align: center;">FAX: (08) 9441 2616 (Attention: Patricia Levitzke-Gray)</p> <p style="text-align: center;">E-mail: <a href="mailto:info@waad.org.au">info@waad.org.au</a></p>
<p style="text-align: center;"><b>ACT. NT &amp; TAS</b></p>	<p style="text-align: center;"><b>Please contact Deaf Australia</b></p>