



NATIONAL WEEK OF DEAF PEOPLE
21st – 27th September 2019

EVENT GUIDELINES



***‘Revitalising our Languages –
Sign Language Rights for All’***

NATIONAL WEEK OF DEAF PEOPLE EVENT GUIDELINES 2019

TABLE OF CONTENTS

What is National Week of Deaf People?	3
Type of events usually organised during NWDP	3
This Year's Theme	3
Brief History of National Week of Deaf People	3
Registering your Event during NWDP	4
- Why register my event?	4
- What you need to do to register	4
- Promotion of events during NWDP	4
- Events page on Deaf Australia website	4
- Cut off date for registration	4
Appendix A: Terms of Reference	5
Appendix B: Contact Information	6

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 2019

Deaf Australia has chosen the same theme as the World Federation of the Deaf International Week of Deaf People for 2019:

‘Revitalising our Languages – Sign Language Rights for All’

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 Sign Languages (IDSL) 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 (23 September 1951).

International Day of Sign Languages has been adopted by the United Nations General Assembly to celebrated annually on 23 September beginning in 2018.

Until 2018, Deaf Australia has moved the National Week of Deaf People to coincide with the WFD’s IWDP and the IDSL. Previously, the NWDP was held on the 3rd week of October of each year.

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, 6th September, 2019** in order for them to arrive at Deaf Australia by the cutoff date i.e., close of business Friday, 6th September 2019.
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 info@deafaustralia.org.au.
6. All completed forms must be received by Deaf Australia by close of business on Friday, 6th September 2019. 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 2019, 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 6th September 2019. 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 6th September 2019

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 September and ending the following Friday (in 2019 it is 21st September to 27th September)
2. International Day of Sign Languages (IDSL) is held on the 23rd of September of each year.
3. NWDP and IDSL are based on the International Week of Deaf People (IWDP) and International Day of Sign Languages (IDSL), which are held in September.
4. The IWDP and IDSL are the initiative of the World Federation of the Deaf (WFD).
5. The Australian member of WFD is Deaf Australia and as such, in Australia NWDP is Deaf Australia initiatives.
6. In each Australian state, NWDP and IDSL 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 IDSL 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 IDSL 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 IDSL activities should be promoted as a whole, under the banner of Deaf Australia and the State branch of Deaf Australia.
11. NWDP and IDSL activities of other (non-Deaf Australia) participating organisations should acknowledge the role of Deaf Australia in NWDP and IDSL. 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 6th September 2019. The state/territory branch is to send approved registrations to Deaf Australia by Friday 6th September 2019.
15. Registrations received by Deaf Australia after **close of business on Friday 6th September 2019** will **NOT** be accepted and will not be posted on the website.

APPENDIX B

	<p style="text-align: center;">Deaf Australia</p> <p style="text-align: center;">Postal Address: PO Box 1083, Stafford QLD 4053</p> <p style="text-align: center;">Email: info@deafaustralia.org.au URL: www.deafaustralia.org.au</p>
	<p style="text-align: center;">Deaf Australia (NSW)</p> <p style="text-align: center;">Postal Address: PO Box 1060, Parramatta NSW 2124</p> <p style="text-align: center;">E-mail: info@deafnsw.org.au URL: www.deafnsw.org.au</p>
	<p style="text-align: center;">Deaf Australia (SA)</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: sa.deafaustralia@gmail.com</p>
	<p style="text-align: center;">Deaf Victoria</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: info@deafvictoria.com.au URL: www.deafvictoria.com.au</p>
	<p style="text-align: center;">Western Australian Association of the Deaf (WAAD)</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: info@waad.org.au</p>
<p style="text-align: center;">ACT. NT & TAS</p>	<p style="text-align: center;">Please contact Deaf Australia</p>