

International Day of  
**People with Disability**  
3 December



# Event Planning Kit for Workplaces

# What is International Day of People with Disability?

Every year on 3 December, people around the world take part in International Day of People with Disability (IDPwD). It is a day to celebrate the achievements of people with disability and promote awareness, understanding and acceptance in the community.

At the heart of IDPwD are the events that schools, community groups and businesses hold to mark the day.

Every event helps to make positive changes to the lives of 4.4 million Australians with disability to create a more inclusive community.

## Help us to spread the word

In 2020, coronavirus (COVID-19) has impacted our ability to hold public events and awards ceremonies, therefore some changes are being made to the way we are celebrating IDPwD.

This year, we will promote and acknowledge the achievements and contributions of people with disability through a digital, online campaign. This will run from the IDPwD website and social media channels.

We encourage you to share our messages of inclusion and diversity and your own messages of 'seeing the ability in disability' through your online and social media channels - #disablestereotypes.

If you are keen to host or attend an event for IDPwD, we recommend you do so while aligning with relevant state/territory restrictions. Alternatively, we would suggest you consider celebrating the 4.4 million Australians living with disability through a digital or online activity.

You can download posters, social media banners and logos from the IDPwD [resources](#) web page.

IDPwD is your opportunity to challenge perceptions and educate others.

# Event ideas

Stuck for ideas on what kind of event to run? This list will help you get started.

Activity	Description
Awareness in action	<ul style="list-style-type: none"><li>Put up posters to celebrate and take a group photo to post on Facebook.</li></ul>
Breakfast or brunch	<ul style="list-style-type: none"><li>Host a breakfast or brunch to mark the day.</li><li>Invite a person with disability and/or your local member of parliament to speak.</li></ul>
Fundraising	<ul style="list-style-type: none"><li>Help out a charity/organisation associated with providing services and supports for people with disability and undertake a funding drive or identify a volunteering opportunity.</li></ul>
Guest speaker	<ul style="list-style-type: none"><li>Organise a guest speaker to talk about disability or to share their story to inspire others.</li></ul>
Morning tea	<ul style="list-style-type: none"><li>Host a morning tea to mark the day.</li><li>Invite a person with disability and/or your local member of parliament to speak.</li></ul>

# Event tips

Now you are ready to hold an event, here are a few tips to get you on your way.

## Set your goal

Decide what you want to achieve from your event.

## Get others on board

Many hands make light work. Consider getting help to organise things like speakers, catering or entertainment.

## Name it

Think of a catchy name that captures the spirit of your event.

## Location, location

Make sure your chosen venue has wheelchair access, accessible toilets, lifts, parking spaces for people with disability and a hearing loop, if required. Do you need a microphone or staging? Do you have a wet weather contingency plan if it will be held outside?

## Invite special guests

Consider inviting a speaker to your event, such as local community leaders and disability advocates. Ask invited guests to indicate any assistance they may need (e.g. carer, interpreter, or dietary needs). A useful website to find and reach out to speakers is [Speakers Bank](#).

## Entertainment

Will your event include entertainment? Think about ways to appeal to your audience e.g. speakers, performers, musicians and/or interactive activities.

## Make it official

Register your event at [idpwd.com.au](http://idpwd.com.au) to help you spread the word about your celebration. All events will be published on the website. You can also find out what else is happening in and around your local area by checking out the events calendar.

## Spread the word

How will you tell people about your event? Will you use social media and posters? What kind of signage will you use at the event?

# Event planning checklist

This checklist will help you to plan, promote and celebrate your event and associated activities. All the information you need to complete this checklist can be found in this kit.

## Plan your celebration

- Have you chosen your International Day of People with Disability event?
- Have you told everyone who will be involved in planning your event?

## Make it official

- Have you registered your event on the [IDPwD website](#)?

## Invite guests

- Have you sent out your event invitations?
- Have you invited officials, community leaders, local stars or speakers?

## Make some noise

- Have you applied the [IDPwD logo](#) to your materials?
- Have you placed [IDPwD graphics and banners](#) on your website and social media pages?

## Getting some resources

- Have you downloaded and used [IDPwD resources](#)?
- Have you [registered your event online](#) to request IDPwD merchandise?

## Connecting with us

- Have you connected with us on [IDPwD Facebook](#) and [IDPwD Twitter](#)?
- Have you subscribed to our mailing list on the [IDPwD website](#)?

# On the day

## Setting up

- Secure electrical equipment, making sure areas are accessible without trip hazards.
- Include chairs with and without arms, to allow for physical limitations.
- Reserve appropriate seating for guests including hearing and vision-impaired people, interpreters and carers, wheelchairs and guide dogs.

## At the location

- Make sure your signage is large and written in Plain English so it is easy to understand.
- Ensure that all your guests are settled and as comfortable as possible.
- Make sure you have identified a safe place where attendees with wheelchairs can arrive.
- Have people to meet and greet attendees and invited guests.
- Make sure everyone knows where the amenities are and make sure helpers are available to assist where needed.

## Communication materials

- Use an accessible font for nametags (as large as possible and a contrasting colour).
- Use contrasting colours if you are using a PowerPoint presentation (i.e. light coloured text on dark background or dark font on a white background).
- If you are using interpreters, provide them with documents at least one week before.
- Hand out written copies of presentations on the day.  
Consider making information available in alternate forms such as Easy English, large print, Audiotape or Braille, as required.

## No time to organise an event?

You can still get involved and help to raise awareness of this important day.

Encourage others to hold an event or simply start a conversation about disability to mark the day. By having a conversation about disability, it can challenge perceptions, educate others and normalise disability in everyday life.

One in five people, or 4.4 million Australians, have a disability. We all have a role to play to ensure people with disability have the same opportunities as others to reach their full potential.

You can show your support by writing a newsletter article or sending an opinion piece to your local newspaper.

Visit the [IDPwD website](#) for suggestions on other ways to celebrate, how to start a conversation and make your community more inclusive.

## Resources to help you show your support

A range of digital resources are available on the [IDPwD website](#).

To get you started here are some content ideas for social media and newsletters.

# Social media posts

Social media can be a great tool to spread the word in your community. We have provided a few suggested posts to get you started.

## Facebook

#1:	We're holding an event to celebrate International Day of People with Disability! Join us for a day of fun and conversation <a href="#">[link to event details]</a> #idpwd #growinclusion
#2:	International Day of People with Disability is nearly here! We can't wait to celebrate the wonderful contributions people with disability. Find out more at <a href="#">[registered event web link]</a> . #idpwd #growinclusion
#3:	Today we celebrate International Day of People with Disability. Join us for <a href="#">[details of the event]</a> . Together we can make our community more inclusive and remove barriers so people with disability can reach their full potential all year round. Find out more at <a href="#">[registered event web link]</a> . #idpwd #growinclusion
#4:	Look how we celebrated International Day of People with Disability! Our school held a <a href="#">[details of the event]</a> to help grow inclusion in our community. <a href="#">[Insert event photographs]</a> #idpwd #growinclusion

## Twitter

#1:	We'd love you to join us for <a href="#">[event name]</a> at <a href="#">[location]</a> on <a href="#">[date]</a> to celebrate @idpwd. Find out more <a href="#">[registered event web link]</a> . #growinclusion
#2:	Join us on <a href="#">[event date]</a> for <a href="#">[event name]</a> as we celebrate #idpwd. Check out <a href="#">[registered event web link]</a> . #growinclusion
#3:	@idpwd is on 3 December. Visit <a href="#">[registered event web link]</a> to find out how you can help us celebrate. #growinclusion
#4:	Thank you to everyone who joined us on @idpwd to celebrate the achievements of people with disability. <a href="#">[Insert event photographs]</a> #growinclusion



## Key messages

- International Day of People with Disability is celebrated on 3 December as a UN observed day aimed at increasing public awareness, understanding and acceptance of people with disability.
- IDPwD is as an opportunity for our community to make positive changes to the lives of 4.4 million Australians with disability.
- Join us on 3 December to celebrate the lives, achievements and contributions of all Australians with disability.
- We want to start a conversation about the issues experienced by people with disability to help make our community more inclusive.
- Together, let's actively remove obstacles for people with disability and encourage them to reach their full potential all year around.

## More information

Our website [idpwd.com.au](http://idpwd.com.au) is a great place to learn more about other ways you can celebrate and get involved along with resources to help plan your event.

Follow us on our social media channels @idpwd to keep up to date with the latest news and information.

You can also call us on 1800 440 385 (TTY users, phone 1800 555 677 and ask for 1800 440 385).