International Day of People with Disability

Event information kit for schools

Contents

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 promote awareness, understanding and acceptance in our community.

A key part of IDPwD are the events that schools, workplaces and community groups hold to mark the day. Every event helps to make positive changes to the lives of 4.4 million Australians with disability and create a more inclusive community for everyone.

But we know December can be a busy time for schools, so we have developed this event information kit to show you other ways you can get involved, including having conversations about disability in the classroom, or online. By starting these conversations early, you can help challenge perceptions and attitudes about disability and break down barriers.

Let's all take action this December, and all year round, to make Australia more inclusive for people with disability.

How schools can get involved

We encourage all schools to join us in observing International Day of People with Disability.

There are many ways you can get involved:

- Hold or attend an event for IDPwD on or around 3 December.
- Learn about disability in the classroom. Check out the lesson ideas and student activity sheets on the IDPwD website to help get you started.
- Join or start a conversation in your community to help spread the word about IDPwD and promote awareness, understanding and acceptance of people with disability.
- Help spread the word and share your messages of support for #IDPwD online.

This event information kit includes ideas and tips to help you get involved, but we encourage you to get creative with your events and activities and observe IDPwD in your own unique way.

Hold or attend an event

Events are a great way to observe IDPwD and start conversations about accessibility and inclusion in your community.

Whether your event is big, small, in-person or online, you'll be helping us to break down barriers and promote inclusion.

It's important to register your school's event on the IDPwD website so we know about all of the events happening across Australia. You have the option to keep your event private or register as a public event and be featured on our community event calendar.

If you are holding an in-person event or gathering for IDPwD, please follow the advice of your state or territory government in regards to COVID-19. Visit the Department of Health website for more information or the Disability Gateway for disability information and support.

Event ideas

Looking for ways you can participate in IDPwD? This list will help you get started.

Activity	Description
Art class or competition	• Run an art class with restricted senses, for example painting without the use of your hands or blindfolded. • You could also run a competition and get students to submit an artwork, or use the colour in poster on the IDPwD website.
Awareness in action	• Put up posters and decorations for IDPwD and take a group photo to post on Facebook.
Concert	• Hold a concert. It could feature people with disability or you could provide discounted tickets for people with disability.
Fundraise or volunteer	• Help a charity organisation that provides services and supports for people with disability by supporting a fundraising drive or identifying a volunteering opportunity.
Assembly	• Run a special assembly that could include guest speakers, student presentations or musical performances featuring people with disability.
Guest speaker	• Organise a guest speaker with disability to visit the school and share their story.
Morning or afternoon tea	• Host a morning or afternoon tea. Consider inviting a person with disability and/or your local member of parliament to speak.

Activity	Description
Sporting game or activity	• Organise a game or activity with restricted senses or movements. Examples include seated volleyball, wheelchair basketball, goalball or a walk or scavenger hunt around the playground with blindfolds.
Sausage sizzle	• Hold a sausage sizzle. You can also raise money to support a local disability organisation or charity.
Film screening	• Hold a film screening with short films or videos featuring people with disability or disability themes. Check out Focus on Ability for a great range of short films.
Class activities	• Incorporate disability themes and issues in the classroom. This could include organising group activities on IDPwD, such as watching videos, playing games or completing the lesson ideas and student activity sheets.

Event tips

Once you've decided what type of event you want to hold, here are a few tips to get you started.

Set your goal

- Decide what you want to achieve from your event – what is the overall purpose of your event? How will your event contribute to promoting diversity and inclusion in the longer-term?
- Consider the size of your event and who you want to attend – do you want a large event for the whole school community or do you want to run smaller activities or events in the classroom? Do you want external speakers and entertainment?
- Make sure you consider your event budget.

Get others on board

- Decide who will organise your event – will the faculty or students take the lead? Will you need help from parents or volunteers in the community? Consider putting together an event planning committee to brainstorm ideas and allocate tasks for your event, including organising speakers, catering and activities
- If you need to reach out to external organisations or suppliers to support your event, make sure you get them on board early.

Choose a name and theme

- The official United Nations theme for IDPwD 2023 will be announced later in the year.
- Think of a catchy name for your event to get everyone excited.

- You may also like to consider an overall theme for your event.

Location, location

- Choose a suitable venue that can accommodate your expected number of guests and your requirements – do you need to hire additional staging, audio or equipment? Do you need catering? If your event is outdoors, do you have a wet weather contingency plan?
- Most importantly, make sure your venue is accessible – this includes considering requirements of people with disability who may be supporting or attending your event. See the section **Make your event accessible** for things to consider.
- Reach out to local disability organisations or experts if you need advice.

Invite special guests or speakers

- Consider inviting a speaker to your event, such as a local community leader, disability advocate or person with lived experience of disability.
- Reach out to special guests early to confirm their availability and any assistance they may need (e.g. carer, interpreter or catering requirements).

Make it official

- Register your event at www.idpwd.com.au

Spread the word

- Send out your invitations! If you are inviting people outside of your school, make sure you give them plenty of notice.
- Consider how you will promote your event, this may include:
  - Word-of-mouth
  - School newsletters, bulletins or noticeboards
  - Promotional posters or flyers
  - Advertisement in your local newspaper or pitching your event to local media
  - Listing it on the [community event calendar](#) on the IDPwD website.
  - Website or social media - make sure you tag us on [Facebook](#), [Twitter](#) or [Instagram](#), or use the hashtag #IDPwD on all of your social media channels.

Plan your event

- Plan and organise all of your event logistics, including catering and equipment. Make sure you consider any additional equipment you may need to hire or source externally to for your event. Check out the **Event Checklist** below.
- Make sure your event is accessible for guests with disability – see **Make your event accessible** for some things to consider when planning your event.
- Think about how you will theme and decorate your event, including any printing requirements. Check out the IDPwD website for pull-up banners, posters, decorations and other printable resources.

Register your event

- Now that you've done all of the hard work, make sure you take time to enjoy your event.
- We also want to know about all of the events that happened across Australia for IDPwD, so make sure you share your event online and tag us on Facebook, Twitter and Instagram, or use the hashtag #IDPwD.

Make your event accessible

Planning

- When choosing a venue, check to make sure all areas are accessible, including entrances, aisles, staging and entertainment areas and catering areas. Also, make sure there are accessible toilets and parking spaces in close proximity to the venue.
- Allow sufficient time in your event program for people who may need frequent breaks or more time to move between activities.
- Make sure your venue has good lighting and ventilation.
- Hire additional equipment if needed to support your event. For example if your event has an audio component, consider booking an AUSLAN interpreter or hiring a hearing loop system.
- Seek advice from local disability organisations or experts if you need assistance.

Setting up

- Secure electrical equipment, making sure areas are accessible without trip hazards.
- Reserve appropriate seating or areas for guests that require special assistance, including people with a hearing or vision impairment, people with wheelchairs or mobility aids, people with assistance dogs, and people with interpreters or carers.

On the day

- Make sure event signage is in place and easily visible. The print should be large enough and written in Plain English so it is easy to understand.
- Make sure all of your event staff and volunteers have been briefed on accessibility so they can assist guests, including location of toilets, designated seating areas and alternative forms of communication.
- Designate staff to meet and greet attendees and invited guests.
- Ensure that all your guests are settled and as comfortable as possible.

Communication

- Use an accessible font for event signage and materials, such as programs and nametags (as large as possible using 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). Also have written copies of presentations available on the day.
- If you are using interpreters, provide them with documents at least one week in advance.
- Consider making written information available in alternate forms such as Easy Read, large print, audio recording or Braille, as required.
- Use appropriate and respectful language when communicating with people with disability.
- Consider different methods of promoting your event to tailor to a range of disabilities. Also, check any information or materials published online to make sure they are available in an accessible format, such as Word or HTML.

Event planning checklist

Plan your event
☐ Choose your event
☐ Book a venue
☐ Confirm the date and time
☐ Tell everyone involved in planning your event

Make it official
☐ Register your event on the IDPwD website

Invite guests and speakers
☐ Invite officials, community leaders, local stars and/or speakers
☐ Design and send out your event invitations using the IDPwD logo and style guide

Organise your logistics
☐ Finalise your event program, speakers and entertainment
☐ Confirm catering, including special dietary requirements
☐ Confirm set-up and equipment, including AV, staging and seating arrangements
☐ Confirm your final guest list and/or ticketing arrangements
☐ Confirm parking arrangements and reserve specific parking spots or areas if needed
☐ Book a photographer or organise someone to take photos
☐ Make sure your event is accessible

Make some noise
☐ Develop promotional materials and apply the IDPwD logo
☐ Promote your event on your website and social media pages using the IDPwD graphics and banners

Theme and decorate your event
☐ Download and print IDPwD resources for your event, including posters, banners, decorations and activity sheets

idpwd.com.au

☐ Make your event signage and materials using the IDPwD logo and style guide

Connect with us
☐ Follow us on on Facebook, Twitter and Instagram
☐ Subscribe to our mailing list on the IDPwD website

After your event
☐ Thank everyone involved in your event
☐ Post photos from your event on social media – make sure you tag us or use #IDPwD
☐ Share your event with us by completing the Share Your Story form on our website.

Learn about disability in the classroom

IDPwD is not just about a single day, but also about raising awareness, understanding and acceptance of people with disability all year round!

We have therefore developed a range of lesson ideas and student activity sheets on the IDPwD website to help teachers incorporate disability themes and issues in the classroom. Here is just a sample of the lesson ideas:

- Students could write a short story about a visit to their favourite place. They cannot describe how the place looks: they must describe how it smells, sounds and feels.

- Students could interview a person with disability and then present the interview as a magazine or newspaper article.

- Students could analyse how people with disability are portrayed in media and popular culture (TV, movies, music, books etc.) and discuss their findings.

- Students could split up into small groups to research a disability and then present their learnings to the class, including how it may have changed their assumptions about disability.

- Students could create large posters for International Day of People with Disability and place them around the school for parents and visitors to see.

- Students could research famous artists with disability and try using their methods or painting in their styles.

- Students could brainstorm and research ways in which people who are deaf enjoy music, considering vibrations and movement.

- Students could work together in small groups to modify their favourite sport or activity so it is accessible for people with disability.

- Students could research one sport or athlete from the Paralympic Games and then share what they learned with the rest of the class.

Additional class resources

- Download and print our [activity sheets for students](#) to complete in the classroom – this includes a diversity acrostic poem, a celebration of ability word match, communicating with Braille activity sheet and a senses scavenger hunt!

- There are also some fun [activities for kids](#) on our website, including a colour in poster, a chatterbox with disability facts and challenges, and a make-your-own paperchain.

- You can also check out online resources, such as [TED Talks](#), [YouTube](#) or [Focus on Ability](#) to find some great videos, short films, articles and podcasts about disability and the experiences of people with disability. Use these resources to start a conversation in the classroom to challenge perceptions, normalise disability and promote inclusion.

Join the conversation

If you can't organise or attend an event, you can still get involved in IDPwD and help raise awareness in your school community.

Around one in six people, or 4.4 million Australians, have disability. Not all disability is the same, and some disabilities are invisible. By joining the conversation and listening to the stories and lived experiences of people with disability, we can challenge our own perceptions about disability and help make positive changes in the community.

There are a number of ways you can help spread the word:

- Post messages on your school's social media pages, including details of how you observed IDPwD or what your school is doing to promote inclusion.
- Publish an article in the school newsletter.
- Display posters or flyers in classrooms, break areas or on your school noticeboard.
- Send targeted emails to the faculty, parents and/or stakeholders to encourage them to get involved.
- Talk within your networks – start a conversation at your next meeting or morning tea.
- Support other IDPwD events in your local community or online. Check out our [community event calendar](#) for events happening near you.
- Follow us on [Facebook](#), [Twitter](#) and [Instagram](#) to be part of the community and help spread positive stories about people with disability all year round.

The smallest action can make a difference! To get you started, we have developed some key messages, social posts and a newsletter article. Digital resources are also available on the [IDPwD website](#).

Key messages

- International Day of People with Disability (IDPwD) is a United Nations day recognised day held on 3 December each year.
- Be part of creating an inclusive and diverse community and help to promote awareness, understanding and acceptance of the 4.4 million people with disability in Australia.
- Hold or attend an IDPwD event in your workplace, school or community on or around 3 December to promote inclusion and acceptance of people with disability.
- We all have a role to play in ensuring people with disability have the opportunity to participate in all aspects of community life.
- Get involved in IDPwD at www.idpwd.com.au
- Let's all take action this December, and all year round, to make our society more inclusive for people with disability.

Social media

Social media is a great way to join the conversation and help spread the word about IDPwD in your community. We have provided a few suggested posts to get you started, but feel free to adapt these to suit your event or community and incorporate your chosen theme.

Facebook, Instagram or LinkedIn

Timing	Suggested content
Pre-event	We're holding an event for International Day of People with Disability. Join us [details of the event] to recognise people with disability in our community and promote inclusion. For more details, go to [registered event web link] #IDPwD
Event day	Today we observe International Day of People with Disability. Join us for [details of the event]. Let's all take action this #IDPwD to make our school and community more accessible, equitable and inclusive for people with disability
Generic post on IDPwD	Today we observe International Day of People with Disability and acknowledge the 4.4 million Australians with disability. Join the conversation this #IDPwD to help raise awareness, challenge perceptions and break down barriers. Together we can help make our community more accessible, equitable and inclusive for people with disability.

Timing	Suggested content
Post-event	Thanks to everyone who attended our [details of event] for International Day of People with Disability! Let's keep the conversation going all year round to break down barriers and make our school and community more inclusive for people with disability. [add photos from event] #IDPwD

Twitter

Timing	Suggested content
Pre-event	Join us on [event date] for [event name] as we observe #IDPwD and recognise people with disability in our community. Check out [registered event web link]
Event day or generic post	Join us today [at event name (if applicable)] as we observe #IDPwD Let's all work together to make our community more accessible, equitable and inclusive for the 4.4 million Australians with disability.
Post-event	Thanks to everyone who joined us on #IDPwD and for being part of creating a diverse and inclusive community.

Social media tiles are available for you to download on the IDPwD website. We recommend you include alt text for all images you post on your social media channels to ensure your content is accessible for people with disability, particularly people who are blind or have low vision.

Make sure you follow and tag us in your IDPwD posts.

IDPwD social media handles:

Facebook @idpwd
https://www.facebook.com/idpwd

Twitter @idpwd
https://twitter.com/idpwd

Instagram @idpwd_au
https://www.instagram.com/idpwd_au/

Hashtag: #IDPwD

idpwd.com.au

Newsletter article

We have included a basic article template for you to customise with details of your IDPwD event and share in your school newsletter. Don't forget to incorporate your theme – this can be the official UN theme or a more general theme you've chosen for your event or school.

International Day of People with Disability with [School]

International Day of People with Disability (IDPwD) is a United Nations day observed on 3 December each year to increase public awareness, understanding and acceptance of people with disability.

By acknowledging this important day, we can take action to remove barriers for the 4.4 million Australians with disability and contribute to positive change in our classrooms and our community.

This year [school] will mark the International Day of People with Disability by [insert details of your event].

We encourage all students, their families and carers to join the event this IDPwD. Together, we can all take action to challenge perceptions about disability, remove barriers and promote inclusive and respectful attitudes and behaviours in our community.

For more information about [school event], go to [website address] or contact [phone number/email address]. You can also visit our [Facebook page] for updates.

For more information about IDPwD, including resources, stories, videos and social tiles, visit www.idpwd.com.au or follow @idpwd on Facebook and Twitter, or @idpwd_au on Instagram.

You can also help spread the word and join the conversation online using #IDPwD

More information

Go to www.idpwd.com.au to find out more and access stories, videos and resources. You can also subscribe to receive updates.

Follow us on Facebook, Twitter and Instagram and use the hashtag #IDPwD to join the conversation online.

You can also email us at idpwd@dss.gov.au or call us on 1800 440 385 9am to 5pm Monday to Friday AEST/AEDT (TTY users, phone 1800 555 677 and ask for 1800 440 385).