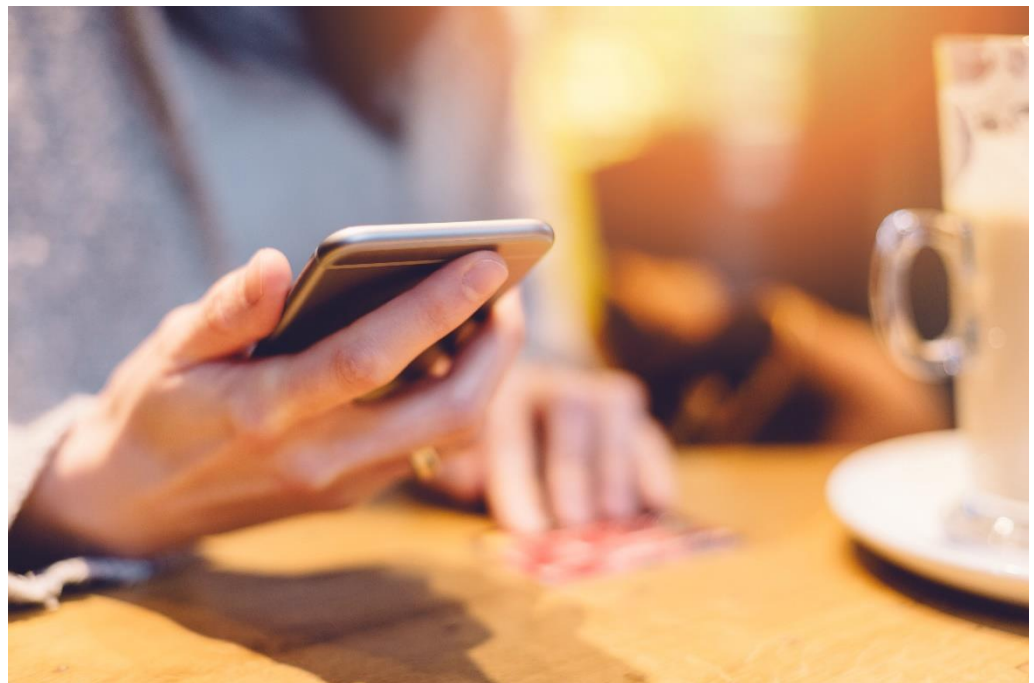


LAW WEEK 2019: LEGAL TALKS BY LEGAL AID NSW



A guide to providing Law Week talks in your library.



February 2019

Law Week 2019: Legal talks by Legal Aid NSW

PROGRAM GUIDE FOR PUBLIC LIBRARIES

Introduction

Law Week is a nationwide initiative to promote community awareness and understanding of the law, the legal system and the legal profession. Courts, legal agencies, solicitors, barristers, police and of course public libraries are all encouraged to get involved.

Law Week 2019 is 13-19 May.

It's a wonderful opportunity for you to promote the Find Legal Answers resources and service to your community.

The Legal Information Access Centre (LIAC) has worked with Legal Aid NSW to provide two community legal education talks to be presented during Law Week 2019: *Avoiding scams* and *NDIS: how the law can help*.

The information in this program guide is developed and provided by LIAC, State Library of NSW and is a guide to implementing the Law Week legal talk program in public libraries.

Law Week legal talks program

Topics

Two legal talks are available for presentation during Law Week.

Note that each library can select ONE topic only.

- Avoiding scams

Are you worried about sharing private information when you shop or pay your bills online? Have you had a phone call telling you that you need to pay your tax debt now or you'll be arrested?

Scammers are keen to get their hands on our money and our identity details.

Hear from a Legal Aid NSW lawyer about how to protect your identity and how the law can help if you get scammed.

- NDIS: how the law can help

Do you want to find out more about the National Disability Insurance Scheme (NDIS)? If you have a disability or you're a participant, carer or family member, it's important to know your rights.

Hear from a Legal Aid NSW lawyer about NDIS basics and how the law can help if you're not happy with a decision or a provider.

Program

The sessions last one hour and consist of:

- an introduction by the host library
- presentation by the Legal Aid NSW solicitor
- questions and answers.

The sessions will be scheduled in the morning during Law Week.

Introduction by host library

The host library introduces the event with a short presentation about Find Legal Answers, highlighting the plain English information available on the Find Legal Answers website and in the Tool Kit books. Suggested text for this presentation will be provided by LIAC staff. The presentation is a good opportunity to promote the legal information available in public libraries to the community.

Program participation

To host the program, complete the Law Week 2019 Legal Talks expression of interest form available at:

<https://plsnsw.wufoo.com/forms/eoi-legal-aid-talks-in-law-week-2019/>

You will then be contacted by Legal Aid NSW who will work with you to finalise the date and other details. Note that while all expressions of interest will be considered, acceptance is dependent on the availability of Legal Aid NSW staff.

If Legal Aid are unable to provide a speaker for Law Week, you may wish to participate in a webinar on your chosen topic – see more details below.

Note that there is no minimum number of participants, however Legal Aid NSW reserves the right to cancel if numbers are too low.

Host library requirements

By agreeing to host a Law Week legal talk the host library agrees to:

- provide a suitable venue, with enough room to hold the participants, the speaker and a display table for pamphlets
- display the Find Legal Answers Tool Kit
- provide suitable technology including data projection with the ability to show a powerpoint presentation
- promote the event, including displaying the provided poster and promoting on social media
- order and provide copies of free legal information brochures
- arrange bookings for the event
- give a short introductory presentation about the Find Legal Answers service
- provide morning tea for the participants, if required
- complete the evaluation form.

Legal Aid NSW contribution

Legal Aid will provide:

- a solicitor who will deliver the talk and answer questions from the audience
- participant evaluation forms.

LIAC contribution

LIAC will:

- provide an InDesign file of the promotional poster
- provide packs of promotional material
- provide suggested text for the introductory presentation to the Find Legal Answers service
- provide lists of free legal pamphlets to order
- survey participating libraries to obtain feedback about the success of the program
- provide feedback from participating libraries to Legal Aid NSW.

Legal talks webinar

If you do not wish to host a speaker, or if Legal Aid is unable to provide a speaker, you may wish to register to participate in a webinar.

Legal Aid will be hosting two webinars during Law Week:

- Avoiding scams – Wednesday 15 May, 10.30am to 11.30am
Register at <https://register.gotowebinar.com/register/2859605840253581826>
- NDIS: how the law can help – Tuesday 14 May 10.30-11.30am
Register at <https://attendee.gotowebinar.com/register/6802178560020463619>

You may participate in both webinars.

Participation in webinar

Register your participation in the webinar by following the links above.

By agreeing to host a Law Week legal talk webinar the host library agrees to provide:

- a computer with good internet connection, data projection and good sound quality
- seats for the audience to see the webinar
- a facilitator to forward questions to the webinar host.

Program promotion

You will be provided with the InDesign file for the approved poster.

You are encouraged to promote the event using your usual channels, including:

- adding it your library's 'What's on' publication
- promoting it on your library or council 'What's on' webpage
- displaying the promotional poster in all branches
- promoting it on your library's social medial channels
- promoting to local media.

Legal Aid NSW will discuss with you other opportunities to promote the event to ensure a good audience.

Reporting and evaluation

The Law Week legal talks by Legal Aid NSW is an evaluated program and host libraries are asked to complete an evaluation using the online form:

<https://plsnsw.wufoo.com/forms/legal-aid-talks-in-law-week-2019-feedback/>

Evaluation measures used for the Law Weeks talks include:

- how easy it was to communicate with the partner agencies
- how useful you found the promotional poster
- how engaged your audience was with the program.

Images

If possible, please include photos of the event with your evaluation.

Please note that any images received will be attributed to your library and include a caption of the event. We understand most libraries now have consent to release photos for use in print and social media. When you send your photos you are agreeing to them being used in print and social media (online). If you do not want photos to be used online please do not send them. We look forward to receiving and sharing your photos.

Checklist

Use the following checklist to plan your Law Week legal talk.

Confirmation and bookings

- Confirm date and time of event with Legal Aid NSW
- Book venue
- Set up booking system

Promotion and resources

- Update promotional poster to include your library's logo and event details
- Order Find Legal Answers promotional material from LIAC
- Order free legal resources from the list provided, to give away to the participants
- Organise promotional schedule and discuss with Legal Aid NSW, eg social media posts, inclusion in 'What's on'

Week before

- Confirm numbers attending event with Legal Aid NSW
- Order morning tea, if required

On day – room set up

- Set up data projection screen
- Set up morning tea, if required
- Set up display of Find Legal Answers Tool Kit, legal information pamphlets and promotional material received
- Set up chairs for participants - if there is a large audience, provide a roving microphone so the speaker can hear the questions directed to him/her

On day - presentation

- Welcome the speaker and participants
- Deliver the short introduction to the Find Legal Answers service
- Stay to trouble shoot any technical issues
- Take photographs if appropriate

After event

- Fill in the online evaluation form