



Refugee Week

Event Organiser Pack 2020

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What is Refugee Week?

Refugee Week is an annual festival celebrating the contributions, creativity and resilience of refugees.



Image © Marcia Chandra

Founded in 1998 and held around World Refugee Day on the 20 June, Refugee Week is an open platform, with hundreds of organisations and individuals holding Refugee Week events across the UK every year.

This year (15-21 June) will be the first virtual Refugee Week, and you can take part by holding your own online Refugee Week event or activity, responding to the theme 'Imagine'.

Whether you hold an online performance or a watch party, a cross-border workshop or a virtual supper club, you'll be part of a big creative, collective movement to stand with refugees, change how we see displacement and together, imagine a better world. Join us!

Refugee Week is a partnership project coordinated by Counterpoints Arts.



Refugee Week 2020: Imagine

“Another world is not only possible, she is on her way. On a quiet day, I can hear her breathing.” Arundhati Roy

We live in uncertain times. The climate crisis, political division, rapid technological change, ongoing conflicts and now the Corona pandemic mean the future is unclear, not least for people on the move.

For Refugee Week 2020, we’re inviting you to explore the theme of ‘Imagine’. Because when things feel stuck; when the old ways of doing things are no longer working, that’s what we need to do.

We hope you’ll feel inspired to respond to this theme in your Refugee Week event or activity, and join us in a bold, collective act of collective imagining this June.



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Facts + Figures



[The truth about asylum](#), Refugee Council

Global Displacement [Figures at a Glance](#), UNHCR

[Traces](#) timeline of refugee contributions to UK arts and culture, Counterpoints Arts

[The History and Contributions of Refugees to the UK](#), a resource from the Refugee Week archives that contains a useful timeline of refugees in British history



Getting Started

Refugee Week events come in all shapes and sizes. Here are some suggested first steps.

Form an Organising Group

Decide who will organise the event with you, in order to get the mix of skills you need and reach your target audience. Can you co-organise with someone from a different background, or partner with a group or person who has networks you wouldn't otherwise reach?

Find out what others in your local area are planning by getting in touch with [Refugee Week Key Contacts](#) in UK regions and nations, or [contact us](#).



Image © Marcia Chandra



Decide Your Aim + Audience

Refugee Week events bring communities together and provide a platform for the voices and talents of refugees, and those who welcome them.

Does your event aim to reach a particular group of people, or (virtually) connect specific communities who wouldn't otherwise meet? Are you raising awareness of a particular issue, or aiming to raise funds?

Think about which platform you will use and how you will publicise your event in order to achieve these aims and reach your target audience.

Get in Touch

[Sign up to our newsletter](#) for Refugee Week updates, and if you'd like to chat through an idea, or need help finding an artist or collaborator, [get in touch](#).



Image: © Marcia Chandra



Your Event

Simple Acts

Simple Acts are everyday actions we can all do to stand with refugees and make new connections in our communities.

We founded the Simple Acts campaign in 2009, believing that if lots of us did one simple, everyday action, together we could begin to make lasting changes to the world around us.

Since then, thousands of people have taken part in Simple Acts – in schools, universities, museums, theatres, choirs, youth clubs, or at home (for inspiration, look no further than [these examples](#) from Refugee Week's 20th anniversary in 2018).

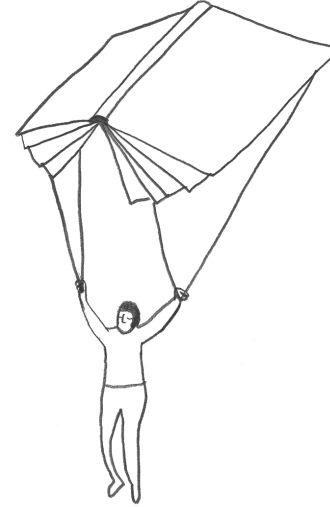
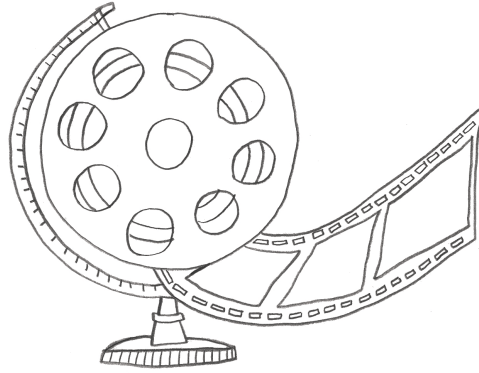
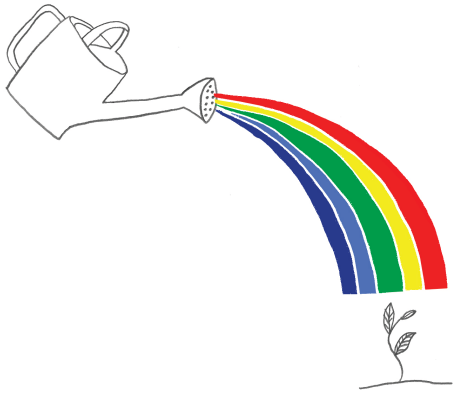
For Refugee Week 2020, we're inviting you to do one or more of our [eight Simple Acts](#) linked to the theme of 'Imagine'. You can build an event activity around one of the Simple Acts, tie them in to a Refugee Week activity you're already planning, or simply encourage your networks to get involved during Refugee Week itself.

Whether you watch a film, take part in a campaign or share your vision for the future, you'll be joining a big creative, collective movement to stand with refugees, change how we see displacement and together, imagine a better world.



Simple Acts #2

Your Event



1. Imagine

Draw, paint, craft or write about the world you want to see

2. Watch a Film

Hold a 'watch party' or at-home screening event. See p11 for the Moving Worlds programme

3. Read a Book About Exile

Read and share a book about refugee experiences – perhaps the Refugee Week 2020 'Imagine' anthology

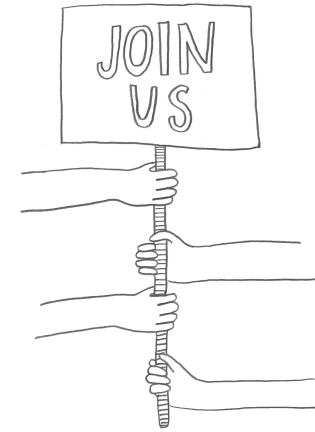
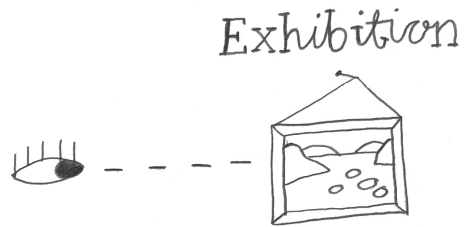
4. Tell a Joke

Share jokes from different cultures and languages, jokes that have travelled across borders or translate in amusing ways

SIMPLE ACTS



Simple Acts #3



5. Take a Tour

Discover artwork, objects and stories that open windows to experiences of displacement

6. Thank your Climate Justice Hero

Celebrate the unsung heroes around the world who are fighting for our shared future

7. Share a Song

Discover, listen to or learn a song that has crossed a border

8. Join the Movement

Once Refugee Week is over, invite your networks to stay involved through volunteering, campaigning or engaging creatively



Moving Worlds

Moving Worlds is a special selection of features and short films curated by Counterpoints Arts, responding to the theme 'Imagine'. The films are available to watch at home for Refugee Week 2020, and each come with a post-screening discussion resource.



Image © For Sama

Whether you hold a 'watch party' (invite viewers to watch at home at the same time), or encourage your network to watch a film in their own time during the week, you can share your questions and reflections through a 'post-screening' discussion via video call, using the Moving Worlds resources to get the conversation started.

Visit the [Moving Worlds website](#) for more information, and for more films for children and young people, see our Refugee Week [Children and Young People's Pack](#).

Features: For Sama (IOM and Action For Sama will host a panel discussion with director Waad Al-Kateab on Monday 15 June), I Migrati, Midnight Traveller, Sky and Ground

Shorts: Escape from England, One Cambodian Family Please For My Pleasure, Space Refugees, The Dead Die Once, Walk, Run, Cha-Cha

Share your activity using #SimpleActs #WatchaFilm



NaTakallam: Refugee Voices

For Refugee Week 2020, NaTakallam and Ben & Jerry's have teamed up to give you the opportunity to host a free virtual 'Refugee Voices' session.



Image © NaTakallam

The sessions are open conversations with NaTakallam's professional refugee Conversation Partners living around the world, who share their personal stories, the context that forced them to leave and the challenges of rebuilding a life.

The recommended group size for these sessions is 10-15 people, and if you're hosting a session, we're inviting you to think about how you can use this unique opportunity to reach new people – for example, can five people in your network each invite a friend or relative who hasn't engaged in this issue before?

Spaces are limited and you need to allow a lead in time of around two weeks, so if you're interested, don't delay!

For more details and to apply, visit the [Refugee Week website](#).



Online Platforms

Public Workshops – All have free options, and the facility to record the session

[Zoom](#): Up to 100 people (300+ with paid options)

[Google Meet & Hangouts](#): Virtual space for one to ones and meetings that can be recorded

[Skype](#): Up to 50 people

Zoom tips

- Use the app if possible and laptop/PC rather than phone
- Write to audience members in advance with instructions
- Zoom offers lots of [basic guidance](#), and the refugee and migrant support sector has put together a series of [Zoom guides in different languages](#)
- Learn about [privacy settings](#) and how to protect your meetings

Performances

[Crowdcast](#): For performances with larger audiences

[Facebook Live](#) / [Instagram Live](#): Good for reach and interactivity

Broadcast from Zoom to Facebook and Youtube: [Instructions here](#)

Online Exhibitions

[Artssteps](#): Create online exhibitions that mimic a physical exhibition space

[Tumblr](#): Popular visually-led blog platform

Instagram: Good for reach and interactivity

Further Resources and Advice

Arts Council England's [Digital Culture Network](#) has a range of useful resources and advice, including on social media, safeguarding, and a [video on how to film on your phone](#)



Promoting Your Event

With the online space busier than ever before, here are some ways to help get your event the attention it deserves



Image © Marcia Chandra

Download the Refugee Week logo to use in your publicity [here](#)

1. Submit your event to the [Events Calendar](#) on the Refugee Week website
2. Send your event to listings platforms and apps listing online events, such as [TimeOut/ TimeIn](#), [The List](#) and [Hoop App](#) (for children's activities). Some local listings sites are now listing online events - search for 'listings' + your town/city
3. Write to organisations/ groups whose networks you'd like to reach, asking them to share your event via their newsletters or social media channels. Keep your email short and make it easy for them by including a suggested social media post. Offer to share something for them in return
4. Share your event on social media using #RefugeeWeek2020 (and where relevant, #Imagine/ #SimpleActs). Create a Facebook page for people to sign up and spread the word. Look out for the Refugee Week social media pack, which will have suggested posts and graphics for you to use.



Social Media Tips

Top tips for getting your event seen online from our partners [IMIX](#), which supports communications in the refugee and migration sector. If you'd like further media or social media support or guidance, feel free to [contact us](#).

- 1. Think of your audience:** Don't assume they have the same knowledge as you. They might be sympathetic but that doesn't mean they always know what you are talking about. Be clear.
- 2. Tell stories:** Help your audience to make that human and emotional connection.
- 3. Make it visual:** Images and videos always attract more engagement.
- 4. Keep it simple:** Don't say too much in one post, stay focused.
- 5. Make the audience feel part of what you are doing:** Use active verbs, calls to action, ask questions and encourage comments, e.g. Join us, take part, act now, write, email, tweet, share etc.
- 6. Connect with others:** Encourage the work of other groups and organisations, use tags, hashtags etc. #Imagine #RefugeeWeek2020.
- 7. Be hopeful:** Refugee Week is a great time to celebrate. Audiences will connect with content which feels progressive and uplifting.
- 8. Experiment:** Post at different times of the day, publish different types of content – make changes according to what is and isn't working.
- 9. Look after yourself:** You could be on social media 24/7 so take time out, ignore trolls and stay positive.
- 10. Thank people & celebrate success!** Big up your volunteers, fundraisers, donors, those who come along to your events and support your work. Celebrate your amazing events and stories. Don't be shy!



Contacting the Media

While this Refugee Week is taking place in a very different media landscape to usual, local and regional media are still covering stories with a strong local connection, and reaching out to them can be a great way of getting publicity for your event

[This presentation](#) by IMIX on working with local and regional media is full of tips to help you, and if you'd like further guidance, feel free to write to us at media@counterpointsarts.org.uk.

Our [boilerplate](#) document has general information about Refugee Week 2020 for you to include in your press release.

You can also email media@refugeeweek.org.uk if you're a journalist interested in Refugee Week.



Image © Ambrose Musiyiwa



Evaluation



When your event is over, taking a moment to gather feedback will help you find out who your event reached, the impact it had, and how you can build on it in future years. You might do this by:

1. Having a 'wash up' chat with others involved in delivering your event . What went well? What were the learning points? What would you do differently next time? Make a record for future events
2. Sending the Refugee Week 2020 online [attendee feedback form](#) to attendees/ participants, as soon as you can after your event. The form will ask their permission to share their feedback with the organisers of the event they attended, so we can pass their responses on to you
3. Telling us about your experience of holding a virtual Refugee Week event – we'll send out an online form at the end of Refugee Week



Checklist

- Form an organising group
- Set a date and time
- Book performers/ speakers/ participants
- Choose your online platform
- Upload your event to the Refugee Week website
- Publicise through social media/ listings/ targeted emails/ local media
- Make a plan for evaluation
- [Sign up](#) to the Refugee Week newsletter for resources and updates
- Celebrate your successes!



Image © Veronica Otero



Food for Thought



Image: Refugee Week 2018 at British Museum
© Marcia Chandra

Refugee Week invites important questions about representation, power and inclusion. Here are some resources that you might find useful as you design your event.

[Platforma Manifesto](#): A guide to good practice for the arts, refugees & migration, Platforma Arts and Refugees Network (Counterpoints Arts)

[Sanctuary in the Arts Resource Pack](#), City of Sanctuary

[Round up](#) of workshops at Refugee Week Conferences 2020

[Owning Power and Privilege](#), Quakers

[How to Have Difficult Conversations](#), Hope Not Hate

[Key themes](#) from the 2020 Refugee Solidarity Summit in London



Thank you!



Image © Marcia Chandra

Refugee Week reaches millions of people every year thanks to the work and passion of people like you.

THANK YOU for joining us to celebrate the beauty and strength of our communities, and daring to imagine a different world.



Partners



amnesty.org.uk



BritishRedCross

British
Future...



City of Sanctuary



imix



Refugee Week is coordinated by **COUNTERPOINTS.**

