



## **Thank you for signing up to host an Advance Care Planning Week event! We are so happy to have you on board.**

Between 18–24 March this year we're encouraging all Australians to take part in National Advance Care Planning Week by having a conversation and sharing what matters most with their loved ones, GP, local hospital, or substitute decision-maker. Advance care planning involves thinking about and communicating your future health care wishes and preferences for a time when you may not be able to communicate. It can also involve documenting these decisions. Advance Care Planning is something that everyone should be thinking about regardless of age, health, or capacity.

## **Tips for hosting a successful and informative event**

### **Host an engaging event to encourage your community to discuss advance care planning**

Discussing advance care planning isn't always an easy conversation to hold. Creating a comfortable environment to host your event can support the conversation and make for a successful event. Think about what type of event you will hold that suits your group. Would an informal morning tea, an information seminar, or scheduling advance care planning as a discussion topic at your support group be suitable? The purpose of holding an Advance Care Planning Event is to educate others about advance care planning and encourage the first steps in the process – to think about their wishes and preferences and communicate these decisions to others.

#### **Before your event**

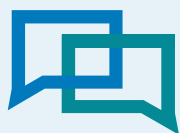
- Send out your invites as soon as you can to give attendees as much notice as possible.
- Promote your event by sharing details in your newsletter, social media posts or email list.
- You will soon receive an event pack. Ensure you utilise the posters and flyers in this pack to let your workplace, organisation, and community know your event is coming up.
- If you haven't already, familiarise yourself with the Advance Care Planning Australia website and resources, so you will be prepared to answer any questions that may arise during your event.
- Prepare your event space and display the Advance Care Planning Australia resources provided in your event pack.
- Organise catering or refreshments for your guests – by registering you have gone into the draw to win \$200 in free catering for your event.

#### **During your event**

- Try the ACPA conversation starters to support the conversation started and kick start your event. Remind attendees that advance care planning is a voluntary process and getting started can be the hardest part.
- As a host, if it's relevant and you are comfortable, consider sharing a story where you have seen advance care planning make a difference, or if you feel comfortable, share an aspect of your own advance care plan.
- Advance care planning conversations can be challenging and uncomfortable for some people. As a host, encourage an atmosphere of openness, active listening, and respect.
- Set boundaries for the conversation such as ensuring attendee's respect everyone has different values, views and wishes, that everyone's voice will be heard.
- Remind your guests that advance care planning is a voluntary and personal process, that gives you a voice when you are unable to communicate for yourself.
- Take photos of your event, remembering to gain consent from your guests.

#### **After your event**

- Share any photos and highlights from your event (with consent) on Facebook or LinkedIn using the hashtag [#acpweek24](#) and remember to tag us.
- Fill out the survey we will send you to give us any feedback you may have and help us improve for Advance Care Planning Week 2025.
- Email your photos to us and tell us how your event went! We would love to share this in our eNews and on our website.



## National Advance Care Planning Week

18–24 March 2024

## Event hosting guide

### Conversation starters

**In a group environment, these conversations may look a little different than they would among loved ones or with a health professional, as some people may not feel completely comfortable sharing.**

Starting the conversation can be the hardest part, so here are a few 'fill in the blank' statements to begin.

You might ask your guests to simply think about these points, or to share them aloud if they feel comfortable:

- What I value and enjoy most in my life are .....
- When thinking about what happened to ..... I realised that I .....
- I would want ..... to make medical decisions on my behalf if I was unable to do so
- If ..... happened to me, I would want ..... because.....

Ask your attendees to consider why they would give these answers.

### Frequently asked questions

#### What is National Advance Care Planning Week?

National Advance Care Planning Week is a week-long campaign to raise awareness of advance care planning. We're encouraging all Australians to share what matters most about your future health care wishes and preferences.

#### What is advance care planning (ACP)?

Advance care planning is an on-going process of shared planning for current and future health care. It involves talking about a person's values, beliefs and preferences so they can guide decision making when the person cannot make or communicate their decisions. This program is supported by funding from the Australian Government.

#### Who needs to do advance care planning?

Everyone should consider advance care planning, regardless of their age or health. It can be particularly important for people living with a chronic or life limiting illness. Advance care planning provides comfort for people as you just never know when something could happen, such as a motor vehicle accident or serious fall, that leaves you unconscious and in need of health care. Your advance care plan will give you a voice if these or other life events were to happen to you.

#### When is an advance care plan used?

Advance care planning gives you the opportunity to think about, discuss and record your preferences for the type of care you would like to receive and the outcomes you would consider acceptable. It helps to ensure your loved ones and health providers know what matters most to you and respect your treatment preferences. If you haven't documented your preferences or identified a substitute decision-maker, and you become seriously ill or injured, doctors will make treatment decisions based on their assessment of your best interests. This may include treatments that you would not want. An advance care plan ensures this doesn't happen and will be referred to when a person is unable to make or communicate their decisions.

#### Why is it helpful to make an advance care directive?

- Completing an advance care directive often reassures individuals and their families as they have a clear idea of what is desired by the person in the event of illness or injury.
- It helps to ensure you receive the care you actually want.
- It improves ongoing and end-of-life care.
- Families of people who have undertaken advance care planning have less anxiety, depression, stress and are more satisfied with care.
- It can reduce unnecessary transfers to hospital and receiving unwanted treatments.



#### What happens if a person does not have an advance care plan?

In the event of serious illness doctors will make treatment decisions based on their assessment of the best interests of the person. This may include treatments that the person would not want.

#### I would like to learn more about advance care planning, where can I obtain more information?

Visit the [Advance Care Planning Australia](https://www.advancecareplanning.org.au) website which offers many useful resources including case studies, fact sheets, guides and forms. You can also contact our advisory service on 1300 208 582 between Mon–Fri from 8.30am–4pm (AEST).

### Contact us

-  [advancecareplanning.org.au](https://www.advancecareplanning.org.au)
-  National Advance Care Planning Support Service™: 1300 208 582