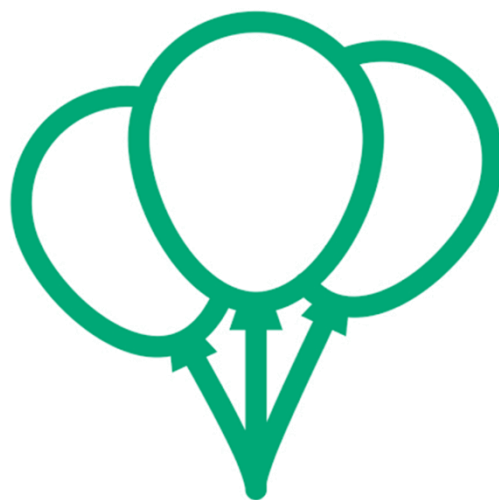


Event Toolkit
2021

Internal Audit Awareness Month

Your event planning toolkit

May 2021



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Disclaimer

This information has been prepared for general information purposes only and is not intended to be relied upon for accounting, tax, audit, or other professional advice.

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Hello,

Each year, internal auditors from around the world take the opportunity to celebrate and raise awareness of their profession during the month of May.

Internal Audit Awareness Month is an opportunity for auditors to not only promote themselves, but also highlight the value our profession offers organisations and the broader community.

This Guide provides a range of fun and creative ways you and your business can promote internal audit, auditors, and the benefits we have to offer. We have applied the theme 'Hi!' throughout this guide as we want to promote the people behind the audit team.

Whatever you decide to do for Internal Audit Awareness Month, just make sure you get involved and share all your fun on social media using the hashtags #iaawarenessmonth and #iiamay.

Enjoy!

In this toolkit

Click on each of the icons below to be taken to different idea!





Team Uniform

Make your team the coolest people in the office. We have created a range of audit team wear which will really make you stand out. You can access the full range of audit team clothes and accessories from our [TeeSpring site here](#).

£21.⁹²

£14.⁹⁸

£38.⁶⁰

See the full range



Email Signature

I'm proud to be an auditor!
Want to know why?
[Click here to find out.](#)

I'm proud to be an auditor!
Celebrate with us and find out why.
[Click here to find out more.](#)

Internal Audit Awareness Month
May 2021
#IAMay

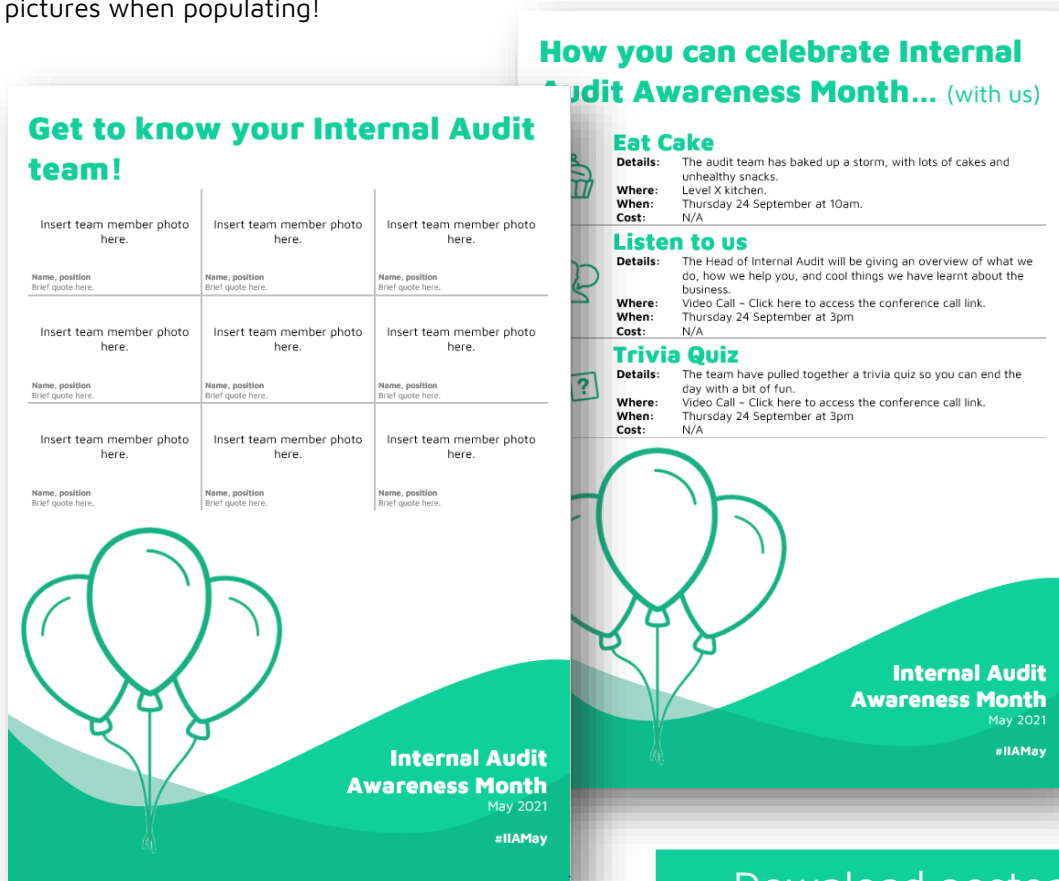
We already send multiple emails every day, so why not use these to further promote internal audit! Email signatures can also be hyperlinked to your company intranet page, a SharePoint site with relevant information on Internal Audit, or even the Institute of Internal Auditors who already have a great amount of information.

Download signatures here



Put them in the elevator, kitchen, even the back of the toilet doors. If there is a wall, there is a place for you to put a poster and to promote your internal audit team.

We've designed these posters for teams to populate them and make them reflect the nature of audit in your business. Working together as an audit team to populate the posters is a great team building exercise. Use lots of colour and pictures when populating!



[Download posters here](#)



Throughout Internal Audit Awareness Month, audit teams can offer drop in sessions or 'Lunch and Learns'. These are a great way for non-audit teams in your business to learn more about Internal Audit. Such sessions can also be led by various members of the audit team or even the audit committee!

As another approach, audit teams can offer short-term shadowing sessions. This is particularly beneficial for teams such as Finance who may deal with Internal Audit often but struggle to see the difference between internal and external auditors.



IIA Website

The Institute of Internal Auditors (IIA), have a great toolkit which they have pulled together full of ideas for both audit teams and IIA Chapters.

The IIA will also promote the event across all of their social medial channels, so be sure to follow them across Twitter, along with their hashtags:

#iaawarenessmonth

#iiamay

Visit the Audit In Action website here



Quiz

Who doesn't love a quiz?! There are so many options for how you can hold the quiz, where it can be held, and what it can be about. We've included a few suggestions for you below. Just make sure you have a cool prize for the winner (maybe an internal audit for the lucky business area!).

We've drawn a few strings for you so you can see how you can undertake these quizzes.

How	Where	What
<ul style="list-style-type: none"> • Weekly Poll • Trivia Quiz • Mentimeter • Wheel of Fortune style • Battle of the teams 	<ul style="list-style-type: none"> • Company intranet • Email • Microsoft Teams Page • Team Meeting • Department Town Hall • Special Event 	<ul style="list-style-type: none"> • About the team • What audit does • Where audit has travelled to • How audit has helped the business • Funny audit stories

Got another idea for the quiz? Why not [share it on our forum](#). We would love to hear it!



Cupcakes

Nothing gets people together like free food, so why not throw a party? Having a bake off or ordering some pizzas to the office can help lift the profile of internal audit across the business. Combine the cupcakes along with a presentation or trivia quiz and you could be onto a winner.

For companies which may already have a social committee event for the month of September, audit teams should reach out to the social committee and see if they can host the monthly event.

You could even use the event to showcase our next suggestion!



Make a video

If you've made it this far, there is a good chance you have also seen our Internal Audit Awareness Month video. We have purposefully created this video in PowerPoint so that you can edit the video and make it specific to your team. Below is a step by step guide on how you can take our video and edit it, before you show case it at your next team meeting or social event.

- Step 1 Download the video. You can do that by visiting our website here.
- Step 2 Get some pictures of your team.
- Step 3 Update the slides. All the slides have been timed, meaning there is no need for you to worry about animations or timing effects. All you need to do is:
 - a. Insert photos of your team on each of the slides;
 - b. Add an animation to the pictures on each slide
- Step 4 Change the logo at the end. You can promote us if you like, but otherwise, this will be a great space to place your own company's logo.
- Step 5 Save your masterpiece.
- Step 6 Export it as a video. Simply go File > Export > Create a Video. This may differ depending what version of PowerPoint you are using.

Share your masterpiece videos with us, on social media, or on the forum. Show us what your audit team is made up of.

[Download the video here](#)

Appendix

Checklist

To make sure your day goes off without a hitch, we have pulled together a checklist with a few items for considerations.

We've even left you space to add some of your own items. You are welcome.

No	Task	Who	Due	✓ / ✗
1.	Pull together an organising committee			
2.	Put a reminder in your teams calendar			
3.	Set a game plan for the day. Decide on what activities you want to do			
a.	Prepare posters for the office			
b.	Prepare an email introducing your team (look at the suggestions above on how you can introduce them)			
c.	Order the catering or food if necessary			
d.	Prepare an article for your office newsletter			
e.	Prepare a post for your office social media			
f.	Prepare an article for a local media outlet			
g.	Find auditors (past and present), who may want to tell their stories			
h.	Design a new email signature for the day			
4.	Launch the day and each of the activities agreed to			
5.	Debrief on the day and lessons learnt for next year			
6.	Send out a huge thank you email to your team and office for participating in the day.			



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