



**DEPARTAMENTO DE TRADUCCIÓN
E INTERPRETACIÓN**

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Best Practices Guide for Workshops

**IX Seminar on Legal and Institutional Translation for International Organisations (27
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Contenido

Introduction..... 1

The Audience..... 2

How to Structure your Workshop..... 3

Audiovisual Resources..... 3

Delivering the Workshop 4

Time Management 5

Questions from the Audience..... 5

What If Something Goes Wrong?..... 6

After the Workshop 6

Additional Tips..... 6

Introduction

Unlike the morning sessions, which will be devoted to activities with a more theoretical content, the afternoon/evening workshops are conceived as practical sessions based on the professional experience of translators and interpreters in international organizations. The aim of the workshops is **inter-institutional teaching and learning**.

You can freely choose the topic and approach that you want to use, although we would like to see topics and materials related in some way to the main theme of the seminar: *New Challenges for Teaching, Researching and Providing Legal and Institutional Translation in a New Professional and Technological Scenarios*.

Thematic ideas:

- Computer-assisted translation (CAT) tools, terminology management tools, etc.
- Terminology and specialized language, and implications for translation and interpretation.
- Proofreading and editing of translations
- Translation and interpretation problems and solutions
- Information gathering and storage techniques
- International organization entry requirements (exams, competence interviews, etc.)
- Field assignments for interpreters
- Potential career paths in institutions or institutional markets



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Try to establish a good degree of **audience engagement** throughout, as these are long sessions and holding the audience's attention is important.

The Audience

Who will attend the Seminar?

- **Members of international organizations**
- **Invited speakers and round table participants**
- **Presenters and moderators of the invited speakers and roundtable participants**
- **University professors**
- **Professional translators**
- **University students**

This last group will be the largest and will be comprised of **students enrolled in the following degrees of the Faculty of Translation and Documentation at the University of Salamanca:**

Undergraduate:

- Translation and Interpreting (TeI)
- Information and Documentation (I&D)
- Double Degree in TeI and Law
- Double Degree in Translation and Interpreting (TeI) and Business Administration and Management (TeI)

Graduate:

- Master's Degree in Translation and Intercultural Mediation
- Doctorate in Social Sciences (with a research line in Translation and Intercultural Mediation)

Students from the following undergraduate degrees may also attend, but to a lesser extent:

- Law
- Political Science and Public Administration
- Degree in Global Studies
- Sociology
- Anthropology
- Social Work
- Philology (10 different degrees)

During the preparation and execution phase of the workshops, think about involving also the **people attending online**. They will be mainly:

- Members of international organizations
- Doctoral students
- Students in the double master's program with the University of Heidelberg



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- Master's students in mobility (METS Program, Mobility in Europe for Translation Specialisation)
- Latin American university students

Consider the **prior knowledge** of the students attending the course, which in most cases will be **intermediate or advanced**.

How to Structure your Workshop

The moderator will briefly introduce the person who will be teaching the workshop. Please note that the biographies of the workshop presenters and workshop summaries have been posted on the seminar website. The **moderator will coordinate the session**, including the time for the workshop presenters to speak and the use of the floor in the audience question session.

We recommend speaking for a maximum of two-thirds of the session, in most cases about **45-50 minutes**. The remaining time is for **questions from the audience**. There may be questions from people participating online.

We recommend dividing the workshop into two parts, one more theoretical and one more practical. We suggest using plenty of examples and be as concrete as possible in the practical part. It is important to make a good introduction and even more important to make a good conclusion. In the introduction, it is a good idea to describe briefly your careers steps that led up to your current position. In the conclusion, we recommend summarizing very briefly the most important ideas, pointing out sources and activities to further deepen the topic, and raising issues for further discussion that can be explored in the question session.

We recommend that workshop participants rehearse their presentation several times before giving the presentation, especially to fit the time frame and adjust the content of the workshop to the time and audience that will attend.

Audiovisual Resources

The auditorium (first floor) of the Faculty of Translation and Documentation of the University of Salamanca is equipped with a **computer, projector, projection screen, VGA laptop connection, Wi-Fi, microphone and speakers**.

Most of the workshop participants use a PowerPoint presentation that is projected on the screen in the auditorium. **We recommend that the slides have little text, that the most important things are highlighted in bold or underlined, especially in practical examples,**



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and that they are visually attractive. It is also a good idea to save the presentation in .pdf format and to create a copy of the files in several places (laptop and USB, for example) and in the e-mail and/or in a cloud. You can also send it to us by e-mail, although it is not mandatory.

If you want to use **other tools** to encourage interaction with attendees (Slido, Kahoot...), please let us know in advance (stjuridica@usal.es).

If you intend to distribute any printed material among the students, please send it in advance to the following address: stjuridica@usal.es and we will make the corresponding copies.

The workshops will be transmitted by Zoom to other classrooms of the Faculty and to the other groups mentioned above. We will ask for your written authorization to record the session, although the recording will be used exclusively internally for internal reporting and to present evidence of educational quality. In case of external dissemination of the workshop contents (which would never consist in the dissemination of the audiovisual recording but in text format), we will expressly ask for your authorization.

Delivering the Workshop

The auditorium has a capacity for more than 100 people, so we will use the microphones on the table or on the podium to project the sound. You can **speak from the table (seated) or from the podium (standing)**.

In any case, we suggest **as little text as possible and as much oral explanation as possible** during the presentation and, above all, avoid reading the whole presentation or reading the slides.

It is also advisable to **speak at a moderate speed**, with some pauses at the beginning and at the end of the sections or subsections into which the workshop is divided.

We ask you to avoid delivering the workshops too quickly as it is not ideal for comprehension, especially for people seated at the far end of the room and for people attending virtually.

It is very important to look for **eye contact** with the attendees to create **a sense of belonging and inclusion** in the workshop. Good use of gestures and facial expressions can facilitate both understanding and interaction with the audience.



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Time Management

As indicated above, the sessions are 90 minutes, although they can be shorter (75 minutes) in the afternoons with three workshops. We want to avoid parallel sessions.

We also recommend that each workshop be **divided into two main parts, the first more theoretical and the second more practical**, and that they have a good introduction and conclusion.

The best recommendation we can make in order not to exceed the time is to **rehearse thoroughly** and cut content if during the rehearsals the presentation is too long. These cut parts can be "saved" for the answer to the questions, since often the people who ask questions ask for a more in-depth or extended content.

To avoid ending the presentation early, we recommend rehearsing speaking at a moderate, leisurely speed. If they see that they need to expand on the content, we recommend expanding the number of examples and/or the types of examples. We also recommend that you prepare the conclusions as well as possible, especially when it comes to raising topics for discussion and debate for the question and answer session afterwards

Questions from the Audience

The moderator will give the floor to those who raise questions. We recommend that you invite **questions at the end of the session**. However, it is a good idea to let the audience know at the beginning of the presentation when they can ask questions. If you want to allow questions during the workshop instead of leaving them until the end, you should communicate this at the beginning of the workshop and indicate to the audience how they can ask a question, usually by raising their hand.

A good protocol for answering questions is to

- Acknowledge the question
- Check that the question has been understood correctly, if necessary;
- Answer as briefly as possible.

If you have not understood the question, it is likely that others in the room may not have either. You can ask the person in question to repeat the question or you can rephrase the question and ask if the rephrasing is correct. Short answers allow for a greater number of questions.

If you do not know the answer, it is advisable to ask for the person's individual contact and get in touch after the intervention with the answer.

The moderator and volunteer students will ask questions if the other participants do not.



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What If Something Goes Wrong?

In case of any unforeseen event, the moderator, the members of the organizing committee, the president of the organizing committee and the student volunteers will be present. **There will always be at least two of these people in the auditorium during the workshops.**

After the Workshop

On Friday, March 3, during the closing of the Seminar, a **special audience prize** will be awarded to the best workshop given by members of the O.I.O. All members of the OO.II., all members of the Organizing Committee and all registered students will be able to vote in a Google poll sent after the last workshop session.

We ask the workshop participants to try to disseminate information about the Seminar and/or their workshop through their respective OO.II., through their language sections, through specialized magazines or blogs or through the seminar website.

We plan to **publish a book on the VIII Seminar 2020 and IX Seminar 2023**, so we will ask you for an extended summary of each of the workshops to be included in the book.

Additional Tips

To conclude this Best Practices Guide for Workshops, we would like to provide you with some final tips that may help you to make the most of your experience at the University of Salamanca. First of all, we recommend that you **interact** with the attendees, especially with other members of international organizations and with volunteer undergraduate, master's and doctoral students. In this regard, we recommend that you **look for opportunities to deepen the teaching/learning** that we hope this inter-institutional academic activity will provide. Finally, enjoy!

If there is anything we can do to help you with anything related to this guide, the Seminar and the University of Salamanca, you can count on us.

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