



**DEPARTAMENTO DE TRADUCCIÓN  
E INTERPRETACIÓN**

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**Best Practices Guide for Workshops**

**IX Seminar on Legal and Institutional Translation for International Organisations (23-  
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**Introduction**

Dear workshop leaders<sup>1</sup>,

On behalf of the University of Salamanca, we would like to thank you for your participation in our Seminar.

We have prepared this guide to provide you with recommendations and tips aimed at helping you to deliver impactful workshops and ensure that both you and your audience get the most out of the experience.

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 Formats and Channels in Specialized Multilingual Institutional Communication*.

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

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<sup>1</sup> To improve readability, this guide occasionally uses the plural pronoun “they” when there is a singular subject as a means to ensure gender-neutrality and inclusive language. Using the "singular they" is now standard professional practice (recommended by the APA and Oxford styles) to replace the clunkier "he/she" or the outdated generic "he".



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### **The Audience**

Who will attend the Seminar?

#### **On-site Attendees:**

- 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 TeI and Business Administration and Management (ADE)

#### 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
- Global Studies
- Sociology
- Philology (10 different degrees)

#### **Off-Site Attendees:**

They will be mainly:

- Members of international organizations
- Doctoral students
- Students in the double master's program with the University of Heidelberg
- Master's students in mobility (METS Program, Mobility in Europe for Translation Specialisation)
- Latin American university students



## Planning your Workshop

In every workshop, there will be a moderator who will coordinate the session and manage the time during which the workshop leaders should speak and the time when attendees can ask questions. At the beginning of each workshop session, 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.

We recommend speaking for a maximum of two-thirds of the session, **dividing your time into two parts**, with a more **theoretical part** first (approx **15 mins.**) followed by a more **practical part** (approx. **40 mins.**). We suggest using plenty of examples in the practical part and that these examples be as specific as possible. In the theoretical part, you can also describe briefly your career steps that led up to your current position. After the practical part, there will be time for **questions from the audience** (approx. **15 mins.**). There may be questions from attendees in the room and also from attendees online.

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. In the conclusion, we recommend summarizing very briefly the most important ideas, pointing out sources and activities to further explore 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.

## Workshop Design

When designing your workshop, please take into account the **prior knowledge** that the audience (mostly students in the final two years of their undergraduate degrees or students doing master's degrees) may have on the subject.

We also recommend prioritizing **interaction with the audience** (both in-person and online), as these can be long sessions and it is not always easy to hold their attention.

Ideally, each workshop should begin with a strong introduction to the topic and, even more importantly, **a thought-provoking and memorable lead-out**. In the conclusion, we recommend briefly summarizing the most important ideas, pointing out sources and activities for further study, and proposing discussion topics that can be explored during the Q&A session.



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Finally, we recommend practicing the presentation several times beforehand, primarily to adjust the content to the available time.

### 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, and that they are visually attractive.**

To avoid technical issues, we recommend saving the presentation in **both .pdf and PowerPoint** formats and sending it at least 24 hours in advance to the moderator, Iris Holl ([irisaholl@usal.es](mailto:irisaholl@usal.es)), and the organizers ([stjuridica@usal.es](mailto:stjuridica@usal.es)).

The use of **other tools** to encourage interaction with attendees (Slido, Kahoot...) is welcome. please let us know in advance ([stjuridica@usal.es](mailto:stjuridica@usal.es)). We only ask that you tell the moderator, Iris Holl ([irisaholl@usal.es](mailto:irisaholl@usal.es)), and the organizers ([stjuridica@usal.es](mailto:stjuridica@usal.es)) at least 24 hours in advance.

If you would like us to distribute any materials for the practical part of the workshop (for example, .pdf files with examples) to all attendees, please send them at least 24 hours in advance to the moderator, Iris Holl ([irisaholl@usal.es](mailto:irisaholl@usal.es)), and the organizers ([stjuridica@usal.es](mailto:stjuridica@usal.es)).

### On-Site Workshops

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 that you use **as little text as possible and as much oral explanation as possible** during the presentations 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.



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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.

### 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



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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.

### **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.**

### **Streaming of the On-Site Workshops**

The on-site workshops will be streamed via Google Meet to other classrooms within the Faculty and to the off-site groups mentioned above. These sessions will not be recorded.

### **Streaming of Off-Site Workshops**

As a new feature this year—and with the aim of having the widest possible representation of professional translators and interpreters from the largest possible number of International Organizations (IOs)—we are offering the possibility for some representatives or collaborators of IOs to deliver their workshops in a synchronous virtual format (in real-time). If you are going to deliver one of these off-site workshops through streaming, we ask that you keep the following recommendations in mind.

### **Before Connecting**

Please attend the preliminary information meetings, where best practices for remote workshops will be explained and where you can practice the "share screen" function.

Workshop leaders delivering their sessions virtually should provide the organizers with multiple ways to contact them in case the need arises, especially a mobile and/or landline



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number as well as a primary and alternative email address. Please have your mobile switched on and nearby at least until we have established the videoconference connection with you.

We recommend that you give the presentation against a neutral background. Platforms usually allow for the use of virtual backgrounds (offices, studies, etc.) like. We also recommend having good lighting, preferably from the front.

Please use a camera and microphone that work correctly and test them before connecting or within the first few minutes after joining. Please connect at least 5 minutes before the session begins and have the document you intend to share opened when you connect.

### **Once Connected**

The moderator, Iris Holl, will give a very brief introduction, after which she will invite the workshop leader to begin their session and share their screen.

There will be a camera focused on the audience in the Auditorium of the Faculty of Translation and Documentation, which will be visible on screen. This allows virtual workshop leaders to see the attendees.

During the presentation, workshop leaders are responsible for advancing their own slides; they may use the mouse to point to content on the screen.

The moderator will manage the chat room, so workshop leaders do not need to worry about the messages there. During the Q&A session, the moderator may select specific contributions from the chat for comments or to use as questions.

After the presentation and during the Q&A, following the moderator's instructions, we will ask workshop leaders stop sharing their screens. This ensures they are visible to the audience in full-screen mode, fostering a more personal interaction.

### **After the Workshop**

On Friday, February 27, during the closing of the Seminar, a **special audience prize** will be awarded to the best workshop given by members of the international organizations. All members of the international organizations, 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 organizations, through their language sections, through specialized magazines or blogs or through the seminar website.



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### **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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