

23-24
March
2018



We are glad that you are considering speaking at the seventh edition of the Translation and Localization Conference! Please take a while to carefully read through this document in order to make preparations to TLC go as smoothly as possible. If you have any questions, please refer to the FAQ section at the end of this booklet or contact the Organizing Team at info@translation-conference.com.

About TLC

The Translation and Localization Conference is the biggest industry event in the region, and one of the largest translation conferences in Europe, attended by freelancers, in-house translators, experts, representatives of translation agencies, organizations, associations, corporations, localization companies, universities and translation buyers. Meeting the demands of the industry, it offers incisive insight into the newest trends and a practical hands-on approach at a sensible price. Every year, the conference draws several hundreds of industry peers from over thirty countries. It has become a mandatory item on the agenda of translators and interpreters in the know.

What are the benefits of becoming a TLC Speaker?

First of all, it means joining a crowd of over 100 amazing Speakers who have given presentations at TLC so far. Being a part of the TLC program is a great way to gain recognition on the market. With nearly 300 attendees, the TLC provides a perfect opportunity to reach your target audience. Also, presentations are published online after the conference, which boosts the marketing effect. The vast majority of our speakers have reported receiving invitations to other conferences after presenting at TLC. Many of them have also been contacted by new clients. Being a Speaker is also a chance to have a significant impact on one of the most successful industry event. It goes beyond saying that (because of their exposition) all Speakers also have the best possible networking opportunities during the conference.

How can I become a TLC Speaker?

- First of all, please send us your **title proposal, bio, photo, abstract and reasons why your presentation will be valuable to attendees by 30th of September 2018** using **the Speaker's form on the Conference's website: <http://www.translation-conference.com>**. The presentation needs to be in **English**, and consistent with the theme for TLC2018, which is "**Translator Ex Machina**" – more on it in the proposal form. We're looking for **practical, advanced workshops**,

presentations and **panel debate suggestions** in topics related to translation and translation industry, with the emphasis on the verifiable skills and knowledge the participants can gain from taking part.

- We will e-mail you with information whether your topic was accepted or not. We might also ask you for a **short meeting on Skype** in order to hear more about your topic. If your topic is not accepted, we encourage you to still take part in TLC as an attendee – you can register at the website.
- If your topic is accepted, we would like to ask you to send us a **recording of the presentation invitation** by the end of November – a short video saying why attendees should come to your presentation. If you need help, are camera-shy or can't edit videos, we can help you by inviting you to a Skype video conversation, recording part of it and editing it for you. We will publish the videos on our website and Facebook page.
- Please deliver your **final presentation by the end of February** – in PowerPoint or Prezi format. This is just for us to have one more copy just in case. Please let us know also if you are OK with us sending your presentation to the attendees.

Speaker's Package

This year's Speaker's Package (or what you receive from the Organizing Team as a reward for being a TLC speaker) is different from previous years', so if you already spoke or considered speaking at previous editions of TLC, please read this carefully.

Every Speaker receives a **conference pass with lunch** and a **pass to the networking evening on Friday**, as well as **honorarium**: each session at the conference (lecture, workshop, presentation...) is assigned **200 EUR**. If you are delivering your presentation on your own, all of it goes to you. However, if you are taking part in a discussion or would like to deliver the presentation with one or more other people, the sum of 200 EUR per session stays the same and is divided among all Speakers in the given block. The honorarium will be paid within a week after the conference. In order to claim it, **please send us your VAT invoice**.

Please note that if you cancel your presentation or fail to come to the conference, the honorarium will not be paid. The conference ticket, lunch voucher and networking dinner ticket are not exchangeable for cash.

Please note that this year, we don't cover any accommodation, transport or airport collection costs (more information on airport collection is in the FAQ). However, the 200 EUR honorarium, paid after the conference, should be more than enough to compensate for the standard accommodation for one person, transport from the airport and in the city. We recommend staying at the Sound Garden (using the code: TLC2018 on the hotel's website or the hotel's discounts for the day) or you can choose a different location. For organizational purposes, we don't participate in the process of booking Speakers' rooms.

Fringe events

The Translation and Localization Conference is always accompanied by a networking evening on Friday, in an interesting location in Warsaw, with good traditional Polish food and (sometimes) dancing. The location will be disclosed before the conference, but

there will be a special bus to take the dinner participants from the Sound Garden Hotel to the location and back. If you are spending the night in a different hotel, you can proceed from there using a taxi or public transport.

It is possible to take someone with you to the dinner at a standard networking dinner fee – just e-mail us at info@translation-conference.com.

On the days just before and just after the conference, interesting all-day workshops are organized – more information on them will appear closer to the conference date. Registration will be possible at TLC's website.

Follow our website and Facebook feed closely to be up-to-date with the freshest information on TLC fringe events.

FAQ

When and where's the conference again?

TLC2018 is taking place on 23-24 March 2018 at Sound Garden Hotel, Żwirki i Wigury 18 in Warsaw, Poland.

How can I get to Warsaw? How do I get to the Sound Garden?

The best option is to fly to the Chopin airport (very close to Sound Garden) or take a train/bus to Warszawa Centralna or Warsaw city center and then take a taxi to the hotel. We advise you against flying to Modlin – while flights there might be cheaper, the airport is ca. 50 km from Sound Garden, which means time-consuming and costly transport. Please note that the organizers do not provide transport.

I would like to be a sponsor. What do I have to do? Can I have a speech too?

Please consult the Sponsors section on our website or e-mail us at info@translation-conference.com. Among sponsors' packages, there is also the possibility of having a presentation at the conference.

Is it possible to get a certificate saying that I was a Speaker at TLC2018?

Certainly. Please e-mail us at info@translation-conference.com.

What if I don't want to take part in lunch/networking evening? Can I get a refund for that?

Lunch and networking evening tickets are not exchangeable for cash.

Where can I find some information about coming to Warsaw and getting around?

Please consult the Welcome Booklet, soon available on TLC's website.

Can you book a hotel room for me? / Can I get picked up from the airport?

This year, we are asking you to choose the hotel yourself – we recommend staying at the Sound Garden, but if you prefer a location closer to the city centre or just a different one, you can book a convenient one.

As for airport pickup, there are several options. If you are staying in Sound Garden, there is a free shuttle bus for hotel guests which you can book beforehand. You can also take a taxi from in front of the main exit (it should cost no more than 20 PLN),

or take a public bus from the airport – anything that goes to the stop Novotel (you can buy bus tickets in a kiosk at the airport or in a ticket machine).

Do you refund travel expenses?

No.

What is the dress code for the conference?

We would describe it as casual to business casual – you can take a look at the pictures from the previous editions of TLC in our Facebook albums. There's certainly no need to wear a tuxedo ☺

What is the dress code for the networking evening?

Similarly, please consult our Facebook albums. It's OK to wear similar clothes as you would for a night out with friends– just remember to have some comfortable shoes for dancing!

Do I have to print anything out?

Not at all. Just come to the conference and we will present you with your badge, as well as all the other printed materials.

Will the conference be held in English?

All the speeches and workshops will be presented in English, but the speakers might refer to other languages.

Do I have to sign up for speeches/workshops?

There is no need to sign up for speeches, but we advise participants to sign up for the workshops, as the number of places is limited. This way, we can gauge interest and move a workshop to a different room if it's unexpectedly popular. The before- and after-conference workshops are available only upon registration.

Do I have to bring anything to the conference?

Good mood and lots of business cards ☺ You will be provided with a pen and notepad; we will have your name badge ready, too. There will be coffee and snacks!

What's the TLC Supporter Package?

It's a promoting tool and a set of memorabilia – Supporters get a mug and a T-shirt as well as an ad displayed in the Exhibition Room (Opera).

I'm vegetarian/vegan/lactose-free/gluten-free. Will there be food options available for me?

Please let us know upon registration. We will make sure there are vegetarian/vegan/lactose-free/gluten-free options available.

Do you have a Facebook page and a Twitter account?

Our Facebook page is <https://www.facebook.com/TheTranslationConference/> and our Twitter handle is @TLConference.