

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](mailto: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 one of the hotels with special deals: Apartamenty Zgoda or Metropol Hotel (discount code: TLC), 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.

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](mailto: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 Centrum Konferencyjne Zielna, Zielna 37, Warsaw, Poland.

*How can I get to Warsaw? How do I get to the conference centre?*

The best option is to fly to the Chopin airport (closer to Warsaw than Modlin) 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. 40 km from the city centre, 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](mailto: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](mailto: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 handbook: <https://sites.grenadine.co/sites/tlc/en/tlc-2018/about/pages/70/TLC+Handbook> and FAQ for attendees: <https://sites.grenadine.co/sites/tlc/en/tlc-2018/about/pages/75/FAQ>.

*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 Apartamenty Zgoda or Metropol Hotel. Both are close to the city centre and have special deals for the code "TLC". You can read more here: <https://sites.grenadine.co/sites/tlc/en/tlc-2018/about/pages/77/Special+offers+from+hotels>

As for airport pickup, there are several options. You can take a taxi from in front of the main exit (it should cost no more than 30 PLN), or take a public bus from the airport – anything that goes to the city centre (you can buy bus tickets in a kiosk at the

airport or in a ticket machine – it's best to buy the so-called "single fare transfer tickets" with which you can ride a bus for 75 minutes).

*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?*

It's not obligatory, but we strongly advise you to do so, as it allows us to gauge interest and move a workshop or lecture to a different room if it's unexpectedly popular. The paid 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 set of ads. You can read more here: <https://sites.grenadine.co/sites/tlc/en/tlc-2018/about/pages/60/Become+a+supporter>

*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.