



ITI-LRG Newsletter



Issue 19

www.iti-lrg.org.uk

February 2009

Editorial

Welcome to this issue of the LRG Newsletter and a – rather belated – happy New Year to all our members. I am delighted to announce that we have found a new Editor for this Newsletter in Rosemary Black, who joined the LRG Committee following the AGM in December. Rosemary will take over full editorial control from the next issue, but has already had some input in this one.

I have enjoyed editing this Newsletter for the last five (!) years, but am now also very happy to let someone else take over.

We hope that this Newsletter will reach you in time for the Pension Planning event on 12 February, our first event for 2009. We then have further events

already scheduled for March and April, and an outing – courtesy of Bob Symonds and the Media, Arts & Tourism Network – in early May. Details for all of these are given below and overleaf.

On 16 & 17 May, the ITI's International Conference on "Sustainability in Translation" takes place in London and we hope to see LRG members attend this event in large numbers. Please don't forget that the LRG has offered a grant of £100 each for two LRG members to attend the Conference. See page 5 for details on how to apply.

So, this is it from me, at least in this particular spot. It's been a pleasure.

Betti Moser

Forthcoming LRG Events

Thursday, 12 February 2009
6.30 for 7pm

Pension planning for freelance and staff translators and interpreters



We live at a time when most people can look forward to many years in retirement. Yet people need to be more independent as the state's provision becomes increasingly geared to those in the greatest need.

Members of the ITI may well have current pension plans or may have had pension plans in the past. However, they still need to be sure these benefits form part of a well thought-out plan for their own retirement, particularly where early retirement is being considered.

Our speaker from the Pensions Advisory Service has already spoken to the French Network, YTI and the Surrey Group and understands the particular needs and interests of freelance as well as staff translators and interpreters.

The event is free for LRG members (£3 for non-members). To book, please contact our Events Secretary, Fiona Franks, at ffranks01@googlemail.com by 10 February.

Monday, 16 March 2009
6.30 for 7.00pm

Info evening: Open Access modules at Westminster University and MemoQ presentation



Havila Peck and Ann Pattison will talk about Westminster University's Open Access modules, the part-time courses recently advertised in *ITI Bulletin*, and explain the registration process. Philippe Galinier will then talk in more detail about the Sci/Tech module, which he recently completed.

This will be followed by a presentation by Doug Lawrence and software developer Istvan Lengl about the translation memory package MemoQ.

The event is free for LRG members, (£3 for non-members). To book, please contact our Events Secretary, Fiona Franks, at ffranks01@googlemail.com by 10 March.

Venue for both of these events is the function room of the Devereux pub, 20 Devereux Court, off The Strand or Essex Street, London WC2R 3JJ. Nearest tube: Temple (District and Circle lines), buses to The Strand.

Thursday, 23 April 2009
6.30 for 7.00pm

The Specialisation Debate

Function room of the Devereux pub,
20 Devereux Court, The Strand, London WC2R 3JJ



Increasingly, freelance translators and interpreters are advised that specialisation is the key to success in a highly competitive marketplace. This applies in particular to translators and interpreters working into or out of major European languages, who have to compete with many other colleagues working with the same language pair.

So, how do you go about specialisation when you don't have a specialist field to start with? How do you choose your specialism and find your niche? These and other questions will be addressed by our panel of speakers, and questions from the floor will be encouraged to make this an interactive and lively event.

Our panellists include mentors on the ITI Professional Support Group, which has a module dedicated to the issue of specialisation.

The event is free for LRG members, (£10 for non-members). To book, please contact our Events Secretary, Fiona Franks, at ffranks01@googlemail.com by 16 April.

5 or 6 of May 2009
(date and time tbc)

Visit to Eltham Palace

(joint event with the ITI Media, Arts & Tourism Network)

Bob Symonds has offered to organise a visit to Eltham Palace, one of South-East London's hidden architectural gems. The favoured date would be Tuesday 5th or Wednesday 6th May.

Tickets normally cost £8.20 (£6.60 concessions), but a group discount applies for groups of 11 or more, bringing the price down to £6.97 per head (£5.61 concessions). Admission is free for English Heritage members.

We also have the option of booking a guided tour of the house, which lasts 1 1/2 hours and costs £50 for a group of up to 50 people, so the more people sign up the lower the cost per person! Feel free to ask your spouse, friends and colleagues if they would like to come along!

If you are interested in taking part in this visit please contact Bob Symonds at bobsymonds@mac.com by 2 March. He needs an idea of numbers in order to decide whether to book the guided tour. Please indicate if you have a preferred date from the ones suggested. Bookings will then be taken in advance from those who registered their interest.

For further information about Eltham Palace see: www.english-heritage.org.uk/server/show/nav.12749 (or simply google for Eltham Palace).

Review of LRG Events

IT Review: productivity tools and file formats – 26 November 2008

I really enjoyed the "productivity tools and file formats" overview given by Ana Luiza Iaria and Peter Linton at the Devereux pub in November. The seminar began with an inspiring talk by Ana, who provided an insight into the opportunities we have as translators to maximise our potential through a host of tools we can access for free on the Internet.

Ana, an experienced Mac and PC user, discussed free anti-virus software, language database and glossary managers, search-and-replace, internet browsers and file back-up programs. She also talked about software that can enhance your productivity when working with translation memory packages.

In the second half of the event, Peter, who has worked with PCs since the days of the Atari 800, addressed various issues that translators encounter when working with embedded files and other non-standard file formats, and raised debate among

participants to see how we deal with tricky files, or convert PDFs into more "friendly" formats.

I found it useful, as a translator now working with Acrobat Professional and other DTP programs, to talk about how to resolve some of the issues I am increasingly encountering, as my working environment moves towards more unfamiliar file-format territory. The event was also a great opportunity for me to be able to meet and talk to other freelance translators, and brush up on my foreign languages with a couple of native speakers of Spanish and Portuguese! I look forward to the next LRG event.

Neil Barnes

LRG AGM and Christmas Party – 5 December 2008

The AGM started with a review of the year, which had seen a growth in LRG membership, a new Membership Directory and, yet again, a full calendar of events. These were:

- 'Information about the new Chartered Linguist status' at The Blue Posts pub, Rupert Street, with presentations from Alan Wheatley, ITI General Secretary, and Amanda Conrad.
- 'Meet the Client' at the University of Westminster, with speakers from four different translation companies.
- The Interpreters' Conference organised by Yilmaz Düzen, also at the University of Westminster. A whole-day event attended by 200 delegates.
- 'Creative Writing for Translators', a workshop run by Ann Pattison of Westminster University, at The Norfolk Arms near Kings Cross/St Pancras.
- The annual LRG Pub Crawl organised by Julia ten Elsen, which this year was combined with a guided tour of pubs and places of interest around the Fleet Street area.
- A garden party and Turkish barbecue at Yilmaz and Hannan Düzen's home.
- A Dining-out event organised by Lorna Sandler at Ristorante Biagio on Piccadilly.
- The 'IT review' at The Devereux. Presented by Peter Linton and Ana Luiza Iaria (see review opposite).
- The AGM and Christmas Party.

Oliver Walter, the LRG Treasurer, then reported that LRG funds were healthy and income and expenditure in good balance. See overleaf for the full financial report as presented on the night.

Co-Chair Betti Moser then gave an overview of the LRG's plans for 2009. Proposed events for the new year included:

- A talk about the University of Westminster's Open Access modules. (Now scheduled for 16 March – see events programme).
- An all-day workshop by Sonia Cutler on research skills, specifically "deep-mining" the internet. (This may now be organised as a CPD event through ITI.)
- A debate on specialisation – planned for April (see events programme).
- A visit to Eltham Palace (as a joint event with the MAT Network) in early May, organised by Bob Symonds (see events programme).
- Not an LRG event, but mentioned in this context: the ITI Conference on 16 & 17 May at One Birdcage Walk. The LRG has offered a grant to members, which is still available. See page 5 for further details about this.
- Recipients of the LRG grant for the ITI Conference are expected to give a Conference report – planned for June.



Our new LRG Newsletter Editor, Rosemary Black, with fellow ITI-PSG alumna Argyro Fountoulaki.

- The annual LRG Pub Crawl in July. Julia volunteered to organise this again. For this year we will revert to the usual pub crawl format, without the guided tour.
- An all-day workshop on marketing, covering various aspects of the subject, such as sales/negotiation skills, websites etc. The event will be designed to be relevant to both established translators and those just starting out.
- A talk on financial planning – specifically pensions. Now arranged for 12 February (see events programme).
- An interpreters' event – possibly a smaller-scale, hands-on workshop.
- A Dining-out Event – Lorna Sandler volunteered to organise this again. Planned for September.

As a further project for the new year, the Committee is looking into the possibility of setting up a searchable online members database on the LRG website.

Pamela also pointed out that 2009 is the LRG's 15th anniversary year and suggested that some form of celebration event could be organised, possibly combined with the 2009 Christmas Party.

Shelley Nix then chaired the election of the 2009 LRG Committee. The following Committee members standing for re-election were confirmed unanimously by the LRG members present:

- Joint Chair: Betti Moser
- Joint Chair, ITI Liaison: Pamela Mayorcas
- Treasurer: Oliver Walter
- Membership Secretary: Daniela Ford
- Events Secretary: Fiona Franks
- Website Manager & E-group Coordinator: Peter Linton
- Publications Printing & Distribution: Julia ten Elsen

Marzena Grzyb and Yilmaz Düzen were standing down from the Committee and were given a vote of

thanks for their work – in particular Yilmaz, who had organised four increasingly successful interpreters events, culminating in the all-day Interpreters' Conference in March, as well as the most delightful garden party he had hosted, together with his wife Hannan, in July.

Betti Moser had already announced when standing for re-election, that she would be stepping down from the LRG Committee at the end of 2009. So a new Co-Chair will have to be found over the course of this year.

Following the elections, two LRG members came forward to fill some vacant posts on the Committee. They are Rosemary Black, who is taking over responsibility for the LRG Newsletter from the next issue, and Lorna Sandler, who volunteered to act as Interpreters' Representative, in addition to organising the Dining-out Event.

Bill Chilcott once again encouraged members to stand for election to ITI Council.

Once the business part of the evening was out of the way, it was time for everyone to mingle, catch up,



Three LRG Committee members enjoying mulled wine and mince pies. From left to right: Betti Moser, Daniela Ford, Julia ten Elsen.

reflect on the past year and look forward to the events planned for 2009. The Devereux laid on an excellent buffet accompanied by mulled wine and mince pies, ensuring that a good time was had by all.

Fiona Franks/Betti Moser/Rosemary Black

LRG Financial Report for 2008

(Amounts are shown to the nearest pound.)

Particulars	Income £	Expenses £	Balance £	Notes
Net assets at 01/12/07			3,976	
SUBSCRIPTIONS 2008	1,630			
<u>EVENTS 2008:</u>				
- Receipts 2008	5,283			
- Event expenses		4,534		(venue hire, catering costs speakers' fees and travel cost reimbursements)
<u>ADMINISTRATION:</u>				
- Misc. Cttee expenses		133		
- Printing & mailing		1,719		
<u>Miscellaneous:</u>				
- Bank interest	83			
Totals	6,996	6,386		Surplus in 2008: £610
Net assets as at 01/12/08			4,586	

ITI News

ITI Conference 2009: “Sustainability in Translation”

16 & 17 May 2009

at the Institution of Mechanical Engineers,
One Birdcage Walk, London SW1 (opposite
St James’s Park)

The 2009 ITI International Conference is ideal for both freelance and in-house translators and interpreters, translation companies, providers of services to the translation and interpreting industry and those who are considering a career as a translator or interpreter.

The programme includes talks from knowledgeable speakers on green issues, sustaining the professional translator and interpreter, sustaining the profession and moving with the times, providing sessions to suit all interests and levels from those considering a career in translation and interpreting through to well-seasoned experts. Specific topics will include the use of technology, how to avoid being taken for a ride, the importance of back-up systems, relationships between freelancers and translation companies and much more.

Make sure you book before 28 February to benefit from the Early-Bird discount!

The Conference programme has just been published on the Conference Website. See: www.iti-conference.org.uk

Get all ITI news via RSS feed

Did you know that you can have ITI information sent to you directly? RSS enables you to stay up to date without having to search through the ITI website. The abbreviation stands for ‘Really Simple Syndication’. Put plainly, it allows you to identify the information that you are interested in and have it delivered directly to your computer.

All you need is a web browser with RSS functionality or an RSS news reader application. Once you have identified a suitable RSS feed, all you have to do is click the RSS icon. As new information becomes available in your chosen areas on the ITI website it will automatically be accessible by clicking that icon in your browser/reader bar.

A range of different news readers are available and new versions are appearing all the time. Some browsers, including Firefox, Opera and Safari, have functionality which automatically picks up RSS feeds for you. For more details on these, please check their websites.

RSS feeds available on the ITI website include classified adverts, commercial job vacancies, ITI news and events, the International Calendar of Events and, for ITI members only, ITI Members’ job vacancies and the Members Discussion Forum.

For details see: www.iti.org.uk, then click on “RSS”.

LRG News

LRG grant for ITI Conference in May – hurry, deadline approaching!

In the last issue of the Newsletter we announced that the LRG is once again offering two members a grant of £100 each to attend the ITI Conference on 16 & 17 May 2009.

In return for the grant we would like the recipients to write a short report on the Conference for the September issue of the LRG Newsletter, or to give a short presentation at an LRG meeting in June 2009.

The objective in offering these grants is to encourage newcomers to the profession who are serious about their translation/interpreting career, to get involved in the work of ITI and to make use of the networking opportunity offered by the Conference.

As mentioned above, the two grant recipients will be asked to provide a Newsletter write-up and a talk about the Conference in return for the subsidy. We appreciate that some of you may have a preference for one or the other. We will therefore leave it to the

two recipients to liaise on how to split the two tasks between them. However, please indicate in your application, what your preference would be (talk, write-up or either).

The Conference Early-Bird booking fee expires on 28 February. So, this is your last chance to apply for the grant. The deadline for grant applications is 14 February!

To apply for the grant, please send an email to Pamela Mayorcas at translation09@hotmail.co.uk, giving a brief description of your current professional situation and career plans.

New LRG members

We welcome the following new members who have joined the LRG since October:

Carlos Alvarez, Slawomir Bancyrowski, Rosella Barbano, Matteo Cais, Beata Kazmierczak, Min Kourt, Charlotte Monnier, Elisa Noetinger, Jessica Olley, Ann Pattison, Karen Rutland, Lorraine Warren.

Report from ITI Networks & Regional Groups Conference on 17 October 2008 in Milton Keynes

This meeting focused on a range of topics relating to ITI networks and regional groups. The following summary is based on the minutes of the meeting circulated by ITI.

Non-ITI-members in ITI networks & regional groups

This issue was discussed at length, as different groups and networks have different approaches to allowing non-ITI members to join. However, in the end it was decided to leave this to the individual groups to decide, as priorities vary depending on the nature and focus of the network.

Funding for regional groups and networks

It had been suggested that ITI make a financial contribution to regional groups and networks. However, the representatives at the meeting decided to keep the current arrangement, with no funding from ITI other than the current level of support, including funding for particular events, as well as promotion of groups and their events in the Bulletin and on the ITI website.

Online CPD courses

The Education & Training Committee Online Working Group has been piloting six courses on the ITI website. Feedback is expected in six months' time.

Hosting of e-groups by ITI

There was a discussion about the possibility of ITI hosting all the e-groups of its networks and regional groups. Alan Wheatley felt that this was impractical for a number of reasons, not least that ITI would then be obliged to moderate all the groups.

The conclusion was to keep things as they are, with most e-groups run via Yahoo Groups and moderated individually by members of the respective groups. There was also mention of setting up a general e-group, similar to the ClOL's group.

New members

There was a discussion about how new ITI members become members of regional groups and networks. Pamela Mayorcas explained that the LRG used to receive a list of new ITI members in the Greater London area, which had been useful as it allowed the Committee to contact potential new members.

However, this had been discontinued for data protection reasons. Daniela Ford pointed out that the LRG regularly has non-ITI members attending

its events and asked whether this information could or should be passed on to the ITI. Alan Wheatley thought this was an excellent idea.

It was agreed to continue the practice whereby the ITI Office will include relevant publicity material received from regional groups or networks with the information pack sent to new members.

However, it is up to the networks and regional groups to supply this material.

E-group etiquette

It was decided that the onus is on e-group coordinators, and not ITI, to uphold e-group etiquette.

The Netiquette guidelines circulated by MedNet (published in the last LRG Newsletter) are a useful starting point, and Michael Rowley will review and update these guidelines to be presented to Alan Wheatley.

Introducing Karen Floyd, ITI's new Director of Communications and Development

Karen will be working on a number of projects, including increasing ITI membership and implementing marketing campaigns.

Election of an overall coordinator for networks and regional groups

Groups will elect their own representative in the future rather than him/her being nominated by Council. Michael Rowley has been NW&RG coordinator since 2000 and was thanked for his work in this capacity.

ITI Conference in May

There was a discussion about how networks and regional groups could contribute to the Conference and publicise the event among their members.

E-group for network & regional group coordinators

It was suggested that an e-group for the coordinators of networks and regional groups should be set up to enable exchange of information, for example on speakers, or to avoid event date clashes. Alan Wheatley agreed to look into this and the e-group now exists and is run via Google Groups.

List of speakers / topics for events

As it is sometimes difficult to generate fresh ideas for network and regional group events, it would be useful to have a central list of potential speakers and topics. Such a list is maintained by the ITI office and people can contact Parveen Mann for details.

Rates

It was suggested that ITI could publish a recommended scale of rates, as some other professional associations do. Alan Wheatley said that a rates survey would start in December 2008 and that the results would be published six months later.

Arrangements for regional groups and networks meetings

There was a discussion about when to hold future conferences of networks and regional groups in

order to optimise travel time and minimise the need for overnight stays.

Events survey

Pamela Mayorcas has written a report on the survey of ITI's networks and regional groups and their events, which is due to be published in the ITI Bulletin.

Many thanks to Daniela Ford and Pamela Mayorcas for attending this event on behalf of the LRG, and to Rosemary Black for compiling this report from the minutes.

Noticeboard

Working out what to charge...

The issue of recommended rates is often raised on the various translators' e-groups. The ITI is very clear about the fact that, as a professional institution, it cannot recommend rates to its members, as this would be regarded as price-fixing. Members of ITI e-groups are told that discussing rates in this kind of semi-public context contravenes e-group etiquette.

However, some guidelines are available, published on the websites of other organisations. The Society for Editors & Proofreaders gives recommended minimum rates for proofreading, editing and project management at www.sfep.org.uk/pub/mship/minimum_rates.asp. Note, however, that these recommendations do not refer to a translation context. On this page, you can also find a link to the National Union of Journalists' fee guide for freelancers, which also includes rates for translation and interpreting (in a journalistic and broadcasting context, of course). You can find this at <http://media.gn.apc.org/feesguide/translate.html>.

In addition, the ITI hopes to publish a new rates survey in 2010. In the meantime, it is worth looking at old copies of ITI Bulletin, searching the ITI website (enter "rates for translation" in the search box on the Home page), or simply talking to people at network meetings.

Another way to approach this is to decide what you need to earn in a year, how many days you can work – be realistic, allowing for holidays, illness, trips to the dentist etc. – how many 1,000 words you can do in a day and then do the sums.

For further guidance on freelance rates and fee negotiations, have a look at the 'General Advice for

Freelancers' provided by the NUJ. Again, it is written with freelance journalists in mind, but the general principles apply to all freelancers: <http://media.gn.apc.org/feesguide/advice.html>.

Diary dates

THIRD THURSDAY MEETINGS AT THE NORFOLK ARMS:

19 February, 19 March, 16 April, from 6.00pm

For those of you not on the LRG e-group, this is an informal monthly translators' gathering, organised by Sophie Leighton and Andrea Reinacher and advertised on the LRG e-group and the equivalent forum of the CIoL London Group.

The Norfolk Arms is a gastro-pub offering truly exquisite tapas!

For details of the pub and a map, see www.norfolkarms.co.uk.

To find the group, look out for the ITI Bulletin on the table!

STARTING WORK AS A TRANSLATOR OR INTERPRETER

Saturday, 6 June 2009

An all-day seminar, organised by ITI and the University of Westminster, with talks and Q&A on the qualities and skills needed, getting organised, getting work and new markets to explore.

The event is free for students, £28 for ITI members.

For further details and to book, please contact Georgina Dobbins at the ITI Office, email: development@iti.org.uk.

LRG events programme for 2009

Thursday, 12 February 6.30 for 7pm	Pension planning for translators and interpreters At The Devereux, 20 Devereux Court, off Essex Street/Strand, London WC2 <i>Free for LRG members (£3 for non-members). To book, please contact Fiona Franks at ffranks01@googlemail.com by 10 February.</i>
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Thursday, 23 April 6.30 for 7.00pm	The Specialisation Debate At The Devereux, 20 Devereux Court, off Essex Street/Strand, London WC2 <i>Free for LRG members (£10 for non-members). To book, please contact Fiona Franks at ffranks01@googlemail.com by 16 April.</i>
5 or 6 May (details tbc)	Visit to Eltham Palace (joint event with the ITI Media, Arts & Tourism Network) <i>For further details please contact Bob Symonds at bobsymonds@mac.com by 2 March.</i>
Thursday, 16 July	The annual LRG Pub Crawl <i>For details please contact Julia ten Elsen at j_tenelsen@yahoo.com</i>
September	Dining-out evening
October (all-day event)	Marketing workshop
November	Court interpreters' workshop <i>For details please contact Lorna Sandler at adept.Lrs@btinternet.com</i>

See www.iti-lrg.org.uk for the latest updates on forthcoming events.

Committee Contacts

Joint Chair	Betti Moser	betti@apriltext.co.uk
Joint Chair, ITI liaison	Pamela Mayorcas	pmayorcas@googlemail.com
Membership Secretary	Daniela Ford	dford@softrans-ltd.com
Treasurer	Oliver Walter	translator@owalter.co.uk
Newsletter Editor	Rosemary Black	translations@rosemaryblack.co.uk
Website Manager and E-group Moderator	Peter Linton	peter@lintononline.co.uk
Events Secretary	Fiona Franks	ffranks01@googlemail.com
Publications	Julia ten Elsen	j_tenelsen@yahoo.com
Interpreters' Representative	Lorna Sandler	adept.Lrs@btinternet.com