

Guide to Conferences

The Centre for Welsh Language Services is available to advise departments about bilingual requirements as they plan conferences. Contact Gwenno Piette (gws@aber.ac.uk: 2044) to discuss further.

To get started, you should consider the following:

Call for papers

- Is there an opportunity to present papers in Welsh and in English?
- If there are opportunities to present in Welsh this will need to be promoted in the conference's publicity material and in the call for papers.
- Remember to arrange simultaneous translation equipment and a simultaneous translator for a conference where papers will be presented in Welsh and in English.

Promoting the Conference

- Is it appropriate to give the conference a bilingual title? Conferences where papers are in Welsh and English will have a bilingual title
- Whatever the nature of the conference you will need advice as to which material should be provided bilingually while promoting in Wales, e.g. in some circumstances details regarding time and place, information about the nature of the conference, invitations, posters, advertisements should be in Welsh and English. Contact the Centre to discuss your situation.

Simultaneous Translation Service

- If you are arranging a Welsh or bilingual conference make sure that everyone knows about the simultaneous translation service and that they inform you beforehand of their intention to use the service. This will help you to make the appropriate arrangements e.g. arrange the translator's time, arrange how many earphones will be necessary.

Letter to Delegates

- The invitation/acceptance letter should be bilingual.
- The information about accommodation, food, how to get to Aberystwyth etc should be bilingual.
- The forms for accommodation, special requirements etc. should be bilingual.

Conference Programme

- The general information should be bilingual e.g. room locations, times, registration, welcome by the conference organisers.
- The abstracts and the titles should be in the language that the paper is presented (with a translation of the Welsh abstracts in a bilingual conference when simultaneous translation is provided)
- In a bilingual conference it must be noted clearly in which language the paper will be presented.

Badges

- Name badges should be bilingual e.g. Lewis Morris, Prifysgol Aberystwyth University. There is no need to translate the names of institutions from outside Wales or institutions without official names in Welsh.