

6th LATIN AMERICAN TRANSLATION AND INTERPRETING CONGRESS

The 6th Latin American Translation and Interpreting Congress shall be ruled by the following provisions:

GENERAL RULES OF PROCEDURE

1. The following shall be the Congress authorities:
 - a. Congress Chairperson: The chairperson of the organizing institution, namely the Association of Sworn Translators of Buenos Aires (CTPCBA)
 - b. Executive Committee (EC), made up of the members of the Board of Directors of the CTPCBA
 - c. Organizing Committee (OC), as appointed by the Board of Directors of the CTPCBA
 - d. Presentation Evaluation Committee, as appointed by the Congress' EC
2. The Congress shall be aided by CTPCBA personnel, who shall become the Congress' Operations Team (OT).
3. Non-restrictive duties of the EC:
 - a. To establish the official languages of the Congress
 - b. To grant the status of special guest and keynote speaker at the Congress
 - c. To set the corresponding registration categories, time limits, and fees
 - d. To establish the Rules of Procedure for the Commercial Exhibition
 - e. To interpret these Rules of Procedure, and resolve all matters not contemplated by them
 - f. To modify the rules of procedure as may be required
4. Duties of the OC:
 - a. To establish the Academic Rules of Procedure that shall be part of these Rules of Procedure
 - b. To draft and establish the list of topics and agenda
 - c. To cooperate with the EC in all matters to be solved as may be required by the EC
5. Registration requirements:
 - a. To submit the registration application
 - b. To pay the corresponding fee
 - c. EC, OC, and Presentation Evaluation Committee members; special guests; and keynote speakers shall not be required to pay any registration fee.
6. Diplomas: All participants shall receive a diploma as evidence of their attendance to the Congress in their corresponding category, namely attendant, speaker, keynote speaker, or special guest. Speakers shall receive a single diploma regardless of the number of presentations (dissertations or posters) made. Only the members of the Organizing Committee and the Presentation Evaluation Committee shall be given a second diploma as evidence of their participation in the said committees.
7. Acceptance of the Rules of Procedure: The mere registration to the Congress shall imply the full acceptance of these Rules of Procedure and of the provisions set by the EC.

ACADEMIC RULES OF PROCEDURE

1. **Development of the academic agenda:** the Congress shall be held on the published dates and at the time determined in the academic agenda.
2. **Dissertations:** For the purposes of this Congress, dissertations are considered oral academic presentations aimed at divulging research and knowledge or sharing professional experiences. Each dissertation shall last thirty minutes, including the introduction by the moderator, plus ten minutes for questions by the audience. Therefore, the dissertation shall last a total of forty minutes.
3. **Plenary meetings or round tables:** Eventually, there shall be plenary meetings or round tables with a main topic to be duly established by the OC and approved by the EC.
4. **Posters:** For the purposes of this Congress, posters are considered signs or placards for exhibition of a shorter content than oral dissertations. Posters may have special graphic content, and they shall aim at divulging knowledge, research, or professional experiences. Posters shall be clear and self-explanatory, so that they may be understood without the need of any further source of information. The presence of the author by its side at certain moments set by the OC shall serve for the attendants to the Congress to delve into the corresponding topic, raise questions or queries, and clear doubts. Posters shall be displayed in a room to be determined as of the second day of the Congress and until the date the latter ends. The academic agenda will inform of the date and time for the holding of the poster session, in which all authors shall be present next to their works to interact with the attending public.

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5. **Congress Workshops:** Workshops shall be held prior to or after the Congress, or during it, within the premises in which the Congress is held or at the Association of Sworn translators of Buenos Aires (both buildings), as may be duly informed. Registration to the workshops is not included in the registration to the Congress, and shall be applied for separately.

DISSERTATION RULES OF PROCEDURE

1. Dissertations may be given in any of the official languages of the Congress, namely Spanish, English, French, German, Italian, and Portuguese.
2. Dissertations shall be limited to the topics established for the Congress.
3. The personal data of the speakers shall be clear and in full. Only a land-line telephone number, a mobile telephone number, and an e-mail address shall be deemed valid contact data. The speaker shall make sure the given e-mail address and telephone numbers are operational.
4. One speaker may not appear as author in more than two presentations (be them dissertations or posters), either individually or as part of a team of authors. An author may make a maximum of two presentations (be them dissertations or posters) throughout the Congress, and shall pay for this purpose a single inscription fee as speaker.
5. Dissertations by more than one author shall be known as group dissertations.
6. When applying, speakers of a group dissertation shall provide the EC with the name and data of a main author to act as only means of contact with the CTPCBA in case of eventual notifications on the dissertation. Every notification made to the main author of the group dissertation shall imply due knowledge by all authors.
7. Dissertations of up to three authors may be given at the Congress by all their authors, for which purpose each author shall be required to register.
8. Group dissertations of more than three authors may be given at the Congress by up to three of their authors. The rest of the authors of the dissertation shall be at the first rows of the room established for the presentation. All the authors of the dissertation shall register.
9. Group dissertations shall be assigned the same duration as the rest of the dissertations.
10. Group dissertations whose authors conflict as to authorship or any other personal reason and who send contradictory messages relative to the presentation shall be immediately removed from the Congress agenda through EC decision not open to appeal.
11. Dissertations given shall be original and unpublished. In the event that the dissertation had been made earlier in congresses, conferences, or any other type of academic activity, it shall be immediately removed from the Congress agenda, and the registration fee paid by its author/s shall not be reimbursed.
12. The application as speaker at the Congress implies yielding the copyright of the presentation to CTPCBA, - without there being any economic compensation for this whatsoever – as concerns the publication or presentation of the dissertation in any media and the authorization for photographs, voice recording, or image recording of the corresponding dissertations or sessions by CTPCBA. The yielding of rights does not waive the speaker from liability on eventual claims relative to plagiarism or other contingencies. Furthermore, the yielding of rights does not entail the obligation of CTPCBA to necessarily proceed to publish or present in any media or means, nor to carry out these publications on specific dates.
13. Dissertations will not include the advertising or promotion of any good or service, including computer applications.
14. Dissertations shall be evaluated by the Presentation Evaluation Committee designated by the EC.
15. Dissertations rejected by the Presentation Evaluation Committee shall be evaluated at a second instance by the EC of CTPCBA, the final ruling of which shall not be open to appeal.
16. Congress speakers shall pay the fee corresponding to their categories (CTPCBA-registered sworn translators, students, other professionals) under the same terms and at the same dates applied to attendants, although with two exceptions: a) Registration fees shall have been paid **by December 31st, 2015 to allow for dissertations to be made at the Congress.** B) In the event that the dissertation is rejected and there is no wish to attend the Congress, the reimbursement of the amount paid may be requested.

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17. All dissertation summaries shall be submitted no later than **July 31st, 2015.**
18. Dissertation summaries shall be evaluated by the Presentation Evaluation Committee, for which purpose they shall meet the following conditions:
 - a) The title shall be brief (ten words maximum, including articles, and without abbreviations) and specific, reflecting the content of the presentation. The title shall have been carefully chosen, since no changes between the title of the summary and that of the full dissertation shall be allowed.
 - b) The summary shall not exceed three hundred words, including articles.
 - c) The summary shall be submitted only in the form provided by CTPCBA. The Dissertation Submission form shall be filled out for the dissertation to be received. The EC shall confirm the proper reception of the filled-out form and inform through the same media of the assigned dissertation code.
 - d) The summary shall provide a clear idea of the content of the presentation, and include the background, theory framework, hypothesis or purpose of the presentation, and results or conclusions. It does not suffice to simply state that "conclusions will be discussed": these shall appear in the text of the summary to be

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evaluated. We recommend that the summary include only essential information on the dissertation, and that all summarized topics be included in the full work.

- e) The dissertation summary shall be submitted only to presentaciones@congresosctpcba.org.ar.

19. The results of the evaluations of dissertation summaries shall be made known on **August 24th, 2015**. The EC shall submit this information to all speakers, together with the invitation to submit the full version of the selected works for final acceptance. In such evaluation, the Presentation Evaluation Committee may object solely the characteristics, level, or subject field specified by the author/s on the form. The classification of the dissertation will consider the modification made solely by the Presentation Evaluation Committee, and this will not be open to appeal.

20. The deadline for the reception of full works shall be **October 23rd, 2015**.

21. Full dissertations shall be evaluated by the Presentation Evaluation Committee, for which purpose they shall meet the following conditions:

- a) Full works shall be submitted via email to presentaciones@congresosctpcba.org.ar on Microsoft Word (doc or docx) format, and the first page shall specify the title, name of the author, and dissertation code.
- b) The title of the full dissertation shall match that of the previously-sent summary. No changes on the title shall be allowed.
- c) The presentation shall be made on Calibri font, letter size 12, with double spacing.
- d) All sheets, including the cover page, shall bear a header with the title, name of author, and dissertation code; and a footer with the page number.
- e) The length of the full dissertation shall not be restricted to a specific number of words. Nonetheless, please bear in mind the period established for the presentation of each dissertation as indicated in section 2 of the Academic Rules of Procedure so as to prepare a work that may be transmitted during such period. For this reason, and to allow the dissertation to flow, we recommend not to read the dissertation but rather explain its content.
- f) It is recommended that the content be organized in accordance with these suggested subtitles: **Introduction**, to include the background, theory framework, and the significance of the researched or elaborated subject, together with the hypothesis or purpose of the presentation; **Development**, to present the topic or research, methodology, material, or working methods; **Conclusions**, containing the results of the analysis of the topic or of the hypothesis or purpose, as well as all final considerations; and, finally, **References**. It does not suffice to simply state that "conclusions will be discussed": these shall appear in the text of the summary to be evaluated.
- g) Every presentation that the speaker may wish to project during the dissertation shall be sent in a separate file when submitting the full dissertation. The type of projection that the speaker may wish to make during the dissertation (Microsoft PowerPoint or similar, audio or video file) shall be specified and coordinated with the EC or via email.
- h) No photocopies shall be handed out to attendants. Should the speaker desire to hand out complementary material among the audience, such material shall be provided in electronic format and on a separate file, to be submitted together with the full dissertation and the material to project, and the EC will further place the material at the disposal of the audience.

22. No modifications, changes, removals, or additions shall be allowed to the dissertation, material to project during the dissertation, or complementary material for the audience after the final date for the submission of the full works.

23. The results of the evaluation of full dissertations shall be made known on **December 29th, 2015**. The EC will submit this information to the speakers, together with the date and time for each presentation, and this decision will not be open to appeal.

24. All notifications on the acceptance of dissertations shall be made via electronic mail.

25. Once the full dissertation is approved, the speaker is obliged to observe the date and time for the presentation. In the event of illness or force majeure, speakers shall notify the CTPCBA of their absence as soon as possible, to the following address: presentaciones@congresosctpcba.org.ar. The CTPCBA may alter the agenda or proceed to read the dissertation, as it may deem convenient.

26. Speakers who do not register as established in section 16 shall not be allowed to give their dissertations and shall receive no diploma whatsoever. Notwithstanding this, the CTPCBA is entitled to publish, read, or give the dissertation, as established in sections 12 and 15 of these Rules of Procedure.

27. Confirmed speakers shall be deemed attendants with full rights to every Congress dissertation.

28. Every situation not contemplated in these Rules of Procedure shall be directly solved by the EC, and its decision shall not be open to appeal.

POSTER PRESENTATION RULES OF PROCEDURE

1. Posters may be presented in the official Congress languages, namely Spanish, English, French, German, Italian, and Portuguese.
2. Posters will follow the Congress' topic lines.

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3. The personal data of the poster exhibitors shall be clear and in full. Only a land-line telephone number, a mobile telephone number, and an e-mail address shall be deemed valid contact data. The poster exhibitor shall make sure the given e-mail address and telephone numbers are operational.
4. One speaker may not appear as author in more than two presentations (be them dissertations or posters), either individually or as part of a team of authors. An author may make a maximum of two presentations (be them dissertations or posters) throughout the Congress, and shall pay for this purpose a single inscription fee as speaker.
5. Posters by more than one author shall be known as group posters.
6. When applying, group poster exhibitors shall provide the EC with the name and data of a main author to act as only means of contact with the CTPCBA in case of eventual notifications on the poster. Every notification made to the main author of the group poster shall imply due knowledge by all authors.
7. Group posters may be exhibited at the Congress by all their authors, for which purpose each author shall be required to register.
8. Group posters whose authors conflict as to authorship or any other personal reason and who send contradictory messages relative to the presentation shall be immediately removed from the Congress agenda through EC decision not open to appeal.
9. Posters exhibited shall be original and unpublished. In the event that the poster had been exhibited earlier in congresses, conferences, or any other type of academic activity, it shall not be exhibited and shall be immediately removed from the Congress agenda, and the registration fee paid by its author/s shall not be reimbursed.
10. The application as speaker at the Congress implies yielding the copyright of the presentation to CTPCBA, - without there being any economic compensation for this whatsoever – as concerns the publication or presentation of the dissertation in any media and the authorization for photographs, voice recording, or image recording of the corresponding dissertations or sessions by CTPCBA. The yielding of rights does not waive the speaker from liability on eventual claims relative to plagiarism or other contingencies. Furthermore, the yielding of rights does not entail the obligation of CTPCBA to necessarily proceed to publish or present in any media or means, nor to carry out these publications on specific dates.
11. Posters will not include the advertising or promotion of any good or service, including computer applications.
12. Posters shall be evaluated by the Presentation Evaluation Committee designated by the EC.
13. Posters rejected by the Presentation Evaluation Committee shall be evaluated at a second instance by the EC of CTPCBA, the final ruling of which shall not be open to appeal.
14. Congress speakers exhibiting posters shall pay the fee corresponding to their categories (CTPCBA-registered sworn translators, students, other professionals) under the same terms and at the same dates applied to attendants, although with two exceptions: a) Registration fees shall have been paid **by December 31st, 2015 to allow for the exhibition of posters at the Congress.** B) In the event that the poster is rejected and there is no wish to attend the Congress in any character, the reimbursement of the amount paid may be requested.

DATES

15. All posters shall be submitted no later than **October 23rd, 2015.**
16. Posters shall be evaluated by the Presentation Evaluation Committee, for which purpose they shall meet the following conditions:
 - a) The poster shall be made on the sample file supplied by CTPCBA, and shall be submitted together with the Poster Submission Form, in full, for the work to be received. Furthermore, and together with the sample file and the form, the CTPCBA will place at the disposal of exhibitors a brief guide of suggestions for the making of the poster. The EC shall confirm the proper reception of the filled-out form and inform through the same media of the assigned poster code.
 - b) The title shall be brief (ten words maximum, including articles, and without abbreviations) and specific, reflecting the content of the presentation.
 - c) The following is the format for the posters: 90 cm wide by 120 cm high; with 5.5 cm top, bottom, left, and right margins. Portrait orientation in every case.
 - d) The poster shall have a header bearing the following information: title, author/s, and poster code.
 - e) The following is the inside format of the poster: Font: Calibri, letter size for the title: 125 pt; letter size for the author/s: 80 pt; letter size for the text: 45 pt; letter size for notes, poster code, and references: 25 pt. Colors: white background with black letters. Bold letters, italics, or a single dark color (for contrast with the white background) for emphasis may be used in the subtitles or for highlighting purposes. Graphs, tables, and images may be included, while the latter shall have a 300 dpi resolution.
 - f) The size of the poster shall not be restricted to a specific number of words. Nonetheless, font and letter size specifications shall be observed.
 - g) It is recommended that the content be organized in accordance with these suggested subtitles: **Introduction**, to include the theory framework, the hypothesis or purpose of the presentation; **Development**, to present the topic or research, methodology, material, or working methods; **Conclusions**, containing the results of the analysis of the topic or of the hypothesis or purpose, as well as all final considerations; and, finally, **References**.
 - h) Posters shall be submitted only to presentaciones@congresosctpcba.org.ar.
 - i) CTPCBA will be in charge of the printing and placement of the poster in the corresponding room.

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- j) Posters will be printed exactly as submitted by their authors, without any modification or correction whatsoever made by CTPCBA.
17. No modifications, changes, removals, or additions shall be allowed to the poster once it is submitted.
 18. All notifications on the acceptance of posters shall be made via electronic mail.
 19. The results of the evaluation of posters shall be made known on **December 29th, 2015**. During the evaluation, the Presentation Evaluation Committee may solely object the characteristics, level, or subject field specified by the author/s on the form. The classification of the poster will consider the modification made solely by the Presentation Evaluation Committee, and this will not be open to appeal. The EC shall submit this information to the speakers, together with the data and time frame in which the poster session is to be held. The authors shall be present during the poster session.
 20. Once the poster is approved, the author/s is/are obliged to observe the date and time for the presentation. In the event of illness or force majeure, exhibitors shall notify the CTPCBA of their absence as soon as possible, to the following address: presentaciones@congresosctpcba.org.ar. The CTPCBA may decide to remove the poster or leave it in its place, as may be deemed convenient.
 21. Speakers who do not register as established in section 14 shall not be allowed to exhibit their posters, and shall receive no diploma whatsoever. Notwithstanding this, the CTPCBA is entitled to publish or exhibit the poster.
 22. Confirmed speakers shall be deemed attendants with full rights to every Congress dissertation.
 23. Every situation not contemplated in these Rules of Procedure shall be directly solved by the EC, and its decision shall not be open to appeal.