

Translation Policy

1.0 Policy

As a national society, CSTM will provide information to members in both official languages, English and French, whenever feasible based on the criteria established herein. In establishing the criteria for translation, the following factors have been considered: accessibility, scope, cost and target audience.

2.0 Purpose

This policy provides direction regarding translation to the CSTM board and standing committees to ensure consistency and accessibility for all of our members.

3.0 Definitions

3.1 Correspondence – all communication related to the business of the society, whether electronic, print or online, including but not limited to: membership recruitment and renewal, calls for nominations, voting and ballots, calls for abstracts, promotion of annual scientific meeting and announcements for conference registration.

3.2 Publications – CSTM Standards, Position papers, Annual reports

3.3 Bylaws – the laws of the society

3.4 Conference material – Promotional material – all printed and electronic material promoting the annual joint scientific conference should be communicated in both official languages.

3.5 Conference presentations – includes live and archived presentations

3.6 Board correspondence/meeting materials – correspondence to board members, agendas, minutes and other relevant meeting material.

3.7 Society Manuals – Directors' manual, conference planning manual, communication manual.

3.8 Scientific papers, articles – submitted papers and articles by authors for posting on the CSTM website

4.0 Procedure

4.1 Determine whether the documents, as defined above, will be translated by the director responsible for translation or by a service provider based on the type and size of document and the timeline and table below.

4.2 All translations are sent to the director responsible for translation to be verified.

- Every translation should be verified by at least one member of the translation team of volunteers before sending out or publishing.

- The Director responsible for translation will share the verification work among the translation team of volunteers and keep copies of the original text, the corrections and final copies for future reference.

4.3 The Director responsible for translation sends the final approved translations to the Secretary Treasurer, Secretariat Central and/or Webmaster, as applicable.

- The following table presents the person/group responsible for the document, the translator and translation verifier depending on the type and size of the document.

Documents requiring translation	Responsible	Translated by	Verified by
Smaller documents and publications such as: - Correspondence - Website material - Smaller publications	Secretary / treasurer	Director responsible for translation Service provider if timeline is short	Member(s) of the Volunteer Translation Team
Larger documents and publications such as: - Bylaws - Larger publications	Secretary / treasurer	Service provider	Director responsible for translation and member(s) of the Volunteer Translation Team
Conference Promotion Materials and Program	Local Organizing Committee	Service provider and/or Director responsible for translation (<i>See 5.1 procedural notes</i>)	Member(s) of the Volunteer Translation Team

Documents not requiring translation:

- Conference presentations
- Conference abstracts
- Board correspondence, agenda and minutes
- Society Manuals
- Blog, Twitter, Facebook

5.0 Procedure Notes

5.1 Héma-Québec sponsorship – Héma-Québec (HQ) has made a commitment to provide sponsorship to the annual joint scientific conference to support translation of conference materials and/or presentations. In addition to the financial support, HQ may also be able to provide translation for brief promotional communication about the conference. The HQ member of the scientific planning committee may be able to provide contact information for this purpose.

5.2 Management of translation – translation and requests for quote will be managed according to the type of document/correspondence being translated. At least 2 quotes shall be obtained for publications and larger documents. When the association management service provider is listed as responsible, it is meant to imply that they will help arrange for translation. It does not imply that they will necessarily be awarded the job of translation.