



Northern California Translators Association
a chapter of the American Translators Association

Guide for Continuing Education Workshop Writeups

Thank you for agreeing to do a workshop writeup for *Translorial*! We count on volunteers like you to help us keep *Translorial* readers informed about the resources NCTA offers. In addition, your contribution to *Translorial* will earn you ATA continuing education credits (category C on the ATA recertification form).

We want to make sure that you get the most you can out of the workshop and the experience of writing the article. To that end, you'll find some guidelines below.

Content

- We will introduce you to the presenter at the workshop and make sure you receive a copy of the presenter's slides by email. Please be sure to get the presenter's email address in case you need to check or clarify anything the presenter said when you're working on the piece. The presenter will ultimately review the writeup for accuracy.
- Please take notes! The writeup should primarily focus on the content of the presentation, summarizing the key take-aways for the benefit of members who were not able to attend. Feel free to clarify questions with the presenter if you need to.
- If you feel like engaging with a particular area of the presentation in more depth, feel free to reach out to the presenter with more questions.
- Please aim for a word count of **600–700 words**.

Submission

- **Deadline.** It is preferable to start working on the piece as soon as possible after the workshop, while your memory is fresh. We have a deadline of **3 weeks** from the workshop for writeup submissions.
- If something comes up and you can't make the workshop or the deadline, please contact either Mimi or Trudy ahead of time so we can discuss possible solutions and/or make alternative arrangements.
- Please submit to either Managing Editor Mimi Wessling (editor@ncta.org) or Publications Director Trudy Obi (publications@ncta.org) and include the following:
 - a headshot and brief bio (50–75 words) to be included under our "Contributors" rubric.
 - your mailing address if you would like to receive a paper copy of the *Translorial* issue containing your writeup.

Thank you again for your contribution!