

## 7th Latin American Congress on Translation and Interpreting

The 7th Latin American Congress on Translation and Interpreting shall be governed by the terms of the following Rules and Regulations:

### General Rules

- 1) The authorities of the Congress are:
  - a) The President of the Congress, Chair President of the Certified Translators Association of the City of Buenos Aires, or Colegio de Traductores Públicos de la Ciudad de Buenos Aires (CTPCBA), which organizes the congress.
  - b) The Executive Committee (EC), composed of the members of the Board of the CTPCBA.
  - c) The Organizing Committee (OC), appointed by the Board of the CTPCBA.
  - d) The Review Committee, designated by the EC of the Congress.
- 2) The Operations Team of the event, staff members of the CTPCBA.
- 3) Although not limited to the following, the EC shall:
  - a) Select the official languages of the Congress.
  - b) Name the guests of honor, special guests, and keynote speakers of the Congress.
  - c) Provide the Academic Rules of these Rules and Regulations.
  - d) Set the categories and the deadline for registration, and its fee.
  - e) Establish the Rules and Regulations of the Business Event.
  - f) Interpret these Rules and decide any issue that may arise from the terms set forth, or not, in these Rules, and amend these Rules in case of emergency, its decision being final.
- 4) The OC shall:
  - a) Choose the topics of the Congress.
  - b) Contact top personalities and arrange their participation in the Congress.
  - c) Assign and coordinate the costumed assistance of all special guests, regarding any necessary transfers, and during their stay for the duration of the Congress.
  - d) Collaborate in the advertising of the Congress, at both the national and international levels; the selection of media resources and the communication with diverse institutions to promote the Congress, and request that the event is declared of interest.
  - e) Collaborate with the EC in the settlement of any issue that may arise, or when the EC calls for the settlement of a certain issue.
- 5) Registration requirements:
  - a) Submit the registration form.
  - b) Pay the registration fee.
  - c) The members of the EC, the OC, the Review Committee, special guests, and keynote speakers are exempt from paying the registration fee.
- 6) Certificates: All participants will get a digital certificate. This certificate serves as recognition for attending the event in any of the following categories: attendee, speaker, keynote speaker, special guest, or guest of honor. Speakers will only get one certificate that serves as a recognition for their participation in the event, independently of the number of presentations they deliver. Only the members of the OC and the Review Committee will get a second certificate that recognizes their participation in the mentioned committees.
- 7) Agreement: By virtue of the simple registration to the Congress you accept these Rules and Regulations and any decision issued by the EC.

## Academic Rules

- 1) **Program:** The dates and the timetable of the Congress shall be set and published in time according to these rules.
- 2) **Papers:** For the purposes of this Congress, papers are considered oral academic presentations; their aim is to disseminate research and knowledge or to share professional experiences. Each presentation may last up to 40 minutes, including the introduction by the moderator, with a further 10-minute Q&A. Therefore, oral presentations are 50 minutes long. As for the length of the presentations made by guests of honor, special guests, and keynote speakers, this shall be set by the EC.
- 3) **Panel discussions and special sessions:** Eventually, there shall be special sessions or panel discussions; the main topic and their duration is to be determined by the OC, with the approval of the EC.
- 4) **Workshops:** The CTPCBA shall conduct workshops at any of its buildings, either before or after the Congress. This will be informed in time. Registration to the workshops is not included in the registration fee to the Congress, and they should be paid separately.

## Rules and Regulations for Paper Submission

- 1) Papers shall be submitted in any of the official languages of the Congress: Spanish, English, French, German, Italian and Portuguese.
- 2) Papers shall deal with any of the topics of the Congress, exclusively.
- 3) The personal information provided by speakers must be clear and complete. Speakers shall provide only a cell phone number and an email address as contact information. The speaker is responsible for checking that the email address and the cell-phone number provided are working.
- 4) An author cannot be listed as such in more than two congress presentations, either as an author alone or as part of a group. In any case, the author will have to pay only one registration fee.
- 5) Papers with more than one author are considered group-authored papers.
- 6) At the time of submission of their application, the members of a group-authored paper must inform the Operations Team the name of the lead author, who will provide his or her contact information for all communications with the CTPCBA regarding the paper. All messages delivered to the lead author of a group-authored paper are considered to be known by the paper's co-authors.
- 7) Group-authored papers with up to three authors shall be presented at the Congress by all its members; each co-author will have to pay the relevant registration fee.
- 8) Group-authored papers with more than three authors may be presented at the Congress by up to three members, with no exceptions. During the presentation, the co-authors who are not presenting shall be seated at the first row of the assigned room. All authors shall register accordingly.
- 9) All presentations are given the same amount time.
- 10) Group-authored papers whose co-authors are in conflict due to authorship or personal problems and deliver inconsistent messages about their presentation shall be removed immediately from the Congress Program. This decision of the EC shall be final.
- 11) By submitting an application, each author agrees to assign all publication and presentation rights to the CTPCBA, and also authorizes the CTPCBA to take photos, stream, film and record the presentations. The assignment does not mean the author will not be responsible for future claims based on plagiarism or others. Furthermore, the CTPCBA despite the assignment has the right not to publish or present any paper in any given format or means and is not subjected to the publication of any work on any specific dates.
- 12) Papers should not have publicity or the advertising of any products, including software applications.
- 13) Papers should not have publicity or the advertising of services of any kind.
- 14) The Review Committee, assigned by the EC, shall examine all papers.
- 15) The EC will examine all papers rejected by the Review Committee, and its decision shall be final.

- 16) Speakers shall pay the registration fee according to their category (Certified Translator registered with the CTPCBA, student or other professionals), on the same terms and dates as attendees, with two exceptions. A) **To present their paper at the Congress**, speakers must register and pay the registration fee before **January 31, 2023, with no exceptions**. B) If a paper is rejected and the author does not wish to take part in the Congress as an attendee, then the author may request the refund of the registration fee.

## DATES

- 17) The final abstract submission deadline is on **July 31, 2022**.
- 18) Abstracts must comply with the following requirements to be considered by the Review Committee:
- The title shall be brief and specific (using ten words only, including articles, and acronyms should not be used), and it should convey the content of the presentation. The title must be carefully selected, because changes to the title will not be accepted after the abstract has been submitted. Both the abstract and the full paper must have the same title.
  - The abstract may have up to 300 words, including articles.
  - The abstract shall be submitted only through the form presented by the CTPCBA. The Paper Submission Form must be completed in its entirety, otherwise the submission will not be accepted. After submission, the author will be acknowledged of the receipt of the abstract by the Operations Team via email, and the paper will be assigned a code.
  - The abstract should give a clear idea of a paper's substance including the background, the theoretical framework, a hypothesis, its purpose, results, and a conclusion. It is not possible to simply state that "conclusions will be discussed," they shall be included in the body of the abstract up for evaluation. As a suggestion, the abstract should only contain essential information about the paper; and all the topics included in the abstract should be discussed further in the final paper.
  - The abstract shall only be submitted as from **May 2022**, through a form to be published in time.
- 19) The results of the abstract review will be sent to the authors on **September 5, 2022**. The Operations Team will message the authors with this information and will ask them to send their full papers for acceptance. During such review, the Review Committee shall examine exclusively the characteristics, the level or the thematic area specified by the author or authors in the form. For the classification of the paper, the comments made exclusively by the Review Committee will be considered, and this decision shall be final.
- 20) The deadline for final submissions of full congress papers is on **October 30, 2022**.
- 21) Full papers must comply with the following requirements to be considered by the Review Committee:
- The full paper shall be submitted by email to [ponencias@congresosctpcba.org.ar](mailto:ponencias@congresosctpcba.org.ar) in the format of a MS Word (.doc or .docx) document. The first page of the document must include the title of the paper, the name(s) of the author(s) and the paper's code.
  - The title of the final paper shall match that of the abstract submitted originally. Changes to the title shall not be accepted.
  - The paper must be double-spaced and written in 12-point, Calabri font.
  - The title, the name of the author(s), and the paper's code should be included in the heading of each page, including the cover. The page number should be listed at the bottom of every page.
  - The length of the full paper is not limited to a certain number of words, however, speakers must bear in mind the time allotted for each presentation, as set in section 2 of the Academic Rules, and therefore they should create a presentation that can be delivered over such a period of time. Accordingly, and to make presentations more dynamic, it is suggested that speakers do not read their presentation, instead, they should present the content of their papers more didactically.
  - It is suggested that the content of the paper is structured based on the following headings: **Introduction**, which should include the background, the theoretical framework and the importance of the research or the topic discussed, together with the hypothesis or the purpose

of the paper; **Body**, for the discussion of the topic or the research, the methodology, the materials or the work methods; **Conclusion**, which should explain the results of the analysis of the topic or the hypothesis or its purpose, and all final thoughts; and, finally, the **Reference page**. It is not possible to simply state that “conclusions will be discussed,” they shall be included in the body of the full paper up for evaluation.

- g) Any materials that the speaker wishes to screen during the oral presentation must be sent as an attachment via mail together with the full paper. The kind of material that the speaker wishes to screen during the oral presentation (.ppt or alike, audio file or video) should be detailed via email and coordinated with the Operations Team.
  - h) Copies will not be handed out to the audience. If the speaker wants to present the audience with additional material, he must send such material at the time of submission of the full paper, but in a separate file. The Operations Team will make the additional material available for the attendees.
- 22) After the cutoff date for accepting submissions of the full papers, any changes, adjustments, or amendments, either to include or remove information from the full paper, the material to be screened during the oral presentation, or the additional material for the attendees shall not be taken into consideration.
  - 23) The results of the final paper review will be sent to the authors on **December 30, 2022**. The Operations Team will email this information to the authors, together with the date and time of their oral presentation, which shall not be questioned.
  - 24) All communications about the acceptance of the papers shall be done via email.
  - 25) After the full paper has been accepted, speakers agree to comply with the date and time given for their oral presentations. In the event of illness, emergency or any act of God, speakers agree to notify their absence in advance, to the following email address: [ponencias@congresosctpcba.org.ar](mailto:ponencias@congresosctpcba.org.ar). In such cases, the CTPCBA may change the program or decide to read the paper instead, depending on what is deemed more appropriate at the time. In such cases, the registration fee will not be refunded.
  - 26) Speakers who do not comply with the registration requirement as set in section 16 shall not present their papers at the Congress, and therefore they shall not get a certificate. Nevertheless, the CTPCBA reserves the rights to publish, read or present the papers, according to sections 11 and 25 of these Rules.
  - 27) The accepted speakers have the absolute right to attend all the other presentations of the Congress.
  - 28) The terms not specifically set forth in these Rules will be decided exclusively by the EC, and such decisions shall be final.