

## **ABSTRACT SUBMISSION**

Complete the following form to submit your abstract, the submission deadline is July 31, 2022 / August 15, 2022

Please remember to read carefully the Congress' Rules and Regulations, as the application to submit papers means you acknowledge and accept them.

If you have any doubts, please check the guide for speakers.

## **GUIDE FOR SPEAKERS**

Why should you submit a paper?

This will be the seventh time that the CTPCBA organizes a Congress. This Congress is one of the most important translation and interpretation events in the world, and top experts in different specializations have participated over the past years. Consequently, speaking at this event is a great chance to make yourself known as a professional and to share ideas, your research or your own personal experiences. Attending as a speaker will allow you to benefit from creating academic and professional references, connecting with colleagues and experts from your area of specialization, and to contribute to the collective formation of knowledge.

What is a paper?

A paper is an academic text similar to a scientific article, but presented orally at a congress. It is a presentation, statement or proposal on a specific topic that has been researched or experienced. The goal of the paper is to draw attention to the chosen topic and briefly share your analysis and conclusions.

What is the structure of a paper?

Its main elements are: title, authors, abstract, introduction (where the topic is presented and the attention and interest of the audience is captured), theoretical framework (where the relevant theoretical aspects are presented), hypothesis and rationale (where the analysis of the topic is offered), conclusion and bibliographical references.

What to avoid in a paper?

A paper is not a course or a workshop, so you should not describe the activities to be performed by the attendees. The abstract should express the content of the full paper; that is, it should summarize the theoretical background of the research, the analysis performed or the professional experience and include your conclusions. This is essential for the abstract's evaluation.

For example, it is not enough to just state that "the paper will discuss" a topic, it must state precisely what topic will be discussed. It is not enough to state what you expect to analyze, present, describe or discuss in your presentation; your analysis, descriptions or reflections should be briefly explained. Finally, you should not state that you will reach a certain conclusion, but you should instead provide your actual conclusion.

What do I have to know to submit a paper?

You will find everything you need to know in the Congress' Rules and Regulations.

Can I submit a group-authored paper?

Yes. You can submit a paper written jointly with other authors (Section 5, Rules and Regulations for Paper Submission).

Can I submit more than one paper to the Congress?

Yes. A speaker may present up to two papers, either individually or jointly with other colleagues.

Who is going to review my paper?

Papers will be assessed by a Review Committee. First, the abstract will be reviewed. If it is accepted, the full paper will be requested for evaluation. A paper may be accepted, accepted with revisions (the Review Committee may request some clarification or changes, or they may ask you to adjust the level or the topic of the paper), or it may be rejected. If a paper is rejected by the Review Committee, it will be further reviewed by the Executive Committee. (Sections 14 and 15, Rules and Regulations for Paper Submission).

Do I have to register in the Congress to submit a paper?

Yes. The same fees, categories and registration deadlines apply to all Congress attendees, including Speakers. This is mainly because Speakers are, in addition, also full attendees to all presentations. (Section 16, Rules and Regulations for Paper Submission).

How can I make my oral presentation more attractive for the audience?

- ✓ **Rehearse:** As you already know, you have 40 minutes for your presentation and 10 minutes to answer questions from the audience, rehearse your presentation to be sure you are going over the points you are interested in sharing within the allotted time. Try to be dynamic and entertaining in your presentation: the most difficult topics can be attractive when delivered by a good speaker.
- ✓ **Do not read:** A paper is usually written to be read, not to be delivered orally. It is often said "the audience came to listen to you, not to hear you read a text". Please, avoid reading the entire presentation so as not to lose the audience's attention; instead, write down a few key points that you want to share and emphasize, and only read some examples from the text if necessary.
- ✓ **Less is more:** A good presentation is not the one that uses the most technological resources, but the one that uses at least some of them very well. Only use technology when you consider that it can clarify or help you explain a concept; otherwise, it is better not to use it because it takes away the attention from what is really important: what you want to say!
- ✓ **PowerPoint, Prezi or audiovisual screenings:** If you are going to use a slide presentation, avoid using it only as a memory aid that you read while making your presentation. The audience does not need you to read it to them, they need you to comment on that and add value to it. When the attention is shifted to a screen, as with reading: the speaker is no longer the main character. Avoid information

overload on each slide; make sure that the text is large and clear enough for the audience to read, and that the colors have good contrast (do not use a dark background on dark letters or a light background if the color of your text is also light).

- ✓ **Speak to the microphone:** One of the most frequent comments from the audience is that they can't hear the Speaker; please speak loudly and articulate your words without rushing. The microphone should always be a few inches away from your mouth.