

Guide to organise the **efсли trainers' seminar**

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Introduction

efsli trainers are professionals who are involved with educating and training (student)sign language interpreters. Trainers play a vital role in the development of the sign language interpreter profession. Every two years an interpreter training program in Europe takes on the responsibility to organise a seminar for trainers.

Time

Participants of efsli trainers' seminars in the past have expressed the wish to hold the efsli trainers' seminar in conjunction with the efsli AGM & Conference. This gives participants the opportunity to attend both events, and save on travelling time and costs. The efsli AGM & conference is annually organised on the second or third weekend of September. An overview of future efsli conferences is on the efsli website. It is not always possible for the organisers of the seminar to hold the seminar in conjunction with the annual efsli AGM & conference. In that case a best possible date is decided upon. The duration of the seminar is two days.

Location

The seminar tends to be organised at the educational institute organising the seminar. If this is not possible another venue can be used to host the event.

Topic

The topic of the seminar is to be decided by the organisers. The organisers can always ask for advice or ideas from efsli.

Agreement

Prior to the organisation of the seminar an agreement (appendix 1) is signed by the organising party and efsli.

Budget

The budget of the seminar is the full responsibility of the organisers. As is stated in the agreement in the budget the cost of the registration

and accommodation of one representative of the efsli board. It is recommended to provide a discount for efsli individual members and for one person of an efsli associate member organisation (associate members are organisations and institutions and not individuals).

PR

The organisers and efsli will work in close cooperation on promoting the efsli trainers' seminar. Information can be published by the organisers and will be published in the efsli in Brief, efsli Newsletter, and efsli website. Both parties will publish at all times both their logos on any external document, such as a press release or announcement.

efsli will provide the organisers with a list of contacts and email addresses to be used for PR purposes to send the announcement for the trainers seminar to. This list can be obtained at the efsli secretariat. This list is only to be used for PR purposes for the trainers' seminar.

Registration

Using different registration deadlines, such as early bird, regular, and late, will encourage participants to register timely. This will give the organisers earlier on a good indication of how many participants are interested in attending the event. The registration deadlines should be set in line with the cancellation deadlines. Please state clearly on your registration information that cancellations must be sent by email and need to be confirmed by the conference organisers.

On the registration form please ask the participant if they agree that their email address is used for future announcements on efsli trainers' seminars. After completion of the trainers' seminar, the compiled list of registered participants who agreed to their email address being used for this purpose, should be sent to the efsli secretariat.

Interpreting services

Interpreting services in the national sign language of the country should be provided by the organisers at the seminar. In addition, it is recommended to provide international sign services as well. A call for interpreters can be produced to find the best suitable interpreters available.

Contact

Any questions in regard to the organisation of the seminar will be directed to the organisers. efsli has the possibility to provide a special email address for the event for the organisers. Please contact web@efsli.org to request a special email address.