



Translation of Vital Documents

2-Day Workshop for Agencies

Thursday & Friday - January 22 & 23, 2015

8:00 AM to 4:30 PM

—Queens Medical Center—1301 Punchbowl St. Honolulu --
King Kamehameha Wing Auditorium & Lounge

(Directions on next page.)



To be conducted by **Kleber Palma**

Director, New York City Department of Education Translation and Interpretation Unit

Kleber Palma is currently the Director of the New York City Department of Education's Translation and Interpretation Unit, which he established in 2004. The unit provides translation and interpretation services, and language access support to more than 1,700 schools. Prior to this, Kleber served as the Director of the Los Angeles Unified School District's Translations Unit, a Language Specialist for the FBI and a Translation Services Manager for a private firm in California. He has extensive experience as a freelance Spanish translator and a language access consultant, and holds a BA in International Relations from the University of Southern California and an MBA from California State University in Los Angeles.

FREE! Register online (only) by Friday, January 16, 2015 by clicking here:



<https://uhmcampusservices.wufoo.com/forms/translation-of-vital-documents-workshop/>

This workshop is limited to 100 participants; priority will be given to state, county and non-profit agencies. It is free but participants have to register.

This workshop will cover:

- Complying with language access translation obligations
- Identifying, tracking, and prioritizing documents
- Contracting and procurement
- The translation process—planning, content creation, workflow, final product, etc.
- Panel of agencies - success stories
- Language access basics & more

*ACCESSIBILITY ASSISTANCE: If you require special assistance or auxiliary aids and/or services to participate in this conference (i.e., sign interpreter; interpreter for language other than English; or wheelchair accessibility) please contact the Office of Language Access (OLA) at 586-8730 no later than **January 16, 2015**.*

**Please share this information
with your colleagues.**

Questions on registration? Contact UH Conference & Event Services: (808) 956.8204

**Questions on content? Contact: Office of Language Access 830 Punchbowl Street, Room 322
Honolulu, Hawaii 96813 Phone: (808) 586-8730 - Fax: (808) 586-8733. Contact email address: ola@doh.hawaii.gov**

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(Attendees are directed to enter from the main entrance to the hospital, take the Iolani elevators to the first floor; go down ramp and to the right; continue to walk forward outside of the hospital; and entrance to the Kamehameha Auditorium/Lounge will be your first immediate left back into the hospital – adjacent to the Kamehameha elevators.)

Tentative Agenda

Thursday, January 22, 2015

- 8:00 a.m. **Registration**
- 8:30 a.m. **Welcome and Introductions**
- 8:45 a.m. **Language Access:** Definition, legal mandates, cases
- 9:45 a.m. **Office of Language Access:** Hawaii demographics, role and functions
- 10:15 a.m. **Break**
- 10:30 a.m. **Data and Language Access:** What data to collect, how, where, when to collect, housing and usage of data
- 12:00 noon **Lunch**
- 1:15 p.m. **Panel Discussion: Stories from Agencies**
- 2:30 p.m. **Break**
- 2:45 p.m. **Universe of Documents:** Identification, categorization and prioritization of vital documents; dissemination, tracking and archiving of translated documents
- 4:30 p.m. **Pau: First Day Session Ends**

Friday, January 23, 2015

- 8:30 a.m. **Life of a Translated Document:** Initial planning, content creation, layout and workflow
- 10:00 a.m. **Break**
- 10:15 a.m. **Hawaii Procurement Rules on Translation**
- 12:00 noon **Lunch**
- 1:15 p.m. **Translation Options:** Contracting a translation company; hiring full-time staff; using existing bilingual staff; using volunteers
- 2:30 p.m. **Break**
- 2:45 p.m. **Hot Translation Topics:** Urgency before quality; “standard” version of a language; “just translate!”; field testing; social media
- 4:00 p.m. **Next Steps**
- 4:30 p.m. **Pau: Second Day Session Ends**

