

International Translation Committee

For Coordinators of Shambhala Buddhist Programs

Checklist for Translation Work

For coordinators of programs or events within our Shambhala community (such as: Shambhala Training, Sutrayana Seminary, Vajrayana Seminary, Warriors Assembly, Shambhala Day, Harvest of Peace, Shambhala Congress, Retreats at DCL, KCL, DDL, SMC, public programs, etc.), here is a check list that could help you to make a program available to non-English speakers and/or make course materials and liturgy available to our culturally and linguistically diverse sangha.

1. Preparatory stage (at least 2 months before the program)

As soon as you accept to be the coordinator of a course or a program, ask yourself these questions:

- a. Is the teacher coming from abroad? Do you expect participants from different language regions? Is so, contact the Translation Committee (TC) in your country to check if interpreter(s) are available.
- b. Is the course material available only in English or also in the native language? Consult the native translation committee.
- c. Is it an international program with transmissions and practice-related texts? Consult all translation committees to ask for respective translations of the texts in available languages other than English.
- d. Is there any money available to pay for the expenses for translation material and/or interpreter/technical interpretation facilities? Check with the centre director and/or the translation committee(s) concerned.

Make sure there is someone (you or another staff member) in charge of translation texts and interpreters before and during the program.

2. Set-up stage (1 week or so before the program)

- a. Are the translated materials ready?
- b. Are these translations only drafts or authorized versions?
- c. Is interpretation needed for a few participants or will there be an interpreter on stage next to the teacher?
- d. Is there a properly working sound/microphone system for quiet interpretation in the back of the room?
- e. If possible, use part-time interpreters instead of one interpreter for the whole program, because providing oral real time translation is quite intense and strenuous.

- f. Is the teacher aware of the possible languages and language barriers that need to be taken into account? Inform the teacher of all interpretation and translation facilities and possible options that need to be decided upon.

3. During the program

- a. Make participants aware of available translation texts and inform them whether these texts are draft translations or final authorized versions.
- b. Inform participants in need of interpretation where to sit, etc.
- c. Make sure that the interpreter(s) involved have a proper seat, enough water and technical and financial assistance to do their job(s).