



NOTA BENE

Vol. XXVI, No. 5

October 2003

Upcoming Events

After-Holiday Party

When: **Saturday, January 3, 2004, 6:30 p.m.**
Where: Home of Anne Chemali
6482 Foxboro Drive, Mayfield Village

Like the Christmas party in previous years, this will be a potluck party. Please bring a dish for about 8 people, preferably something native to your home country and your own beverage.

For reservations send an email by December 28 to Ann at <intofrench@frenchlink.com>, letting Anne know what kind of dish you will bring and if you will come alone or bring a spouse/friend.

For directions, see map on pg 6.

Discussion Group Meetings at Borders:

Wednesday, November 12, 2003

Wednesday, December 10, 2003

Welcome, New Members:

Mary Elizabeth Allcorn

127 W. Elm Street, Kent, OH 44240
Tel.: 330-678-2742, e-mail: allcorn22@hotmail.com
Native language: English

Deborah Cordeiro

20100 Lorain Rd., Apt. 615, Fairview Park, OH 44126
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Native language: Spanish/English

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Tel.: 330-221-3011; 330-678-5506
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Native language: Spanish

“La Tertulia”

by Natasha Curtis

On a cold Thursday night last November, if my memory does not deceive me, I was driving back home from the NOTA discussion group at Borders in Solon when it occurred to me that it would be a fine idea to begin a discussion group for Spanish T&Is in the Akron area. I had recognized the need and was eager to take action, but like others, I had a full plate. A little over a month ago I finally decided to make the first move. I contacted a few colleagues who expressed mild interest in the project and thus scheduled the first meeting. We even gave our group a name! And so, **La Tertulia** was born. What a wonderful experience! It is amazing how much colleagues can learn from each other!

What do we do at La Tertulia? A beverage is always in order to initiate discussion. We order up a cup of Border’s delicious mocha freeze and then, speaking in Spanish as much as possible, we analyze a short text that both challenges and entertains. Our credo is simple: it is imperative for fine translators, especially those of us who also interpret, to be able to move from our first to second language and vice versa with equal fluency. In order to maintain a fair balance, we alternate the source language text each session. The group started off with an English to Spanish article entitled: “Columbia Accident Investigation Board Releases Final Report” extracted from a Washington newspaper. We have also labored over a piece on a young

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NOTA BENE is published by the Northeast Ohio Translators Association, a chapter of the American Translators Association.

Other newsletters are welcome to reprint materials from NOTA BENE, provided they acknowledge the source and send us a copy.

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NOTA membership fees:

Individual:	\$20.00/yr
Corporate/Institutional:	\$30.00/yr
Student:	\$10.00/yr

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NOTA
P.O. Box 994
Kent, OH 44240-0994

President's Message

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Hello everyone,

My, how time flies. I cannot believe it has been a year since I became president of the Northeast Ohio Translators Association. Hopefully this past year has been a good one for you all. My life has certainly changed over the last year as well. Many of you may not be aware that for the past year I have been in the hiring process for the Federal Bureau of Investigation. I received word on October 10th that my background check and security clearance are now complete, and I am now a contract linguist for the FBI. At first I thought that I would have to move to the DC area, but I have been assured that I will be working out of the Cleveland office. I have also been told that I can continue working with my other clients and I recently landed a lucrative translation job from the Cleveland Browns, so it looks like my workload will increase substantially over the next few months. However, I promise that it will not affect my dedication to NOTA.

I thoroughly enjoyed our Annual Meeting at Del Sangro's last month. The food was outstanding, and Courtney Searls-Ridge was an excellent speaker. I hope you enjoyed yourselves as much as I did. The Wrights graciously put Courtney up in their home in Kent, while John Shaklee and I spent the afternoon showing Courtney around Cleveland. We had lunch in the Terminal Tower food court—overlooking the Flats and the Cuyahoga River—and enjoyed the dancing fountains, spent some time at Edgewater Park walking on the beach with the sea gulls, drove through the Flats and stopped at the log cabin, and finished our tour at the Rock and Roll Hall of Fame. Courtney was so impressed with Cleveland that she is going to suggest the ATA look into holding an upcoming conference here. That was not my intention, but I am glad she enjoyed her stay here.

I found Courtney's insights on the continuing education requirements especially enlightening and encourage those of you who are ATA members to familiarize yourself on the issue and vote in the upcoming election. John Shaklee, Melissa Reaves, the Wrights, Amanda Ennis, Anne Chemali, many Kent State faculty members, and myself are attending the conference and would gladly vote for you via proxy. As Courtney explained, continuing education units will not be cost-prohibitive and are quite flexible.

One of our members rightly pointed out to me after the annual meeting that an international group such as ours should not be holding a Christmas party, and I would really like to get all of your feedback on the subject. I have spoken with a few of you and most seem to be of the opinion that it really doesn't matter, but the Executive Committee would sincerely like to hear from the majority before deciding to call it a Holiday party. Please send a quick mail to js@jill-sommer.com and tell me what you think. It looks like the party may not be held in December this year due to time conflicts, so the question may be moot for this year. I will announce the date as soon as one has been decided upon. I would also like to take this opportunity to thank Waltraud Knudsen and her husband for hosting the Christmas party every year for so many years now. Their basement was always cozy and welcoming and an

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President's Message ... cont'd from page 2

excellent location for our holiday gathering. However, our group has grown too large for their basement, so I would like to thank them for all their hard work setting up and cleaning up every year. I am sure they will enjoy attending the events in the future as guests.

My travel plans for the upcoming American Translators Association conference have been finalized, and I am looking forward to visiting the Grand Canyon afterwards. Melissa Reaves and I have booked a room on the rim for

our final night at the Canyon. Even though I am not a morning person, I can hardly wait to stumble out of bed to enjoy a sunrise on the Canyon. Anne Chemali and I are busy finalizing our presentation, *Web Design Made Simple for Language Professionals*. We hope it inspires the attendees to design their own web site. We encourage those of you planning on attending the conference to visit our session on Saturday from 3:30-5:00 p.m.

Jill

Continued Education Credits

Excerpt from an e-mail by Kirk Anderson (ATA Director)

Though the continuing education grid and rules are a bit intimidating at first glance, they're actually simpler than they look. Twenty hours of credit over three years boils down to less than one day a year of continuing education. A couple examples make this even easier to grasp:

If you attend an ATA Conference two out of three years, you don't have to do anything else. That's it. Twenty credits in the bag.

You don't want to go to the conference? Too costly? Too far away? If you go to a couple chapter or local T&I events per year, you're covered. There are 14 ATA chapters and affiliated groups around the country, and several other local T&I organizations whose credits are just as good. Also, just being a member of a chapter or local group (or any other professional association), earns you an additional credit.

Don't have a chapter in your area? How about local chamber of commerce events, classes on new software, workshops, seminars, courses in your area(s) of expertise. Some of these offerings may even be available online, and events like SCORE's (Service Corps of Retired Executives) business seminars are very practical and extremely economical. These general ideas apply whether you're in Omaha or Ouagadougou.

Writing articles for industry publications, serving as a mentor, grading ATA exams, selecting exam passages, and earning a new T&I credential also earn you continuing education credits.

Now, the big question: what is the overall purpose of all this? Why make our busy lives more complicated? Well, if we, as translators and interpreters, want to be considered professionals, we need a credential that is on par with other professional credentials, and if we want that level of recognition, we have to assume the responsibilities that go along with it. Demonstrating a commitment to continuous improvement of our skills is evidence of pride in our work, passion for quality, and an acknowledgment that our profession, like every other, is in constant flux.

Finally, just one more banal note on the process: for those concerned with getting credits approved from foreign institutions or courses, please don't lose any sleep over this. The process will be purely administrative, and all you'll have to do is fill out one additional piece of paper indicating who taught the course, what it was about, and how it applies. There won't be any continuing education police force, and the process will be in no way akin to validating foreign degrees or medical credentials.

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Protecting Your Internet Privacy

by Jill R. Sommer

Privacy has been an issue since the dawn of time, but the advent of the Internet has made the matter all the more pressing. Surfing the Net can be fun and educational. E-mail is a great way to stay in touch with family and friends, and chat and discussion groups allow you to communicate with people with similar interests. Most people are aware of the Internet's benefits, but not everyone is aware of how the Internet can threaten personal privacy and the steps you can take to protect your privacy in cyberspace. If you are aware of the dangers involved with Internet use and have taken steps to avoid those dangers, you can surf in peace, knowing that you are protected.

Electronic mail

How many of you are bombarded with unsolicited commercial e-mail (a.k.a. spam) on a regular basis? How often have you switched e-mail addresses to escape the flood of spam? The amount of unsolicited junk e-mail you receive as a result of your surfing can be an annoyance, but this "spam" is only the most obvious privacy problem. Any e-mail message you send or receive can be intercepted along the way and read—even changed—by anyone from your Internet service provider to the police. It is also easy to retrieve deleted e-mail messages from your computer hard disk or someone else's if you know how. It is also possible for other people to send messages under your name, expressing opinions or ordering items without your knowledge, and leaving you to deal with whatever problems that may arise.

What you can do:

- Think of any e-mail as a postcard (an unsealed message that others can read or pass on to someone else). If you want to communicate privately, install software that allows you to "encrypt" or scramble your e-mail messages so no one can understand them except you and the person to whom you are writing.
- Send your messages through anonymous remailers (organizations that remove your identity from messages before sending them on to their destination).
- Use e-mail software that lets you control who can see the messages you send—and for how long.
- Ask your Internet service provider to have junk e-mail deleted before it gets to your mailbox. It is likely a few will still sneak through; if this happens, delete the messages without opening them. If you accidentally open them, whatever you do, *don't* answer them.
- Many junk e-mail messages offer the opportunity to remove ("unsubscribe") you from their list. Don't do it! By responding, you confirm your e-mail address is

good, and whoever sent you the junk e-mail can sell that address to even more advertisers.

Surfing the Net

Many Web sites collect personal information. Some sites ask you to register before you can view the site, while other sites collect information in more subtle ways. Some search engines remember what you have looked for by keeping track of the key words you input. Many other sites store "cookies" (small text files that can collect and store information) on your hard drive to tell them information such as your computer's IP address, your operating system, which banner ads you have clicked on, what web sites you have visited and any information you may have voluntarily provided (like your name, address, etc.). This information allows Web sites to identify you the next time you visit and track your visits. Some cookies are helpful; for instance, Amazon greets me by name every time I visit and keeps track of what I order until I place the order. This is especially helpful if my computer or browser crashes in the middle of an order, because I will not have to go through the process again and try to remember everything I ordered. Some cookies, however, are not so helpful and enable Web sites or advertising networks to create a profile of you based on the information you provided and your browsing and shopping patterns, often for advertising purposes. Adware and spyware applications are tiny Trojan horses that are built into other applications that track your habits and violate your privacy without your knowledge. Adware is considered any software application that displays advertising banners while the program is running. For example, I have a free version of Eudora that I use that displays ads while I read my mail. Adware is pretty innocuous. It tracks which ads you have already seen. The real problem lies in spyware. Spyware is software that tracks your online habits and sends that data back to a third party (often without your permission or knowledge). Some companies quietly include spyware as part of the software they sell. In fact, several well-known freeware programs such as Real Audio have been found to include spyware.

What you can do:

- Refuse the cookies that Web sites send you. However, I find this method a bit too Draconian, so I have set my preferences to reject only "third party cookies." Check your browser's Help files to find out how to program your computer to do this. Just remember that some Web sites can make it difficult or even impossible for you to visit them if you do not accept their cookies. In the long run, you must decide whether or not it is worth your while to accept cookies.

- Be cautious about the information you provide to Web sites, because they may use the information for marketing purposes. I have a Yahoo account set up that I use when ordering online or whenever I am asked for my e-mail address. I only give out my primary e-mail to clients, colleagues, and friends. As a result, I only get 1-2 spams a day and can sometimes go days without getting "spammed."
- Reduce the amount of personal information that you provide to Web sites. Do not provide information that is not required. Also, some financial institutions are now offering one-time credit card numbers for Web purchases to offer greater security. Contact your bank to see if it offers this.
- Before you buy anything or make a financial transaction online, read the Web site's privacy policy. If it does not have one, think twice about completing the transaction. Check opt-out boxes that limit the use of any information you provide. I also go a step further and write "do not pass on or sell my information to third parties" on any warranty or application I fill out in the "real world."

Chat, Discussion and News Groups

Discussion and news groups are wonderful resources, but you need to remember that anything you write could be used against you. This was recently illustrated in a discussion on the German Language Division listserv. During the course of a discussion on continuing education units, one member made unfounded claims about ATA graders, and his behavior escalated to attacking fellow listserv members and boasting about his high word prices. He was summarily kicked off the listserv. Think before you write.

As just about everyone knows, chat rooms are usually anonymous, and you can be whomever you choose in a chat room – as the numerous cases against pedophiles have shown. Newsgroups are in the middle of the spectrum. Participants may be who they say they are; however, they could be misrepresenting themselves as well. Caution is to be exercised in any case. If you take part in discussion and news groups, anyone from the simply curious to potential employers can search for copies of your messages through Google, which archives messages indefinitely. It is also possible to find the names of chat or discussion groups in

which you participate and the names of news groups to which you subscribe. The names of those groups alone can reveal a lot about you. Again, a dummy e-mail can help shield you from this kind of exposure (not to mention from spammers, who use robots to cull discussion groups for e-mails).

What you can do:

- Participate in chat or discussion groups under a fake name or using a web-based e-mail address.
- Be discreet. As a general rule, assume that your online communications are not private unless they are encrypted.
- Some groups that store your old messages allow you to delete them for good: do it!

There are several excellent resources available to help you protect your privacy on the Internet. One excellent book is *Internet Privacy for Dummies* by John Levine, Ray Everett-Church, Gregg Stebben, and David Lawrence. This book was an eye-opener for me and covers a wide range of topics from the subjects covered here to telemarketers and Do-Not-Call lists, cell phone usage, etc. You can also visit the web site at <http://www.internetprivacyfordummies.com/>.

There are also a handful of programs (many of them free) that can protect you from peeping businesses and secret software. Firewalls such as Zone Alarm (www.zonealarm.com) shield your computer from prying eyes, while spyware/adware detectors such as Ad-aware (www.lavasoftusa.com), SpyBlocker (personal.bellsouth.net/mia/k/r/kryp), Guidescope (www.guidescope.com), SpyChecker (www.spychecker.com) or Pest Patrol (which is an add-on to Zone Alarm) clean computers of spyware and regulate what information is gathered by a Web site. Several good privacy awareness sites include a privacy analysis web site (www.anonymizer.com/snoop.cgi), ShieldsUp! (grc.com), and Privacy Bird (www.privacybird.com).

If you think you do not need to worry about Internet privacy, do a quick search for your name (and its various forms) on Google. I think you will be surprised what you find.

Welcome To Phoenix! (from a circulating E-mail)

1. You must learn to pronounce the city name. It is: "fe - niks."
2. Forget the traffic rules you learned elsewhere. Phoenix has its own version of traffic rules...the cars/truck with the loudest muffler goes next at a 4-way stop. The truck with the biggest tires goes after that. (Note: Blue haired ladies driving anything have right of way anytime.)
3. To find anything in Phoenix it is required that you know where Central and Washington is... which is the Alpha and Omega. The Beginning and the End.
4. The morning rush hour is from 5:00 to 10:00. The evening rush hour is from 3:00 to 7:00. Friday's rush hour starts on Thursday morning.

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Annual Dinner Meeting

at Del Sangro's Restaurant, Brook Park, OH - Saturday, Sept. 27, 2003

Jill welcomed the members on behalf of the Executive Committee. She gave a brief report on St. Jerome and then presented the annual President's report. We have over 100 members, and our renewal rate is 75%, which is the highest it has been in years. The monthly discussion group averages 10 visitors. We had a busy year. A record number attended the Christmas party. Other events included the ATA Conference in Atlanta, Intel ISEF, the accreditation exam, the summer picnic, and the upcoming clambake. Some new projects that were not quite as successful but will hopefully bring fruit next year are the online listserv and the Rock and Roll Hall of Fame project. Upcoming events include a Web design presentation on October 15th, the clambake on October 18th, the ATA conference in Phoenix Nov 5-8, the Trados workshop on January 10-11, and a redesign of the Web site. Jill made a first draft of a new NOTA Web site and had her laptop there for all to view it and offer feedback.

Treasurer's report: currently 110 members, 28 not yet paid dues. Renewal rate is 75%.

Lee reminded people to pay their annual dues. Expenses exceeded income by \$380. (The 2002-03 financial statement will be published in the newsletter.) We got a break on printing of the membership directory, so the cost was less than the year before. It costs more to produce a hard copy of the newsletter than an electronic version.

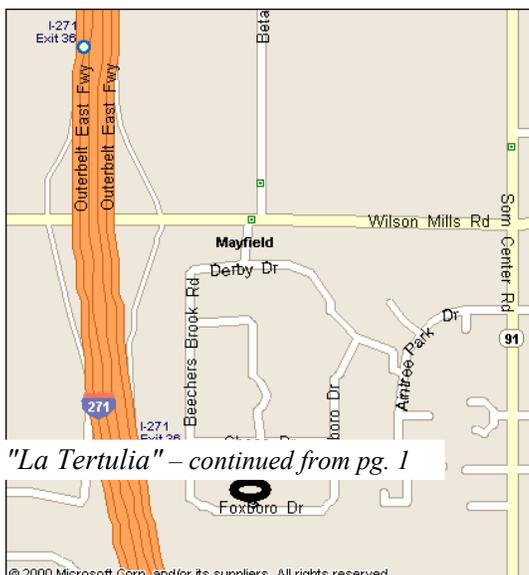
Jill introduced Courtney Searls-Ridge, Secretary of the ATA, who spoke of how the NOTA group contributes to the good of translation at a national level. NOTA member Lee Wright has served on the ATA Board and Accreditation Committee, and he currently chairs the ATA Active Membership Review Committee. Sue Ellen Wright chairs the ATA Terminology Committee. Amanda Ennis currently serves on the Public Relations Committee, and John P. Shaklee is the co-chair of the ATA Mentoring Program.

MENTOR PROGRAM

The thrust of the mentor program is to help newcomers break into the industry by offering a structured program to address problems. The mentor program provides boundaries for the relationship. It has a beginning, middle, and end. There is no pay involved. The mentee poses the questions, the mentor answers them. The mentee takes control of the relationship by listing the goals to be addressed, and then negotiates with the mentor when they meet, what they'll discuss, and how to keep apprised of goals. The program is intended to last one year. The ATA provides mentor/mentee training at the annual conferences. You must attend the conference to participate in the training sessions. The mentoring training is provided through The Mentoring Group and Linda Phillips-Jones, Ph.D., www.mentoringgroup.com. Linda will present at the ATA Phoenix conference.

John and Courtney facilitated a mentoring exercise, in which the members formed groups of two and each played the role of mentor/mentee. The goal was to give NOTA members a chance to see what type of questions come up in the mentor/mentee relationship.

Courtney discussed the continuing education credit issues and the petition asking the ATA to change the bylaws. There is a body of members who are against continuing education credits to maintain accreditation. One complaint is the cost to obtain CEUs. The ATA has kept the qualifications broad and flexible: you can publish an article, attend the conference to gain CEUs, or take classes in any subject. You may attend a class on winemaking, which would count as a CEU. The CEUs are not intended to be a hurdle. Members are encouraged to submit their proposal for approval. The grid the ATA provided is meant to be an example. CEUs act as an enhancement to our profession, and solidify our credentials. A vote for this amendment will slow down our progress. Think carefully about the petition and your vote. If you have any questions, contact Jill Sommer or Lee Wright for particulars, but please vote by proxy if you are an active ATA member and cannot attend the conference.



Guatemalan woman, Eulalia Miguel. Murder charges are being brought against her and she is unable to participate in her defense, due to a language barrier and a lack of a proper interpreter. We also stretched our neurons over a literary piece by Seneca. During our next meeting on October 19, 2003, we will render a legal document (Spanish into English). Usually, I try to have the document available ahead of time. This way, those who plan to attend may request the text and come prepared with their versions.

Here are but a few of the advantages of "La Tertulia." We work together and try to solve linguistic conundrums, we enrich our vocabulary, discuss ethical issues, and practice Spanish all at the same time! If you are new to the T&I industry, here is an excellent opportunity to learn from

more seasoned professionals. You will learn things that may well save you from a future headache! If you have been in the language industry for a while, you probably have noted this recurring lesson: the more you learn, the more aware you become of how much there is yet to learn. Congenial interaction with others has proved a splendid way to acquire substantial knowledge. Don't miss this great opportunity and join us at our next meeting. The more the merrier!

La Tertulia meets every other Sunday at Borders on 335 Howe Avenue Cuyahoga Falls, OH 44221, at 2:00 p.m. For more information, or to request our next article, please contact Natasha Curtis by e-mail at: ncurtis@naclanguageservices.com ¡Te esperamos!

Financial Statement

as of August 31, 2003

Beginning balance	\$3,685.53	Expenses:	
Revenues:		Meeting expense	
Membership dues	\$2,220.00	(Includes September dinner meeting & deposit for 2003 dinner)	\$ 844.05
(Includes 2003-2004 dues revenues received as of 8/31/03)		Membership directory (printing, postage, labels & envelopes)	\$ 604.70
ATA dues rebate for 2002 – Not yet received	\$ 0.00	Newsletter printing & postage	\$ 824.59
Bank interest	\$ 5.43	Other printing (stationery & brochure)	\$ 126.54
Receipts from Sept. '02 dinner meeting	\$ 482.00	Other postage & mailing expense (including dues notices)	\$ 159.98
Income from other sources	<u>\$ 0.00</u>	Web site maintenance	\$ 280.00
TOTAL REVENUES:	\$2,707.43	Supplies	\$ 138.82
2002-2003 rev. + balance carried forward	\$6,392.96	Other expenses	<u>\$ 108.75</u>
Balance as of 31 August 2003:	\$3,305.53	TOTAL EXPENSES:	\$3,087.43
		NOTE: Expenses exceeded income by \$380.00.	

Welcome To Phoenix! – continued from pg. 5

5. If you actually stop at a yellow light, you will be rear ended, cussed out and possibly shot.
 6. You must know that "Maricopa Freeway, Papago Freeway, I-10" are the same road.
 7. Construction is a permanent fixture in Phoenix. The barrels are moved around in the middle of the night to make the next day's driving a bit more exciting.
 8. Watch very carefully for road hazards such as drunks, skunks, dogs, coyotes, barrels, cones, cows, horses, pot holes, cats, pieces of other cars, truck tires, squirrels, quail, rabbits, and crows or vultures feeding on any of these items.
 9. If someone actually has their turn signal on, wave them to the shoulder immediately to let them know it has been "accidentally activated."
 10. The minimum acceptable speed on "all freeways, I-10, I-17 & U.S. 60" (see above) is 85 mph. Anything less is considered downright sissy. This is Arizona's version of NASCAR.
 11. Never honk at anyone. Ever. Seriously. (It maybe a hazard to your health.)
 12. If you are in the left lane, and only going 70 in a 55-65 zone ... you are considered a road hazard, and will be "flipped off" accordingly.
 13. Ground clearance of at least 12 inches is recommended for city driving.
 14. If it's 70 degrees, Thanksgiving must be next weekend.
- Again we say, WELCOME TO PHOENIX, ARIZONA.
Enjoy your stay!

Do you own a Trados license? Have you been using the suite for a while and have questions about its functionality? Are you wondering how you can improve your terminology management skills?

Come and join us for the
Trados Professional Seminar on January 10 and 11, 2004
at Satterfield Hall (Room 316), Kent State University.

This event is a joint venture between Kent State University and the Northeast Ohio Translators Association (NOTA). We will focus on the practical issues related to the use of Workbench and Multiterm. TagEditor and WinAlign will also be covered.

This professional seminar is designed for linguists who own a Trados license and/or are already familiar with Workbench.

The session will include formal presentations, live demonstrations and hands-on exercises in the lab. Computers will be provided.

The speakers are knowledgeable linguists who have extensive experience using the suite for professional production.

Registration is now open for NOTA members and KSU alumni and graduate students. Please fill in the form below and send it to Jill Sommer (NOTA President) along with your \$50.00 registration fee. **Hurry, this event will be advertised nationally at the upcoming ATA conference in November!** Space is limited to 40 participants. Registrations will be honored on a first-come, first-serve basis.

Cancellation policy: Refunds are issued only if issue of cancellation is received by January 1, 2004. A cancellation fee of \$10.00 is charged for all cancellations.

Need directions? Visit <http://imagine.kent.edu/directions/kent/travel.asp>. Click on Buildings & Departments for directions to Satterfield Hall.

Details about the program will be posted soon on the NOTA website at <http://www.ohiotranslators.org/>.

If you have questions, please e-mail them to Anne Chemali (intofrench@frenchlink.com) or Jill Sommer (js@jill-sommer.com).

Don't miss this unique opportunity to become a Trados expert and network with colleagues and friends!

.....
REGISTRATION FORM

Name: _____

Mailing address: _____

E-mail address (for your receipt): _____

Tel (include area code): _____

I will attend the Trados weekend seminar on January 10 and 11, 2003 in Kent.

I am enclosing a \$50.00 registration fee check payable to NOTA.

Date: _____

Signature: _____

Please mail this slip with your check to:

Jill Sommer
 33425 Bainbridge Road
 Solon, OH 44139