**IU-ALE Workshop Agenda**

**Monday,Mar 4, 2022**

1. **Pre-project - Liron**
2. Review [upcoming projects pipeline](https://iubhfs-my.sharepoint.com/personal/karen_hofreiter_iu_org/_layouts/15/Doc.aspx?sourcedoc=%7B62A6F447-572C-4246-A6E1-EC63DD230305%7D&file=ALE%20Translation%20books.xlsx&action=default&mobileredirect=true&cid=dea00040-f3a8-4ce0-b8ec-3b67b97d69f0) and improve clarity
3. Streamline approvals
4. Setting deadlines (including for exams)
5. What does the preparation of materials entail on the IU end?
6. **Project operations - Tammy**
7. Reporting to individual reviewers for content and/or technical? IU point of contact
8. Make sure section 1.1 is being sent and reviewed
9. Editing, reference and management tools that we need to aid the process
10. Maintain a set structure and frequency of communication (set times for meeting via Zoom and in-person)
11. Deconstructing and recompiling text - how can we review in sections w/o creating extra work? Does it work to send section 1.1 as agreed, and the rest of the book when it’s ready?
12. **Style and formatting - Helen**
13. Style guide: Review our current document: [Guidelines and Glossary](https://docs.google.com/document/d/1-mJnlxLyJG8bsiHVNJscInzJ7ZEEdlsomnH-QlSCiQo/edit) and revise/add as needed to perfect it
14. References: We decided early on not to do formatting and are not compensating translators for formatting. Translators mimic the formatting of the source text. (Has IU experimented with reference management software tools?)
15. The 100-page style guide – can it be distilled?
16. How to simplify formatting
17. Drill down on preferred writing style and register so we can add to style guide - how formal/informal (specific examples of writing register)
18. System for informing of structural updates and changes (such as exam q’s)

 **D. Glossary/term-base - Liron**

1. Building a [dynamic](https://docs.google.com/document/u/1/d/1fHLCOPuw5C3gX44DXorkoBlEP0GbFB3pQDs5s5F8fNU/edit) [glossary](https://docs.google.com/document/u/1/d/1ZkWu9AR8_ChGeMoSG2r0aOKiaRkW64TWijTTdzhrvUk/edit) - can IU send terms they have?
2. Consider a terminology management system like Multiterm (by Trados) for future projects

 **E. Work scope- Avi**

1. Can we help with references/citations
2. LaTex files
3. File conversion - exams conversion, course material conversion - what do you need/what can we provide?
4. Fonto
5. Generic ALE account for uploads and deliveries
6. Shared Monday/Trello projects