

Terminology Management Intensive training course based on the ECQA Certified Terminology Manager – Basic training programme

August 7-9, 2014 (daily 9:00 a.m. – 5:30 p.m.)

Venue: Hotel Sylter Hof Berlin (Kurfürstenstr. 114-116, 10787 Berlin)

Host: BDÜ Weiterbildungs- und Fachverlagsgesellschaft mbH in cooperation with TermNet

On the three days after the FIT XXth World Congress, the CPD unit of the BDÜ (BDÜ Weiterbildungs- und Fachverlagsgesellschaft) jointly with the consultancy and training unit of the International Network for Terminology TermNet (TermNet Business GmbH) will host this 3-day seminar on Terminology Management.

Target audience

The seminar is designed as a theoretical and practical introductory training course on terminology management to help professional

translators, interpreters and terminologists develop their terminology management skills and set up or improve their terminology management system. For detailed contents and learning objectives, please refer to the programme in the table below.

The seminar is also open to colleagues who do not wish to attend the FIT XXth World Congress (Aug. 4-6, 2014 – www.fit2014.org) in Berlin.

The seminar will be held in English.

Seminar programme

Thursday, August 7, 2014 - UNDERSTANDING TERMINOLOGY MANAGEMENT		
08:00	Registration and Check-In	
09:15	Opening and introduction	Gabriele Sauberer Blanca Nájera
09:30	What is terminology? · The participant understands the basic principles and concepts of terminology theory. · The participant understands the mechanisms of term - concept assignment. Why terminology management? · The participant is familiar with principles and methods to handle terminology for various practical purposes. · The participant is familiar with the advantage and disadvantages of using terminology management systems.	Klaus-Dirk Schmitz
11:00	Coffee Break	
11:30	How terminology work is embedded in my organisation and work environment · The participant understands in which ways terminology is embedded in an organization and work environment. · The participant understands which departments are involved and affected by terminology management.	Klaus-Dirk Schmitz
12:30	Lunch Break	
14:00	Workshops · Group 1: Terminology for Translators: What do I need in my daily work? · Group 2: Terminology for Interpreters: What do I need in my daily work?	Klaus-Dirk Schmitz Frieda Steurs
15:00	Coffee Break	
15:30	Continuation of the workshops	Klaus-Dirk Schmitz Frieda Steurs
Friday, August 8, 2014 - TERMINOLOGY MANAGEMENT SKILLS		
09:00	How to search and collect terminology · The participant knows where to look for relevant information for Terminology Work. · The participant knows how to look for relevant online information for Terminology Work.	Klaus-Dirk Schmitz
10:00	Coffee Break	
10:30	How to store and retrieve · The participant understands the basic principles of a terminology management system. · The participant is familiar with the different models of terminology management systems. · The participant is familiar with the basic principles of data modelling/data categories. · The participant knows how to store information in a term bank.	Klaus-Dirk Schmitz
11:30	How to manage monolingual and multilingual terminology · The participant is familiar with the basic principles of mono- and multilingual terminology work. · The participant is familiar with terminology workflows and able to manage a terminological project.	Klaus-Dirk Schmitz
12:30	Lunch Break	
14:00	Application Scenarios: Medical Terminology	Frieda Steurs
14:45	Application Scenarios: Legal terminology	Hendrik Kockaert
15:30	Coffee Break	
16:00	Application Scenarios: Terminology and Technical Documentation	Frieda Steurs
16:45	Application Scenarios: Internationalisation, Globalisation, Localisation	Klaus-Dirk Schmitz

Saturday, August 9, 2014 – PROJECT MANAGEMENT AND LEGAL ISSUES		
09:00	How to present the business case for terminology, involve relevant stakeholders and collaborate with relevant organisational units · The participant is able to argue the importance of terminology. · The participant knows how to implement a terminology policy. · The participant knows how to identify and involve relevant stakeholders. · The participant knows why it is important to get relevant departments and other units to collaborate. · The participant knows how to get relevant departments and other units to collaborate.	Gabriele Sauberer
10:00	Coffee Break	
10:30	How to calculate and argue costs & return on investment · The participant is familiar with the factors that affect a calculation of cost and benefit. · The participant can do a basic calculation of cost and benefit of terminology management.	Frieda Steurs
11:30	How to deal with copyright issues and product liability in terminology management · The participant is aware of copyright issues that may have an impact on terminology management. · The participant knows how terminology management can have an impact on the liability of products and services and is aware of legal issues that may arise.	Blanca Nájera
12:30	Lunch Break	
14:00	Which standards are relevant? · The participant has basic knowledge about standards and their role for terminology management	Hendrik Kockaert
15:30	Coffee Break	
16:00	Preparation for the ECQA Certified Terminology Manager – Basic exam	Blanca Nájera
17:00	Wrap-up and end of the seminar	

Trainers

- Prof. Dr. Klaus-Dirk Schmitz, Cologne University of Applied Sciences
- Prof. Dr. Frieda Steurs, KU Leuven – University of Leuven
- Prof. Dr. Hendrik Kockaert, KU Leuven – University of Leuven
- Dr. Gabriele Sauberer, Director, TermNet Business GmbH
- Blanca Nájera, Deputy Director, TermNet Business GmbH

Optional certification

The seminar programme has been developed within the framework of ECQA – the European Certification and Qualification Association (www.ecqa.org).



After the seminar, participants will be given the opportunity to sit an exam to obtain the ECQA Certificate for Terminology Managers (basic level). The exam is taken online some weeks after the workshop to ensure that participants have enough time to work through the training material.

The examination fee (€ 250, including VAT) is not included in the fee for the course. Only those participants who wish to take the exam need to pay this examination fee, which includes:

- access to all standardized course materials (to be found in a Moodle-based e-learning platform),
- an online tutorial for every learning unit and
- one live webinar to prepare for the exam.

Course fees

Members of the BDÜ and other FIT affiliates

Early bird registration by April 30, 2014: € 795.00
 Registration after April 30, 2014: € 945.00

Non-members

Early bird registration by April 30, 2014: € 945.00
 Registration after April 30, 2014: € 1,095.00

The fees stated above include 19% VAT and cover daily coffee breaks and lunches (but not hotel accommodation, breakfast and dinner).

Venue and accommodation

The seminar will be held at the Sylter Hof Hotel, Kurfürstenstr. 114-116, 10787 Berlin. Rooms can be booked at preferential rates via the hotel booking portal for the FIT XXth World Congress, at www.FIT2014.org ("Planning your journey").

Registration

Please register online: www.seminare.bdue.de or send us an email to service@bdue.de.



The number of participants is limited to 40. We therefore recommend that you register early. Registration closes on July 1, 2014. We reserve the right to cancel the seminar if the minimum number of participants (15) is not reached by April 30, 2014.

Please do not hesitate to contact us by email to service@bdue.de should you have any questions concerning registration or organizational aspects of the seminar.

If you have any questions concerning the seminar programme and certification, please contact Blanca Nájera by email to events@termnet.org.