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# ATA Conference Held in Downtown Los Angeles

By Benjamin B. Tompkins

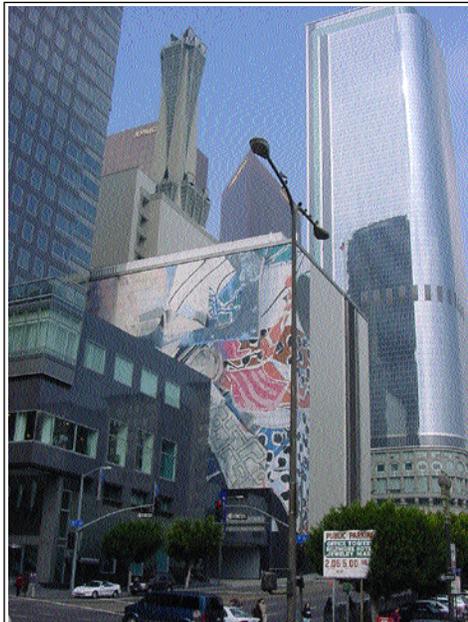
This year's ATA Conference was held in Downtown LA's Millennium Biltmore Hotel, the site of an Oscar Awards ceremony and countless movies. I heard that part of Ghostbusters, which was set in New York City, was filmed in the Biltmore.

Despite threats of possible terrorist attacks on bridges in California, the conference as a whole and the JLD sessions in particular went off without a hitch and were actually very productive.

Izumi Suzuki does an excellent job of summarizing the conference in her "From the Administrator" message (page 3), so I'll avoid repeating what she says. The sessions began with the Annual JLD Meeting (see "Minutes" on page 12), which normally fills the last slot at conferences. The meeting was moved up this year to give next year's conference planning committee a better chance to identify potential presenters. Speaking of the conference planning committee (Manako Ihaya and Carl and Masae Sullivan), you can make the JLD sessions at the 2002 conference better than ever by helping identify potential speakers. There must be someone you know! Better yet, you could volunteer to present alone or in a panel or at least suggest a possible topic for a presentation. And please be sure to contact one of the committee members to ask how you can help them in their difficult task.

Again, Maynard Hogg came from Japan, camera in hand, to photo-document the event. The many photos he took are available on his website at <http://yoga4.org/ata42-thumbs.htm>. If you would like a digital copy of any of the conference photos appearing in this issue, please contact me at [ben@j-translate.com](mailto:ben@j-translate.com).

Some words of thanks are in order. I appreciate all those who volunteered to introduce the speakers and write the summaries. Your bribe (i.e., a Barnes & Noble gift certificate or BBQ sauce) is in the mail. And I of course thank all the speakers for all the preparation and work. Last, but definitely not least, I thank the 2001 conference planning committee—Hiro Tsuchiya, Akiko Sasaki-Summers, and Tim Hallett—for doing the most difficult and time-consuming task associated with the conference.



Downtown Los Angeles

## Session J-2: "Legal Documents (Contracts) Made Easy for Japanese

Translators—Understanding Legal Expressions" by Junko Gilbert  
Summarized by Jon Johanning

In this workshop, Junko Gilbert explained some of the linguistic peculiarities of English legal documents, especially contracts, and presented some tips for translating them into Japanese. In her handout, she discussed the translation of quite a few typical legal expressions and analyzed the structure of contract documents. She also gave some examples of poor translations, and enclosed a four-page

Continued on Page 4

## From Your New Editor

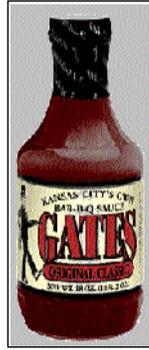
Hello. My name is Ben Tompkins. Some call me Benjamin, and I have yet to settle on a preference after 31 years on this planet. I became *JLD Times* editor last month at the 2001 ATA Conference in Los Angeles. I currently serve as the secretary-treasurer of the JLD and treasurer of MICATA, the Mid-America Chapter of the American Translators Association. You may also know me as the listmaster of the JLD List. I live and translate in Kansas City, Missouri.

But enough about me, myself, and I. Let me continue by thanking Manako Ihaya, the editor before me, and Gerry Gooding, the editor before her, for all their hard work as well as the advice and suggestions they kindly offered me. I also thank Hideki Ishii, the publisher, who has been the true source of continuity behind the *Times* over the years. His advice to date has been invaluable, and he hasn't turned his back on me despite the two deadlines I've missed. (Sorry, Hideki!)

I also thank the contributors to this issue and hope that you will all eventually have a written contribution to submit to the *Times*. That brings me to the first change I have made as editor. I have reserved \$300 in the budget to pay for gifts for some contributors. The gifts are Barnes & Noble gift certificates, Blockbuster gift certificates, and Gates BBQ

sauce from Kansas City along with my favorite recipe for ribs. Please consider writing an article for the *JLD Times* today. One of these gifts will not be your only reward. Contact me at ben@j-translate.com if you are interested or have any questions. I would also love to hear any suggestions, positive or negative, that you have.

Starting with this issue, I will expand circulation beyond the JLD membership, posting links to this and past issues at such locations as Honyaku, JAT, and the mailing lists of other divisions. Of course JLD funds alone pay for the cost of the *JLD Times*, but I think the benefits of expanded potential advertising revenue and a bigger audience (from which new members and *JLD Times* submissions will inevitably come) will make up for the small dent in our budget. As the publication is now in electronic form, this change will



entail no additional postage or copying costs.

Finally, I have assembled a mini-committee of assistants. Irith Bloom kindly volunteered to help proofread, and Ken Wagner will help locate articles from other publications. Please consider volunteering a few minutes of your time to help locate potential authors or proofread. The *JLD Times* will be much better for it.

In closing, I provide a list of important deadlines that relate to the *JLD Times* below. Please jot them down in your planner or PDA and begin deciding how you will contribute.

Best regards,

Benjamin B. Tompkins

### Winter 2002 Issue (focus on technology and staying current)

January 25 submission deadline

March 4 publication

### Spring 2002 Issue (focus on the translator's working environment, medicine, IJET)

April 22 submission deadline

May 11–12 IJET 13 in Yokohama

May 28 publication

### Summer 2002 Issue (focus on work quality, financial translation, and the upcoming 2002 ATA Conference)

July 22 submission deadline

August 26 publication

### Fall 2002 Issue (focus TBA...any suggestions?)

November 6–9 ATA Conference in Atlanta

November 20 submission deadline

December 16 publication

## Review

By Carl Kay

### Review of Einichi Jimu Honyaku No Houhou

Toshitsugu Tahara, a Board Member of the Japan Translation Federation and Business Translation Director at ILC, a translation and language school in Japan, has written (in Japanese) *Einichi Jimu Honyaku No Houhou* (Techniques of English-Japanese Business Translation: ISBN 4-469-24465-1, published in October 2001 by Taishukan Shoten). The book is intended as a guide to Japanese students of E-J commercial and technical translation. It may also be useful to translation companies outside Japan in testing and training

Japanese translators and editors.

The book consists of six chapters covering terminology, approach (conceptual translation vs. descriptive translation), style, sentence flow, the fine points of Japanese orthography (*hyokihou*) and how to use English sentence structure and logic to advantage in writing the Japanese. Each chapter includes practice exercises with answers, and practical tips about how to get started and survive as a professional translator.

Tahara calls on his wide background, which includes promoting the formal disciplines of technical writing and the Information Mapping methodology in Japan, to offer just enough theoretical framework and ample practical application, well suited to the serious student or new practitioner. Translation companies and departments outside Japan may find this compact 135-page, paperback useful in set-

ting and confirming a shared baseline of knowledge and practice among all its Japanese translators and editors.

The book sells in Japan for ¥1,400 (about US\$12 at recent exchange rates) but may cost somewhat more in North America, where it can be ordered from Kinokuniya bookstores in California (Costa Mesa, Los Angeles, San Francisco, San Jose); New Jersey (Edgewater); New York (New York City), Oregon (Beaverton) and Washington (Seattle).

*Carl Kay founded Boston- and Osaka-based Japanese Language Services in 1982 and was CEO there through 1997. In 1998 Lionbridge acquired Japanese Language Services and Carl became the only Asia-based member of Lionbridge's Senior Management Team from 1998-9. Carl still lives in Osaka and is currently a consultant to numerous Japanese and US companies and the only non-Japanese Board Member of the Japan Translation Federation. Some JLD Times readers know Carl as a key player in the founding of the JLD and the ATA's Japanese-English Accreditation Program in the early 1980's.*

# JLD Times

**Newsletter of the  
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of the  
American Translators  
Association**

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## **From the Administrator**

Izumi Suzuki



The 42nd ATA Annual Conference is over. It was lots of fun meeting new people and seeing familiar faces. The total attendance announced in the end was 1,350. Under the circumstances, this was excellent attendance. The Opening Session featured Honors and Awards and the Gode Medal, the ATA's highest award, which was presented to John Felstiner of Stanford University. John was also the keynote speaker. The election of ATA officers and directors took place after the Opening Session, and the

results were announced on Friday, as follows:

President-Elect

Secretary

Treasurer

Directors (three-year term)

Scott Brennan (no contest)

Courtney Searls-Ridge (no contest)

Jiri Stejskal (no contest)

Beatriz Bonnet

Robert Croese

Robert Sette

As for JLD activities, there were about 25 people who came to the Informal Gathering. We introduced ourselves one by one, and Ben Tompkins announced he would be the new editor of the JLD Times, thanking Manako Ihaya, who did a wonderful job in 2000 and 2001. Each speaker who was present that evening was introduced, and enough people volunteered to introduce the speakers at the beginning of their sessions and to summarize the sessions. **THANK YOU VERY MUCH, ALL YOU VOLUNTEERS;** your reports will be valuable to those who could not come to the conference, and attendees whose busy schedule caused them to have to miss some sessions. Let me also extend our sincere appreciation to the 2000-2001 Program Committee: Hiro Tsuchiya, Akiko Sasaki-Summers and Tim Hallett. They worked hard throughout the Conference to assure successful JLD sessions, and they did a superb job. Gokurosama deshita.

There were about 35 members in attendance at the JLD Annual Meeting. You can see the details of the meeting in the minutes recorded by our Secretary-Treasurer, Ben Tompkins (page 12). On Thursday night, we had the annual JLD Dinner at Sai Sai, the Japanese restaurant within the hotel. There, 42 people engaged in conversation, catching-up with one another and enjoying *kaiseki-ryori*. On Friday at one popular session I counted 54 people! (Later I saw even more faces, so there must have been about 60 people all together.)

On Saturday after the forum (J-9 session), we took some time to chat about next year's program. Hiro Tsuchiya was the moderator for the forum, and he continued on in that role as we discussed what sessions we would like to have next year. The new Program Committee consists of Manako Ihaya and Carl and Masae Sullivan. We are all thankful that they agreed to take on this very important task. In fact, this is where our division shines, thanks to a wonderful program and fine speakers consistently provided each and every year. I am certain that some of you will hear from them. **WHEN YOU ARE CONTACTED, PLEASE SAY "YES."** Every member of JLD has something special that is valuable to share with other members. By sharing such knowledge, all of us become a little better, and together we win.

Our next Conference will be in Atlanta, Georgia. We look forward to seeing all of you there in 2002!

## Conference (from Page 1)

example of a complete sample contract in English with Japanese translations of key passages.

Much of the information she presented will also be helpful to J>E translators dealing with Japanese legalese.

### Session J-3: “Understanding the Semiconductor Industry and Technical Terminology” by Ken Sakai Summarized by Kozo Igi

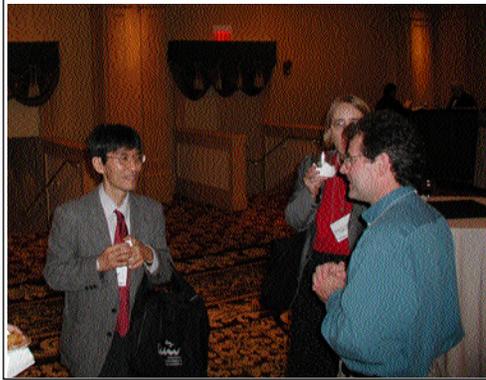
Ken Sakai, who is the president of Pacific Dreams, Inc., presented a lecture on the terminology of the semiconductor industry on Friday morning. The lecture attracted quite a large crowd, reflecting the interest of translators and interpreters in the field of semiconductor fabrication. His lecture was based on his actual experience at Mitsubishi Silicon America, a silicon wafer manufacturer, and also at Pacific Dreams, Inc., his present translation business, which serves semiconductor companies.

His lecture was composed of two parts. The first part was an overview of the semiconductor industry, and the second part related to technical terminology in the field. First, he explained how high-purity (“eleven 9”) silicon is prepared starting from silica and carbon and how silicon wafers are manufactured with the Czochralski method, slicing, lapping, and polishing. He also covered EPIs (epitaxial wafers), CVD (chemical vapor deposition), and PVD (physical vapor deposition). Then, he discussed IC device manufacturing processes, including the oxidation process, photolithography, and CMP (chemical mechanical planarization). The semiconductor technical terminology list, which he went through at the end of his presentation, will definitely be useful for translators and interpreters.

According to an opinion survey, the audience was overwhelmingly satisfied with his presentation. In response to this, Mr. Sakai promised at the JLD Open

Session (J-9) to present part III of his ongoing semiconductor lecture series at the 43rd Annual ATA Conference in Atlanta. His handouts are available at [www.ata-divisions.org/JLD/home.htm](http://www.ata-divisions.org/JLD/home.htm).

*Editor’s note: Ken also graciously offered to write an article about the semiconductor industry for the upcoming issue of the JLD Times, which will be available in February 2002. Kozo Igi is a technical Japanese translator with a Ph.D. in chemistry. His specialization is in the fields of chemistry, chemical technology, scientific instruments, semiconductor & printed circuit board fabrication, photolithography, elec-*



Kozo Igi, Karen Sandness, and Ken Wagner chat at the Opening Reception

*trophotography, plating, and patent specifications. He received a Ph.D. in chemistry from the University of Pittsburgh and an M.S. and B.S. in chemistry from Osaka University as well as electrical engineering education at Osaka University. He taught at the University of Tsukuba and conducted academic research at Washington State University. He also did industrial research in boron chemistry and managed the analytical/QC department at Callery Chemical Company.*

### Session J-4: “Transit and Trados Head to Head in J<>E Translation” By Tim Hallett and Mizuho Iwamoto Summarized by John Brennan

The Japanese Division’s first presentation on Friday afternoon was a double-header—a review and assessment of the relative merits of two of the best-known translation memory tools, Transit and TRADOS. The presentation consisted of two separate, self-contained segments. In the first, Tim Hallett, who specializes in electrical and mechanical engineering and robotics, among other things, demonstrated some of the strengths and weaknesses of Transit from the viewpoint of a Japanese-to-English translator. Next, Mizuho Iwamoto, whose specialties include chemistry, pharmaceuticals, internal medicine, and biotechnology, offered a candid look at TRADOS from the perspective of an English-to-Japanese translator.

Both segments of the presentation were authentic hands-on demonstrations enhanced to great effect by highly lucid

visual displays. Tim, speaking in English, led his audience through a sample Japanese-to-English translation task utilizing Transit, demonstrating each stage in the process and explaining the various features that can help the translator get the job done efficiently. Ms. Iwamoto, who conducted her segment in Japanese, offered a brief overview of some of the particular virtues and weaknesses of TRADOS and then provided those in attendance with a detailed look at TRADOS in action, demonstrating its use in a sample English-to-Japanese translation task. Both demonstrations dealt with content reflecting the presenters’ respective areas of expertise, and both were warmly applauded by an appreciative audience.

### Session J-5: “Dakara Anata Mo Iki Nuite” by John Brennan Summarized by Shizuka Otake

When John Brennan translated a Japanese bestseller last year, he had to write in the narrative voice of an adolescent girl. He found himself working in long sessions to sustain the rhythm and language of the character’s Kansai dialect. Japanese friends helped him with some of the dialect, and John’s own experience teaching in a Japanese junior high school gave him strong insights into the Japanese school system and *ijime*, which is central to the book’s story.

In his presentation, John stressed that translating a book was like translating anything else. “My focus was to get at the meaning in spite of the words. And in that way translating a book uses the exact same tools as an ordinary translation.”

Once he was finished, John wanted to



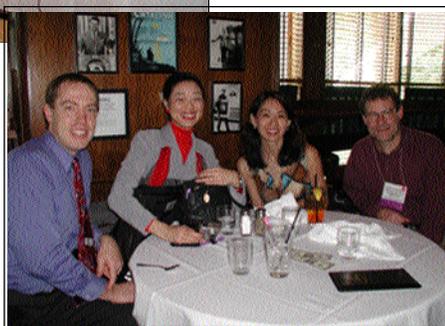
Some of the 25 attendees at the JLD Informal Gathering

stir up interest by sending early editions to book reviewers and educators. He sent enthusiastic emails to his editor and was stunned to find out that the book was meant solely for readers in Japan and that there were no plans to sell the book in the US.

Despite this twist and the financially unrewarding nature of book publishing,



John admits that there is a special satisfaction in having your work printed under your name and the possibility of having an impact on someone. *So Can You*, the English translation of *Dakara Anata Mo Iki Nuite*, is available in the US at Kinokuniya.



Top: The ATA Opening Session; Bottom: Ben Tompkins, Izumi Suzuki, Manako Ihaya, and Ken Wagner have lunch

channels, the other operating principles such as dispersion and full-internal reflection were explained to the audience in the course of events. Of particular interest to this viewer was the historical development from single frequency electro-optical conversion amplifier systems (regenerators) to the modern multi-frequency broadband amplifier systems (EDFA). Audience participation was excellent, with other listeners showing a keen interest in the diagnostic methodology for failures within a WDM network. One participant who works for TRW and is an expert in communications technology gave a particularly good contribution in this regard (though he himself was a Chinese translator).

On the strictly linguistic side of things, Gerry gave very good caveats in terms of terminology. In particular was the word “regenerator” (再生器), which is often mistranslated as “reproducer.” We, the listeners, were also assigned translation examples, which in my case both

highlighted my own need for “professional growth” as well as the comfortingly humanistic observation that Japanese engineers are no more adroit in the syntax of their native tongue than many English-speaking engineers are in theirs. In all, it was an excellent and truly informative and enriching session.

*Tim Hallett is a Japanese and Chinese translator in the fields of electrical/mechanical engineering, breath-gas analysis, and patents. He lives in Bartlett, IL.*

**Session J-7: “Japanese Software Localization-Helpful Tips from a Quality Assurance Point-of-View” by Akiko Sasaki-Summers**

Summarized by Masae and Carl Sullivan

Perhaps the most appropriate comment relative to my own relationship with Akiko Sasaki-Summers’ presentation would be to say that its delivery came about six months too late for my wife and me. In March we took on our first major software-related translation project. Things went well until we received word of a few necessary revisions

to our translation—revisions we could have avoided had we had Akiko’s most helpful notes. Through painstaking reworking of the document we learned the errors of our ways. (The pain was made even more real due to this company going “belly-up” before we were paid—all that extra work for nothing!)

Akiko prepared tremendously for this presentation—her notes alone are worth the entire cost of attending the ATA convention if one is involved with software-related translation. The essence of her message was: “If you don’t know, check with the agency or the client.” The particular necessity for such care in this genre of translation is due to its complexity and extreme level of detail. Akiko provided a tremendous amount of specific help, so that the translator may avoid the common pitfalls. She advised the use of TRADOS with HTML files in order to maintain superior quality control. She gave directions on the use of shortcut keys, character input, online help, file documentation, HTML language keywords, and helpful tools for file format changes, as well as a number of vital common-sense guidelines for satisfying the needs of clients and agencies. Some of these guidelines included: 1) make sure that you have all necessary materials (resource files, PDF, screenshots, etc.) before beginning translation; 2) be sure to review all glossaries and other materials provided by the agency, and to ask all pertinent questions; 3) utilize UI-specific language; 4) use a standardized font; 5) use a word key for all terms not included in the glossary (be sure of consistency with team translators); and 6) check with the agency/client with respect to UI term management whenever necessary.

Additionally, she supplied numerous website references for tech support and



John Brennan introduces Presenter Tim Hallett

**Session J-6: “Wavelength Division Multiplex, a Tutorial” by Gerry Gooding**

Summarized by Tim Hallett

In what was probably the most technical presentation in the JLD in many years (and certainly within the memory of this reviewer) JLD superstar Gerry Gooding gave an outstanding introduction for those of us not knowing to the leading-edge optical communications technology of Wavelength Division Multiplexing (WDM). The methodology of the session was outstanding as Gerry first set out to explain to his listeners the general history of optical communications, the basic structure and operating principles of the key technology of dispersion shifted optical fiber, and various network topologies and their respective advantages in terms of reliability and complexity. Although it was assumed that listeners understood the general concept of carrier waves and sub-carrier

other help, along with four appendices—an STF tag list, ancillary file references, instructions for using FrameMaker S-Tagger to verify tags, and notes on indexing and character management for automated note use. All this, and she lives in God’s country (Colorado, my home state)! It was a lively presentation. We are lucky to have the expertise of Akiko in our organization, and will continue to hear much from her in the future.

*Masae and Carl Sullivan began their full-time translating careers shortly after their marriage last year. Since then their greatest challenge has been to find enough time to relax! Masae holds two masters degrees,*



*and is finishing her Ph.D. in Instructional Science/Technology. She has operated her own language school, and has worked as an agency project manager/in-house translator. Carl is an assistant professor of Japanese/Korean/TESL, serves as a cryptologic officer in the Naval reserves, has served as an EMT, and has extensive business/residence/military experience in Japan and Korea. Masae and Carl love to hike, run, and dance together, as well as to spend time with their children.*

**Session J-8: “Japanese Interpreting Workshop” by Izumi Suzuki**  
Summarized by Manako Ihaya

“Am I fit to be an interpreter?”—that was the title of the first section of this 90-minute workshop as participants, both professional interpreters and others asking that very question of themselves, gathered to listen to JLD Administrator Izumi Suzuki and to try out their skills. Izumi, demonstrating the qualities she said were essential to becoming an interpreter—being poised and confident and having a pleasant speaking voice—



JLD members exchange ideas at the Open Session

conducted the workshop with the expertise of teaching interpreting classes regularly, in addition to interpreting for top US and Japanese automotive executives herself.

Even if one had decided that he or she had what it took to be an interpreter, some of the exercises that followed were discouraging (or encouraging, as the case may be) as they reminded aspiring interpreters that “Rome was not built in a day.” Knowledge of Japanese sayings and their English equivalents was crucial in interpreting speeches. Short-term memory training using the Hendrickx Method had many trainees suffering memory losses as the room sometimes fell dead silent when it was supposed to have been echoing with a memorized word or phrase. These, however, could all be improved with training. Izumi assured us as she shared other tricks of the trade such as note-taking. Perhaps with more training, some participants will go on to their first adventure in the world of interpreting, or **初陣を飾ることになるかもしれない。**

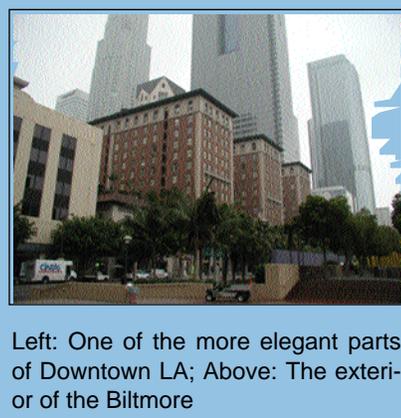
*Manako Ihaya (aka Monica) is a freelance translator, ATA-accredited for translation from Japanese into English. Her experience writing, editing, and pasting-up pages at The Japan Times in Tokyo won her the honor of being the JLD Times editor. Currently, she lives with her four children in Lake Forest, California.*



**Session J-9: “Open Discussion”**  
Summarized by Ken Wagner

In the “Open Discussion,” a last-minute replacement for a canceled session, moderator Hiro Tsuchiya led 28 division members through a loosely structured discussion that included the joys of translation, payment problems, and session ideas for next year’s ATA Conference.

First-time attendees kicked off the



Left: One of the more elegant parts of Downtown LA; Above: The exterior of the Biltmore

round-table-type discussion with their reasons for attending the conference. These included proximity, networking opportunities, curiosity about setting up a freelance practice, and orders from the boss to attend.

The discussion then progressed to the joys of translation and interpretation—they can be difficult but still profitable, stimulating, and a learning experience. There is also a need to network, for example: joining local groups, participating in mailing lists like Honyaku, and obtaining a listing in the ATA Translation Services Directory.

Akiko Sasaki-Summers discussed payment problems and presented several websites providing help with delinquent payments: the PP (Payment Practices) List at [www.macroconsulting.com/payment\\_practices.htm](http://www.macroconsulting.com/payment_practices.htm) and TCR (Translator Client Review) List at [TCR-subscribe@yahoo.com](mailto:TCR-subscribe@yahoo.com).

JLD mailing list administrator Ben Tompkins pointed out that while payment problems are an appropriate subject for the list, members must stick to the facts (e.g., name of agency and amount owed) and not be libelous (e.g., do NOT say “ABC Agency is dishonest.”)

Participants found the free-form session so conducive to exchanging ideas that they suggested having another open discussion next year.

*Ken Wagner has been translating Japanese to English since 1987 and specializes in the health sciences. He lives in Shoreline, Washington, a suburb of Seattle, and is currently assistant administrator of the JLD.*



# Getting Started as a Translator

By Benjamin Tompkins

The “getting started” topic has perhaps appeared in more chapter and division newsletters than any other. It is so common that most experienced translators will have probably decided to skip this article before reaching the end of this sentence. But beginning translators in dire need of getting-started tips, advice, and articles are much less likely to know where to turn for the help they need. Not wanting to reinvent the wheel, I’m writing this article to point beginners toward helpful resources.

An excellent starting point is the JLD Publication *An Introduction to the Professions of Translation and Interpretation*. This very thick and complete work covers specific subject areas, the business requirements of operating as an independent translator or interpreter, professional development, and the tools of the trade. You can access the complete table of contents at [www.ata-divisions.org/JLD/itoc.htm](http://www.ata-divisions.org/JLD/itoc.htm). Those who were JLD members at the time of publication (June 2000) are entitled to one copy free of charge. Otherwise, you can obtain a copy for a reasonable and tax-deductible \$25 by sending a completed order form ([www.atanet.org/membapp.htm#pub](http://www.atanet.org/membapp.htm#pub)) to the ATA.

The Internet also contains excellent sources of information for fledgling translators. Bill Lise’s site at

[www.lise.jp](http://www.lise.jp) is full of excellent advice and information. If a question is nagging you, whether it be about incorporation or about how to translate an obscure chemical name, visit the Honyaku archives at [www.monjunet.ne.jp/PT/honyaku/](http://www.monjunet.ne.jp/PT/honyaku/) and type in a few keywords.

There are tools you will need to produce quality translations. Paper and CD-ROM dictionaries are very important but can be expensive. Two excellent online J<>E dictionaries, however, may be used for free. Take a look at Eijiro ([www.alc.co.jp/top.html](http://www.alc.co.jp/top.html)) and Nova ([www.nova.co.jp/webdic/webdic.html](http://www.nova.co.jp/webdic/webdic.html)). Both are very comprehensive but do contain an occasional error, so take care. Consider subscribing to cable or DSL for quicker access to this online information. (See page 10 of the Summer 2001 issue of the *JLD Times* at [www.ata-divisions.org/JLD/times/t2001\\_08.pdf](http://www.ata-divisions.org/JLD/times/t2001_08.pdf).) And be sure to read Bill Lise’s review of a *kanji* dictionary on page 10 of this issue.

Talking with other translators is another great way to become a better translator and streamline your business. If you are not already a JLD member, join and attend the ATA conferences ([www.atanet.org](http://www.atanet.org)). Once you begin to feel comfortable as a translator and an ATA member, consider becoming an Active member through peer review or by taking the accreditation (AKA certifi-

cation) test in your language pair (page 8 of this issue). Also consider joining the Japan Association of Translators ([www.jat.org](http://www.jat.org)) and attending the annual IJET conferences ([www.ijet.org](http://www.ijet.org)) put on by this association. The next conference will be held on May 11 and 12 in Yokohama. See page 12 of this issue for more information. There are local chapters of the ATA as well that will give you more information about translating in your area. See [www.atanet.org/bin/view.pl/12789.html](http://www.atanet.org/bin/view.pl/12789.html) on the ATA’s website for a complete listing.

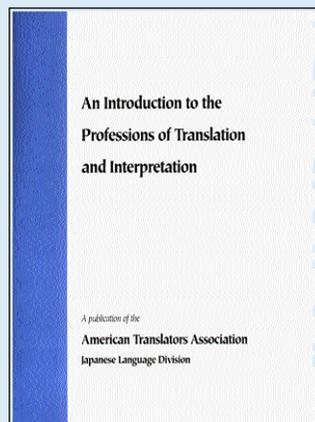
To survive, you must market yourself. The resources I have presented will help you create an image for yourself. Once you have a resume and other marketing materials in hand, you’ll need to identify potential clients. The Internet has several good sources of translation work. Subscribe to [proz.com](http://proz.com) and job lists on Yahoo’s Yahoogroups (i.e., [jobs-translation, tr\\_jobs](http://jobs-translation.tr.jobs)). Also subscribe to Honyaku on Yahoogroups, which has many job postings. If you have any sales experience or feel comfortable making cold calls, call or meet with members of local chambers of commerce, trade associations, or law firms. Also join your local ATA chapter, volunteering your time for greater visibility. Talk to corporate members, but don’t present yourself as a translator drooling for work. Instead, help them with a problem or explain what you know about the difficulties of translating Japanese. Having had their back scratched by you, they will be more likely to scratch yours in exchange.

The market for Japanese<>English translation is huge, and there are not enough translators to serve this market. This is why there are so many job postings out there. But don’t think for a minute that the high demand for translation services will let you get by with churning out low-quality work.

Continued on Page 10

## An Introduction to the Professions of Translation and Interpretation

Get your copy of this 376-page introduction book published by our very own Japanese Language Division. Available for \$25 for ATA members; \$45 for non-members. To order, call ATA at (703) 683-6100 or e-mail [ata@atanet.org](mailto:ata@atanet.org).



# The ABCs of Active and Corresponding Membership

By Harvie Jordan, ABC

Some qualified members of American Translators Association (ATA) chapters and divisions, as well as regional groups, may not know about alternate routes to active and corresponding membership.

Passing an accreditation exam in a specific language pair elevates an associate member's status in two ways. One, of course, is that the member is then an Accredited member. And, second, by being accredited, he or she also becomes an Active or Corresponding member.

The process of administrative review offers other routes to Active or Corresponding member status. However, associate members who become Active or Corresponding members through administrative review *are not* also accredited.

Associate members have the right to attend Association membership meetings and conferences at special membership rates, and receive its regular publications free of charge, unless extra fees are required for international postage.

In addition to those rights, Active members have the right to vote, hold Association office, and serve on the Board of Directors and all Association committees.

Corresponding members meet all qualifications for Active Membership except U.S. citizenship or permanent residence. They have all rights and privileges of Active members, except the right to hold Association office and serve on the Board of Directors or standing committees.

In a recent, informal survey of some new Active and Corresponding members who followed alternate routes to those membership categories, most said they wanted to become Active or Corresponding members so that they could vote in ATA elections and referenda.

There are a number of reasons why Associate members who want to upgrade their membership status may choose an alternate route to reach that goal.

Some decide to follow this course because accreditation is not available in their language pair(s). There are those who hold accreditation or certification from other recognized organizations. Some have earned an academic degree or certificate in translation or interpretation, while others with substantial experience who are well established do not feel the need to seek accreditation as a marketing tool.

The ATA Board of Directors revised the

criteria for the administrative review process in 1999. In the first two years after the new criteria were implemented, of the 130 applications submitted for Active or Corresponding membership, 129 were approved.

The criteria are consistent with the ATA Bylaws requirement that voting members be "professionally engaged in translating, interpreting, or closely related work."

The Active Membership Review process is simple. After choosing the appropriate criterion, an interested Associate member completes an application form obtained from ATA Headquarters and submits it, with supporting documentation, according to the selected criterion, and the \$50.00 fee to ATA Headquarters. In its 1999 revision of the administrative review criteria and process, the Board delegated initial review of applications and supporting documentation to headquarters staff. If an application package does not clearly satisfy the criterion, headquarters will refer it to the Active Membership Review

Committee for evaluation and recommendation to the ATA Board of Directors.

Although the alternate routes to Active and Corresponding membership do not confer accreditation, they do offer credible options for Associate members to have fuller participation in Association affairs.

These options have special significance for ATA Chapters facing a limited pool of Active members from which to recruit candidates for leadership positions. That is also true for ATA Divisions wishing to expand the pool of both Active and Corresponding members. In addition to accreditation, the alternate routes listed below offer a range of opportunities to expand the base of Active and Corresponding membership, and in turn increase participation in Association affairs at both local and national levels.

*Harvie Jordan, ABC, was Chair of the Active Membership Review Committee for 2000-2001. Contact: hjc@texas.net. The current Chair is Lee Wright. Contact: lw1341204@aol.com*

## Alternate Routes to Active or Corresponding Membership

Any one of the following:

**1. Translators and interpreters currently accredited or certified by a member association of the Federation Internationale des Traducteurs:**

Proof of such accreditation or certification.

**2. Translators:**

- a. Proof of a degree or certificate in translation (acceptable programs to be determined by the Training Committee) and
- b. One letter of reference from a client or supervisor.

**3. Interpreters:**

- a. Proof of a degree or certificate in interpretation (acceptable programs to be determined by the Training Committee) and
- b. One letter of reference from a client or supervisor.

**4. Translators or interpreters:**

Evidence of at least three years' work as a translator or interpreter, which may include either of the following:

- a. Three letters of reference from clients or supervisors; or
- b. Copies of records of business activity such as Schedule C, corporate tax returns, 1099s, invoices, or work orders.

**5. Persons professionally engaged in work closely related to translation and/or interpretation:**

Evidence of at least three years' work in a closely related field, which may include either of the following:

- a. Teaching appointment letters; or
- b. Terminology/lexicography research studies.

The Training Committee is authorized to establish a list of programs or examinations successful completion of which is sufficient to achieve active or corresponding membership.

Approved March 19, 1999

# 12 Tips For Freelance Translator Success

By Radek Pletka

## #1. Never Miss a Deadline

If you say you'll have a project done by a certain time, make sure you deliver. Your clients don't want excuses. They want on-time results.

## #2. Use Every Advantage You Have

When starting out, leverage any prior translating expertise or background. Your grasp of an arena, its language and the contacts can give you a running start. But remember, every translator has to know his limitations. Don't take jobs over your head.

## #3. Get Referrals

Always pump clients for referrals from within their company or elsewhere. It's much more promising (and less stressful) than making cold calls.

## #4. Stay Visible

People don't want to hunt very hard for a translator/interpreter, so stay "visible" by phone, mail, Internet, or in person as much as possible and you'll get the work.

## #5. Keep Sowing the Seeds

When you're busy it seems like the work will flow forever. It will end eventually! Therefore, even when you're snowed under, read the job list, make a

few calls, and send a few resumes. If you skip this now, you will be hungry later.

## #6. Trust the Law of Averages

In God and The Law of Averages We Trust. Call enough people, send enough resumes, join enough organizations for translators, register on enough websites for translators, you'll find the work. Guaranteed.

## #7. Go Out and Press the Flesh

Early in my translating career, someone shared this: 1 in 10 prospects you contact will hire you. 1 in 3 you meet will hire you. Enough said.

## #8. Send Thank You Notes After Every Job

Choose artsy watercolor scenes and you might just see them tacked up in your client's cubicle; a constant reminder of you.

## #9. Project a Good Attitude

People like to do business with those who are pleasant to work with. Be a good experience for your client, and you'll get work again.

## #10. Listen More, Work Less

Listen carefully to what the client wants (i.e., don't decide you know what

they need) and you'll spend less time translating...and get more translating done.

## #11. Keep Your Word

Do what you say you're going to do, show up when you promise to, deliver on time and you'll instantly put yourself ahead of about 95% of the pack.

## #12. Share it Forward

If you get a job you can't do, refer it to a colleague. If you find a job you can't do, post it on the job list. If you can spare some time regularly, volunteer for a job search. If somebody finds a job thanks to you, he/she will pay it back by referring something to you sooner or later.

This article was provided courtesy of Radovan Pletka, Publisher of the famous weekly job list for translators/interpreters.

Feel free to request a free sample from:

freesample@jobsfortranslators.com.

Subscription \$30 per year.

Mr. Pletka also runs a free mailing list with jobs for translators (nearly 2000 subscribers). To subscribe to the free mailing list, send a message to:

tr\_jobs-subscribe@yahoogroups.com

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(株)トランネット

取締役 (渉外担当、米国代表)

浜地道雄

*Editor's note: Hamaji-san, who went out of his way to attend the ATA Conference, has volunteered to submit articles for the JLD List and the JLD Times. Look forward to hearing more from him in future issues.*

# Review

By Bill Lise

## A Slightly Different Kanji Dictionary

Although I hardly ever use dictionaries, having taken actions some decades ago that make dictionary use not that crucial—such as deciding to live in Japan to make it easier to get to the point where my dictionary usage is at the low level of most natives and deciding to limit my work to subjects I know—I have a terrible affliction that frequently prevents me from getting past a bookstore shelf of dictionaries without at least looking at some of these things. Often I wind up buying dictionaries, particularly **漢和辞典**. The other day I came across **日本漢字能力検定協会『漢検漢字辞典』** (1st edition, 2001 ISBN: 4-89096-059-7, hereinafter called simply the *Kanken* dictionary) and discovered that this *kanji* dictionary has a number of features that might be of interest to non-Japanese users in general, and beginners in particular.

The title of this work is rather deceptive because, with the exception of indicators of which level of exam particular characters are covered by (more information available at <http://www2.gol.com/users/billlise/kanken.html>), the dictionary serves quite well as a normal *kanji jiten*. The emphasis on *kanji jiten* is because this dictionary does not show the normal *kanwa jiten* bias toward Chinese classics and away from native Japanese usages of

*kanji*. In fact, it is quite helpful with *wago* usages of *kanji*, and is reminiscent of the *kanji jiten* of some decades ago for primary school students, some of which still included a fair number of non-*jou-youkanji* entries. More on this feature later.

The *Kanken* dictionary has three main features that make it stand out from the crowd of look-alike *kanji/kanwa jiten*.

### Ranking of Characters

As noted above, this work tells the reader which level of exam covers each character. This is of potential value to a Japanese learner, even if the learner has no interest in taking the **漢字検定試験**. Whereas the only commonly seen “ranking” of *kanji* is the school year rankings seen in some *kanji* or *kanwa jiten*, the *Kanken* dictionary provides more resolution, in the following form.

- 1級—Approximately 6000 characters (basically JIS 1 and JIS 2 characters)
- 準1級—Approximately 3000 characters (including all **常用漢字**)
- 2級—All **常用漢字**
- 準2級—Chiefly **常用漢字**, but focusing on reading taught in junior high school.
- 3級—Approximately 1600 characters
- 4級—Approximately 1300 characters
- 5級—1005 characters
- 6級—825 characters
- 7級—640 characters
- 8級—440 characters

In addition to the above information, the *Kanken* dictionary notes for each character whether it is on the recent lists of **印刷標準字体** (including some variant forms) or **簡易慣用字体 (表外漢字)**. The former list includes 1,022 characters that are strewn throughout the list of 1級 and 準1級 characters, and inclusion in this list can be taken to mean that these characters are viewed as being a bit more important than other characters ranked at these two levels, thereby providing yet another guide in selecting characters for study beyond the **常用漢字** list.

The latter list is important not so much as an indication of frequency of occurrence as it is as a source of character variants. For example, the character **唾** is listed as a **簡易慣用字体** for a more “correct” form of the character.

All of this ranking of characters provides the user with some guidelines as to what characters beyond the **常用漢字** list might be studied first. It provides a much finer breakdown of “importance” than any work I have seen to date.

### Emphasis on Native Japanese Usage

Another feature of the **漢検** dictionary is the publisher’s realization of the need for a *kanji* dictionary focused on usage of *kanji* characters in the Japanese language. Thus, almost all **訓読み** are covered as separate entries, with usage examples, under the main character heading. For example, the listing for the 準1級 character **曳** (commonly used in **曳船**, tugboat and less commonly used

Continued on Page 11

### Getting Started (from Page 7)

Remember, repeat business is key, and the only way to generate repeat business is to consistently provide quality work. For more ideas, be sure to read “12 Tips for Freelance Translator Success” on page 9 of this issue. Also see Fred Uleman’s article on becoming a “Super Translator” on the JAT website at [jat.org/jtt/super.htm](http://jat.org/jtt/super.htm).

The information I have presented here

is only the tip of the iceberg. But you will eventually be able to locate all the information you need by delving into the resources I have presented and exploring on your own. And if there is a question you just can’t seem to get answered, don’t forget to ask your fellow JLD members via the JLD\_list group on Yahoogroups. You will be pleasantly surprised by the helpful responses that will come your way.

*Benjamin Tompkins began translating professionally as an in-house translator and editor at a translation agency in Fukuoka, Japan in 1994. He now works as a technical Japanese-to-English translator from his home in Kansas City, Missouri.*



**Review** (from Page 10)

in 曳光弾, tracer bullet) has additional listings of 曳航 (to tow) and 曳船 (including the information that this can also be read *hikibune*) and also includes a separate listing for the reading hi(ku).

As with many *kanji* dictionaries, the number of listings is not competitive with 国語辞典. However, once you know how to read the character, a 国語辞典 will usually suffice. I recall from my days of working in an office with Japanese that few Japanese used a 漢和 dictionary for anything other than checking that they were using the correct character in their writing. Many used a 国語辞典 for the same purpose, since it is very rare that a person would write a word without knowing the pronunciation of the word.

One feature that might be seen as a

drawback in using the *Kanken* dictionary is the arrangement of characters, which is basically by commonly used *on-yomi* and commonly used *kun-yomi*. If you are not sure of the reading you can resort to looking the character up in the radical/stroke count index. Thus, it is very easy to find a character if you know the reading, but a bit more effort is required to get to a desired character via alternate paths.

**Idioms**

Yet another interesting feature of the *Kanken* dictionary, and one not often found in *kanwa jiten*, is the inclusion of many 慣用句. This can be particularly helpful to the non-Japanese user, since it provides a look at these elements of the language as intended for a Japanese readership, without the sometimes

deceiving bias of selection present in dictionaries compiled for non-Japanese users, or the lack of such Japanese-language information that characterizes most *kanwa jiten*.

At its modest price of ¥3,200, I think the *Kanken* dictionary could be valuable to some non-Japanese translators still on the learning curve toward the land of freedom from character dictionaries. (Article also available at <http://www2.gol.com/users/billlise/kkdict.html>.)

*William Lise is a translator and an interpreter with more than 25 years of experience. He is ATA-accredited to translate from Japanese into English, and is the author of Chapter 5 of ATA's Japanese Patent Translation Handbook.*



**Hiro Tsuchiya, Akiko Sasaki-Summers,  
and Tim Hallett**



**The entire JLD membership  
thanks you for all the hard work you put  
into the conference!**

# Minutes of the Annual Meeting of the Japanese Language Division

Thursday, November 1, 2001

Millennium Biltmore Hotel, Los Angeles, CA

1:30 p.m. to 3:00 p.m.

Respectfully submitted by Benjamin B. Tompkins, Secretary-Treasurer

Subject to approval at the 2002 Annual Meeting of the JLD at the 2002 ATA Conference.

## 1. Call to Order

Izumi Suzuki, Division Administrator, called the meeting to order at 1:37 p.m. About 40 people were in attendance.

## 2. Acceptance of Agenda

The agenda for the meeting was approved as presented.

## 3. Approval of the Minutes of the 2000 JLD Annual Meeting

The minutes were approved as presented.

## 4. Administrator's Report

### *JLD List*

Suzuki encouraged those members who had unsubscribed to resubscribe, noting that the initial heavy traffic had subsided.

### *Electronic JLD Times*

Suzuki informed attendees that the *JLD Times* is now published in electronic format.

### *PR Activities at IJET 12*

Suzuki discussed publicity-related activities the Division had engaged in at IJET 12, gave an overview of the event, and encouraged JLD members to attend the next IJET.

### *Amendment of the Bylaws*

Suzuki discussed the proposed amendment to the bylaws, which was prepared by Jon Johanning and Jim Davis.

## 5. Assistant Administrator's Report

### *Directory*

Ken Wagner, Assistant Administrator, noted that he is in charge of the

Membership Directory. He recommended eliminating the errata sheet for the directory because the way the directory is now published makes this unnecessary. Wagner said the directory would be published soon after the conference.

### *Nominating Committee Activities*

Wagner gave the names of the members of the Nominating Committee: Matthew McGaughey, Gregor Hartmann, and Ken'ichi Morimoto. He stated that the elections of officers for the next term should be easier because a formal election will not be held. The officers will be elected by acclamation at the business meeting.

## 6. Results of Election and Installation of New Officers

All JLD officers maintained their positions. Suzuki continued as Administrator, Wagner as Assistant Administrator, and Tompkins as Secretary-Treasurer. *Secretary-Treasurer's note: Johanning announced the actual vote tallies at the JLD Dinner.*

## 7. 2000 Conference Planning Committee Report

Hiro Tsuchiya announced the titles of the presentations. Tsuchiya asked those present to help locate potential presenters in order to reduce the burden on the Conference Planning Committee.

## 8. 2001 Conference Planning Committee Report

Manako Ihaya and Carl and Masae Sullivan were identified as potential CPC members.

## 9. Financial Report

Tompkins presented a summary of the 2001 financial activities of the Division, mentioning specifically book sales as

income and book printing costs and postage for book and *JLD Times* mailings as expenses. Suzuki noted brisk book sales at IJET 12 and stated that efforts to market JLD books at future IJET conferences would be made.

## 10. Announcement of New Editor of JLD Times

Suzuki announced that Tompkins would serve as Editor of the *JLD Times*. Tompkins summarized his plans for the publication, giving such specific examples as the formation of a committee to help proofread and solicit articles, the offering of gift certificates and other similar incentives to authors to encourage submissions, and the widening of circulation to non-JLD members.

## 11. JAT Report and IJET-13

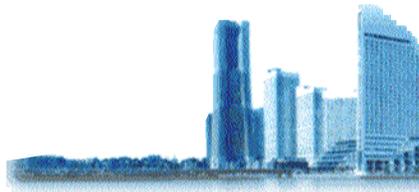
Tanya Sobieski discussed her involvement in IJET 12 and spot-translated an email from George Tokikuni regarding IJET 13.

## 12. Other Business and Questions

Tsuchiya, noting that the *JLD Times* Editor and Publisher are compensated, requested that JLD members consider initiating compensation for CPC members. He proposed an amount of \$1,000 each. His proposal drew mixed reactions. Proponents cited the hard work involved. Opponents noted the strain such an expenditure would likely put on JLD funds. Suzuki asked who was in favor of and against further considering the matter. Fourteen were in favor, and thirteen were against. Suzuki recommended continuing discussion on the JLD List.

## 13. Adjournment

Suzuki adjourned the meeting at around 3:00 p.m.



## 第13回英日・日英翻訳国際会議のご案内 Thirteenth International Japanese/English Translation Conference

By George Tokikuni

日時: 2002年5月11日(土)12日(日)  
場所: パシフィコ横浜(横浜市西区)  
参加費: 25,000円 または 230米ドル

### 英日・日英翻訳国際会議

(International Japanese/English Translation Conference, 以下IJETと略)は翻訳者・通訳者が互いに意見や情報を交換し、仕事仲間や友人とネットワークを築く場です。1990年の第1回IJETを出発点として、日本と英語圏で交互に会議を年1回開催し、今回で13回目を迎えます。

今回のテーマは、さらなるネットワークの構築と、日々の仕事での具体的な事例に基づく講演を契機に自分の仕事を見直してみることです。

みなさんはそれぞれ翻訳者・通訳者のネットワークを築かれていると思います。そのメンバーを思い浮かべてみてください。いろいろな分野・経験をお持ちの方が集まっていることでしょうか。では、意見や情報の交換は何語で行っていますか。翻訳者の場合を考えましょう。日本語と英語を聞いて話す能力が翻訳の実力にどの程度影響するかわかりませんし、そういうデータや分析を私は今まで見たことはありません。しかし、この能力がネットワークを作る上の壁になっていることは確かです。日本語と英語間の翻訳をやっている、ともすると、ネットワークは日本語を母語とする翻訳者同士か、英語を母語とする翻訳者同士になる傾向があります。これは残念なことです。母語の異なる人たちがお互いに話をする中で、ことばの裏にある考え方や文化を学ぶことができるからです。一つのテーマについてお互

いが母語を話し、または書いて議論をすることが、意見や情報を交換するときの一つの到達点であると私は考えています。そこで今回は参加者のみなさんがお互いに接することのできる時間を増やしました。今までの友人と会話を楽しみ、新たな知人を作り、そして母語の異なる知り合いもできれば願っています。

翻訳者も通訳者も毎日の仕事の中で、何も問題がなかったという日は一日もないと思います。翻訳者であれば、原文の中の術語に対応する訳語がわからない、原文がわかりにくく解釈できない、原文の意味はわかるが目標言語でうまく表現できない、というような日々の仕事で直面する問題から、原文の内容を調べたいが参考文献が手元にない、どのような参考文献をどの程度持っている必要があるかわからない、インターネットを手際よく活用できない、時間に追われて翻訳の品質が維持できない、訳文を批判的な眼で読んでもらいたいが適当な人がいない、価格・品質・納期について客先との交渉が大変だ、客先がひどい表現を無理に使用と言ってくるがどうするか、いい翻訳会社はどう探せばいいのか、翻訳会社とのつきあい方はどうすればいいのか、といった翻訳者として働く上での全般的な問題まで多くのさまざまな問題に出会いながら、それをなんとか乗り越え、切り抜けて今のみなさんがあるわけです。講演者の方々には毎日の仕事から具体的な事例を取り上げてもらうようお願いしています。日々の翻訳・通訳の仕事はどうやっているか、まるでその横に座って仕事ぶりを見ているか

のような講演が増え、その内容について参加者の間で議論が広がり、そして自分の仕事を見直す契機になればと願っています。

参加費用には、2日間の会議への出席、会議資料、11日の夜の立食パーティ、会議録(会議終了後しばらくして発行)、休憩場所での飲み物代が含まれます。宿泊費は含んでいませんので、参加者個人で手配をお願いします。いくつかの宿泊施設についてはIJET-13のウェブサイトでご連絡します。

また、広告を募集しています。会議のプログラムと会議録に掲載するとともに、申込みされた会社のロゴ(電子データ)をIJET-13のウェブサイトに載せ、その会社のウェブサイトにリンクさせます。製品やサービスの宣伝にご利用ください。

会議としての適正な規模や運営委員会側の負担を考慮し、今回は参加者を200名に制限しました。「参加したいけどもう席がない」ということにならないようにお早めにお申込みください。

では、みなさん、横浜でお会いしましょう。

(IJET-13運営委員会委員長 時國滋夫)  
詳細についてはホームページ  
<http://ijet.org/ijet-13/>に掲載中です。

**Now accepting articles and reviews for the Winter 2002 issue, which will focus on technology and staying current.**