

## Welsh Language Standards – Public Events / Lectures and Graduation / Award Ceremonies.

Under the Welsh Language [Wales] Measure 2011 the University has a statutory duty to comply with **8** Standards in relation to public events and lectures and graduation and award ceremonies. These Standards are in place to ensure that the Welsh language will be treated no less favourably than the English language when organising and holding these events.

### Public Events

When organising a public event or funding at least 50% of an event the following should be bilingual :

- advertising and publicity material for the event
- any signs displayed in the event
- any audio announcements made at the event (unless there is an announcement during an emergency or an emergency exercise)
- any material that is displayed in public in the event

When producing bilingual material the Welsh must be to the left or above the English and of equal prominence. If separate versions are produced for practical reasons, both versions must be the same size and quality and include a statement that the publication is available in the other language.

However, the Standards referred to above (in particular Standard 36) **do not** apply to

- performances of music
- artistic or dramatic productions
- seminars or oral presentations relating to the performance or production
- any recording of the performance, production, seminar or oral presentation.

The list above are events which are **exempt** from these Standards.

### Public Lectures

When organising a public lecture you should:

- consider the subject of the lecture
- consider what type of audience is likely to attend

If you are of the opinion that the lecture will attract Welsh speakers you should arrange simultaneous translation so that they may use Welsh when asking questions during or/and at the end of the lecture.

If using a simultaneous translator, before the lecture begins, you should announce that anyone who is present is welcome to use Welsh as there is simultaneous translation available.

### **Graduation and Award Ceremonies**

When organising graduation ceremonies or award ceremonies the following should be bilingual :

- signs that are displayed at the venue
- information regarding the order of events at the ceremony

When inviting someone to speak at a graduation or award ceremony you should :

- ask them whether they wish to use Welsh in the ceremony

If at least one of the guest speakers wishes to speak in Welsh at the ceremony you must :

- **either** arrange simultaneous translation
- **or** provide a written English translation in the ceremony.

We usually provide a written translation in our graduation ceremonies.

### **Arranging and Facilitating Simultaneous Translation Services**

#### **How to arrange Simultaneous Translation**

Contact the Centre for Welsh Language Services ([wlcstaff@aber.ac.uk](mailto:wlcstaff@aber.ac.uk)) at least 5 working days before the event with these details:

- Date and time of event
- Location of event
- Purpose of event
- An estimate of the number of attendees and how many will not be able to speak Welsh and so will need earphones.

#### **What is Simultaneous Translation?**

‘Simultaneous translation’ means translating from one language to another as someone is speaking, which is different to ‘consecutive translation’ where the translator gives a summary in the other language after the speaker has spoken a series of sentences. By using translation equipment, it is possible to translate simultaneously with the speaker, which means that the meeting does not become too long. In Wales, we usually translate from Welsh into English, because Welsh speakers *understand* English, which means that this is a service for non-Welsh speakers. The service ensures that Welsh speakers are able to speak the language

of their choice and non-Welsh speakers are able to take part in the meeting with no difficulty.

### **Useful templates.**

Publicity material for a public lecture when simultaneous translation has been arranged e.g. posters, general invitations.

*Sylwch bod croeso i chi ddefnyddio'r Gymraeg yn y digwyddiad hwn a bydd cyfieithu ar y pryd ar gael.*

*Note that you are welcome to use Welsh in this event as simultaneous translation will be available.*

### **Invitation to guest speaker**

*Diolch am gytuno i siarad yn ein seremoni gwobrwyo/graddio. Os hoffech chi draddodi yn Gymraeg a wnewch chi adael i ni wybod os gwelwch yn dda fel y gallwn drefnu gwasanaeth cyfieithu ar y pryd / gyfieithiad Saesneg ysgrifenedig o'ch araith.*

*Thank you for agreeing to speak at our awards/graduation ceremony. If you would like to deliver your talk in Welsh please let us know so that we can arrange simultaneous translation / a written English translation of your speech.*

### **Announcement in a public lecture (to be given orally).**

*Cyn dechrau'r noson/ddarlith hoffwn i atgoffa pawb bod croeso i chi ddefnyddio'r Gymraeg ar gyfer gofyn cwestiynau gan fod cyfieithu ar y pryd ar gael.*

*I have just explained to the Welsh speakers present that they are welcome to ask any questions they may have in Welsh as we have a simultaneous translator here.*