



## **Membership Terms and Conditions for Academic members**

**Elia**  
European Language  
Industry Association  
AISBL  
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**VAT Number**  
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### **Background**

Elia Exchange is Elia's response to the language industry need for trained and skilled translators. The initiative seeks to create a multi-faceted approach in facilitating cooperative partnerships between the industry and academia. The three foci are:

- 1) to improve the quality of internships by promoting internship best practices through the use of the Elia Exchange Internship Memorandum of Understanding,
- 2) to take a leadership role in creating change by developing a forum for open exchanges between language service companies (LSCs) and academic institutions, and
- 3) to create a database connecting LSCs and students.

This document has been drawn up for universities interested in improving the value of their programmes by linking with LSCs for internships and communications related to the language industry. Elia Exchange provides academic institutions with the opportunity to have access to internships available for students/graduates within the language services companies (LSCs) who are members of the European Language Industry Association (Elia).

## Membership Application Form

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*(please apply online by visiting <http://www.elia-exchange.org/universityRegistrationInfo>, this hardcopy version is meant to help you prepare the information needed for your application)*

By submitting this application to Elia you agree to the Terms and Conditions of the Elia Exchange programme, as well as the Elia Exchange logo use guidelines, as mentioned in this document.

University name:

Translation program(s) – *please enter a Bachelor program(s) if a Master program(s) is not offered by the university:*

Program Description(s) – *description(s) should not exceed 50 words:*

Name of Degree(s):

Country:

City:

Full address:

Website:

EMT (yes/no):

### Elia Exchange programme contact person

Courtesy title:

First name:

Last name:

Department:

E-mail address:

Full normal post address (if different than university's mail address):

Telephone no:

### University billing information

Name:

Full address:

City:

Country:

University VAT number:

Telephone no:

Comments:

### Elia bank account details

Bank: ING Belgium

IBAN: BE 46 3630 4641 4136

BIC: BBRUBEBB

Within a couple of days from receipt of the application, Elia will send to the university an invoice for payment (using the billing information mentioned above). As soon as Elia receives the funds in its account, university membership will be activated and a user name and password for the Elia Exchange programme platform will be sent to the university, making them eligible for the full benefits of the Elia Exchange membership.

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Academic institutions interested in becoming Elia Exchange Academic members:

Have to apply for Elia Exchange membership by filling and submitting the application form through the Elia Exchange website.

To be eligible for the Elia Exchange programme membership, academic institutions must be actively providing study programmes / degrees (full or part time) in the areas of translation. The annual membership fee is €150.00. Membership starts on the day of the payment of this amount in Elia's bank account.

### **Elia Exchange Members benefits and obligations**

#### **Membership benefits**

- ✓ Registration of the academic institution on the Elia Exchange programme electronic platform.
- ✓ Ability to regularly access internships offerings within Elia member companies as announced on the Elia Exchange platform.
- ✓ Access to trainings, materials and best practices provided by LSCs.
- ✓ Access to a wide range of computer-aided translation (CAT) and project management (PM) tool providers willing to provide free versions of their software, and various levels of support.
- ✓ Ability to use the Elia Exchange member logo on website and other promotional materials (EE Academic members must make appropriate use of the Elia Exchange logo following the logo use guidelines provided at page 4 of this document. Logo files are available in several formats, and can be provided upon request).
- ✓ Academic members will be listed on the Elia and Elia Exchange websites.

#### **Academic members are expected to:**

- ✓ Encourage students and graduates of their study programmes to make use of the Elia Exchange platform.
- ✓ Provide students with information regarding the practical, professional and cultural life of the host country, if different from the home country.
- ✓ Organise, participate in and possibly host the country-regional Elia Exchange Forums in cooperation with local LSCs and Elia Exchange National Coordinators (EE NCs), and contribute to their success. Please note that only one EE Academic member per country-region per year (or event) will be hosting the Elia Exchange Forum, and that the host Academic member will change every year (or event).

## Elia Exchange logo use guidelines

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This document provides guidelines on the appropriate use of the Elia Exchange name and logo when associated with reprint distribution rights, for events or web use. To maintain the integrity of the Elia Exchange brand, these guidelines must be strictly followed. The Elia Exchange logo is always used for official identification. Never change the logo's font or recreate the logo. Logo files are available in several formats, and can be provided upon request. The Elia Exchange file logo will be sent to universities upon application acceptance and payment of the membership fee.

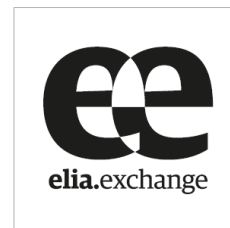
### Standard version



### Colour background version



### Grey and black version



### Unacceptable logo use



You are kindly requested NOT to:

- use any one piece of the logo on its own
- change the colour of the logo (you can use any logo version as shown above)
- place the logo within a frame or holding shape
- position the logo vertically or on an angle
- lock up the logo with any other logo or name.

When resizing the logo, make sure to lock the aspect ratio.