

## **A Simple Guide to the Translation Process**

An important part of recovery from sex and love addiction is the act of carrying the message to other sex and love addicts who still suffer (Step 12). By participating in the translation of S.L.A.A literature, you are helping the Conference Translation Committee (CTC) carry the message of recovery to sex and love addicts in their own language all around the world.

We welcome your participation and offer you the following steps as a guide on how to begin the process of translation.

### **1. Contact F.W.S.**

- In order to obtain the proper forms for competing the translation process, you must send a request for information to Fellowship-Wide Services (F.W.S.) by e-mail : <https://slaafws.org/contact>.

### **2. Fill out and return the RFI Form to F.W.S.**

- In response to your request, F.W.S. will send you a Request for Information (RFI) Form to be filled out and returned.

-The RFI consists of 14 questions that obtain basic information on what S.L.A.A literature will be translated, the language of translation, which country the translation will be distributed in, who will oversee the translation project and how the printing will be financed.

-Once received, the RFI Form is sent to the Board of Trustees designate, Copyright-Translations Subcommittee (CTS) for evaluation.

-If permission to proceed is granted, you will receive a letter from the CTS asking you to submit an approved translation along with a Confirmation of Accuracy of Translation of S.L.A.A Literature.

### **3. Submit approved translation to F.W.S.**

A translation is considered approved when :

-It has been proofread by at least 3 people who are fluent in English and the foreign language of translation.

-The 3 proofreaders confirm in writing that the literature has been translated with accuracy by filling out the Confirmation of Accuracy of Translation of S.L.A.A Literature Form.

-The translation is submitted by a service body (Intergroup, Conference) representing a significant portion of S.L.A.A. members who speak the language in question.

### **4. Sign and return Licensing Agreement and 3 copies of final translation to F.W.S.**

-Once the translations are approved the submitting group enters into a licensing agreement with F.W.S. for the submitting group's production and sale of the translated literature.

- The Licensing Agreement covers copyright credit, trademark, the quality of paper used and publishing centers, among other things.

**\*\*To request more information please visit <https://slaafws.org/contact>; or call the F.W.S. Office at +1 210 828-7900 or fax +1 210 828-7922 or mail 1550 NE Loop 410 Ste 118 San Antonio TX 78209.**

Respectfully submitted on behalf of the CTC