

Some tips for organising a co-working day

Co-working events can be a great way to meet with local translators on a more regular basis. This guide contains suggestions on how to set-up and maintain such an event. It's entirely up to you how often you meet and what you do, but I hope this will be a good starting point.

Daytime event: Many translators have family commitments and are unable to attend conferences or evening events. This can be their chance to network.

Frequency: If you are just starting then once a month is a good target. You can then move to more frequent meetings based on demand (see case study).

Location: If you don't know any co-working offices, I may be able to offer a suggestion. Please contact me for a list of co-working offices and translators' co-working days in the UK. Having your own room is a bonus but not essential.

Mini-courses: Do you have skills that you could share with fellow members? Consider establishing a theme to your co-working day. I have given the following mini-sessions (less than 30 minutes) which have proven popular: getting started with [IntelliWebSearch](#); ask me anything about Trados issues; intro to Twitter; quick analysis of my group's websites. While not essential, this can be an added bonus and will likely increase turnout.

Lunch: If co-working for a full day, consider advising members to bring a pack lunch or whether lunch is available nearby. If it's a nice sunny day, why not try a local pub garden lunch?

Money matters: Ask for a free first day (60% of offices offer a free trial day), or ask the venue to allow your group to meet on the basis that each member pays their own share on the day. Many offices are used to this model. Consider alternating between different venues in your city to add variety.

Promotion

Email:

Email your members and try to get them to sign up.

ITI membership list: Get your event listed in the monthly email by writing to membership@iti.org.uk.

Facebook:

Try to use a nice photo of your co-working group and office to promote your event.

Twitter: (e.g. Cardiff)

The [#Cardiff](#) and [#coworking](#) hashtag may get you some retweets from local and co-working groups. Me and Lloyd started [#CoworkXL8](#) for 'co-working translators' (I will RT tweets with this hashtag).

Sign-ups:

For one-off or monthly events, you might like to use [Eventbrite](#) or [Meet-up](#). Sign-ups are probably not needed for weekly events.

Case Study: Cardiff, ITI Cymru Wales



Lloyd Bingham: "[I organise a co-working day every Thursday](#) on behalf of ITI Cymru Wales. The venue varies each week; we currently have five in different parts of Cardiff that we use, three of them being cafés and two being actual co-working venues.

We started off fortnightly about two years ago and a year later went weekly due to demand.

It'd be nice if a member of one group is in another's area and can pop into their co-working session for a bit. Great networking potential."

Author: Richard Lackey MITI has spent the past three years co-working in Liverpool, Granada, Grenoble and Berlin. Without the support of his fellow co-worker officemates, he doesn't think he'd still be a freelance translator. This guide was developed in line with his ITIConf17 talk [Co-working our way to a stronger future](#).

Questions:

Feel free to contact Richard with any questions at richard@contractually-speaking.co.uk or via Twitter on [@ContractSpeak](#). The author thanks Lloyd Bingham for his input.

Checklist for a good venue:

- Get in touch with the venue first to introduce yourself and ensure they can comfortably accommodate your group.
- Visit first and check the Wi-Fi.
- Sufficient power points (if not, bring a multi-socket extension).
- Good transport links (& parking).
- Accessibility (wheelchair access required?)