

## 1. Introduction

International Trauma Life Support (ITLS) is seeking proposals from its chapters and training centres to translate and publish the 1<sup>st</sup> Edition International Trauma Life Support Course Manual for Emergency Care Providers (manual) from English to other languages.

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Each ITLS chapter and/or training centre awarded the right to translate and publish the course manual and related instructor materials must execute ITLS's copyright license agreement for translation and publication.

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## 2. Project Overview

- **Document Type:** Course manual (educational content, including technical and instructional materials). Applicants must specify if they are seeking rights to hard copy publication, electronic copy publication, or both.
  - **Instructor Materials:** Applicant must agree to publish the course PowerPoints, instructor guide, assessment cases and any other teaching materials and to distribute such instructor materials to instructors for free.
  - **Applicants:** Only ITLS chapters and training centres are eligible to apply for contracts for translations.
  - **Source Language:** English
  - **Target Language(s):** Applicants must select the language they propose to translate and publish.
  - **Countries Served:** Applicants must specify in which countries they plan to sell and distribute the translated manuals.
  - **One Edition Per Country:** The Board will award no more than one contract per country.
  - **Deadline for Completion:** Upon execution of the contract for translation and publication, the applicant will have one year to complete and publish the translated edition. Under special circumstances, an extension may be granted by the International office.
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## 3. Scope of Work

The selected chapter/training centre will be responsible for:

- Translating the manual accurately and culturally appropriately.
- Maintaining the original formatting and structure.
- Proofreading and quality assurance of the translated content.

- Delivering the draft translated manual to ITLS for review and approval prior to publication.
  - Providing the International office with three (3) copies of the published manual.
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#### **4. Special Requirements**

Interested chapters and training centres must assure the following:

- Chapter/training centre must be in good standing with ITLS.
  - Chapter/training centre must ensure that no advertisements, endorsements, or paid product placements are included in the translated publication.
  - Chapter/training centre may include its logo on the manual cover so long as it is no larger than the ITLS logo which must also appear.
  - If chapter/training centre plans to subcontract with a publishing company, that relationship must be detailed in the proposal. A copy of the subcontract must be sent to the International office for review before execution.
  - Those chapters/training centres who are awarded contracts for translations must agree to sell the publications to other ITLS chapters/training centres who use the same language.
  - When selling to other chapters/training centres/or course hosts, the contracted chapter/training centre may not sell at a price higher than 120% of its sale price within the chapter/training centre.
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#### **5. Evaluation Criteria:**

The ITLS Board of Directors will evaluate proposals based on:

- Experience translating and publishing other ITLS materials
- Past success with marketing ITLS courses and manuals
- Presentation of plan to market the translated publication
- Past compliance with ITLS directives

The decision of the ITLS Board of Directors will be final.

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#### **6. Deadline**

Applications for translation rights must be submitted electronically to Ginny Kennedy Palys at [ginnykp@itrauma.org](mailto:ginnykp@itrauma.org) no later than August 15, 2025. Applications submitted after the deadline will be considered by the Board of Directors on a rotating basis.