1) To submit your document, you must already be a member of the CITEL Collaborative space.

2) Sign-in in the CITEL Collaborative Space.

3) Click on the open meeting of your interest, according to the appropriate PCCs.
Instructions to submit the Documents

**Step 1:** Complete the form below. Please remember to prepare the document with the required template and don't forget to include all reference material for the translator.

**Step 2:** If you are sending more than one document, please remember to fill out a form **for each document that will be submitted.**
**Step 3:** After submission of document, you will receive an e-mail confirming that the document was received according to the deadlines, such as:

**ON-TIME MESSAGE:** Documents submitted before the due date to ensure its translation.

**MAY NOT BE TRANSLATED:** Documents submitted thereafter may not be translated.

**LATE:** Documents submitted after the specific deadline shall be carried to the next meeting.