Summary of capabilities

New client guide





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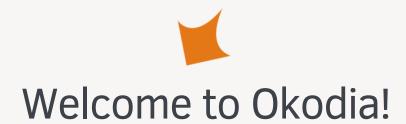
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Let's get the words rolling.

We are pleased to welcome you to Okodia -Translation Services and we thank you for this opportunity to introduce ourselves and show you our capabilities as your language partner for your medical translations.

We bring together a professional native team of experts in the field of health, effective and efficient management of translations and comprehensive language services to deliver high-quality outcomes.

Since 2005, Okodia - Translation Services has had a division specialising in translations for the healthcare, biomedical, pharmaceutical and clinical research sectors.

Leading biopharmaceutical R&D companies, renowned clinical trial centres and CROs rely on our team thanks to our specialist knowledge, our vast experience in medical translations and our solid understanding of the unique challenges that characterise this sector.

Our clients consider our translation team the perfect language partners for a wide range of comprehensive services when our professional translations in multiple languages help to expedite the implementation of their projects.





Our organisational structure and culture have been specially designed to simplify our interactions with the operations teams of our clients and to facilitate processes and international communications, which are of great importance for emerging medical initiatives and research.

It is the mission of Okodia Translation Services—particularly
the unit specialising in medical
translations—to facilitate the
transmission of the client's
message in the required foreign
languages thanks to a highly
qualified and experienced team.
Armed with discipline and rigour,
they make the most of their indepth experience in the main areas
of medical translation, including
clinical trial protocols, drug
package inserts, regulatory and
technical documents, etc.

Our model of comprehensive language service provision makes it possible to establish long-term relationships that translate into direct savings in projects and outcomes of better quality.

Once we fully commit to our clients delivering comprehensive multilingual services, our integration with the client's team leads to performance levels of the highest level and quality, accurate and efficient translations that contribute towards increasing the level of competitiveness and empowerment of our clients against their competitors.

We are proud to say that we invest in the talent of our human resources— specialist native linguists with medical industry experience who, thanks to their professional talent, bring added value to the translations of our clients. Here we share our philosophy about our comprehensive multilingual service model because it delivers profitable outcomes over time. And we sincerely believe that it is the best path for the growth and internationalisation of our clients' businesses.

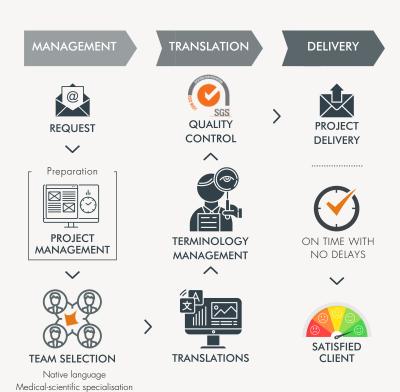
Let's get the words rolling.



Integrated services

that expedite our clients' projects.

Okodia's model coordinates and integrates all the language services that our clients may need, with a project manager serving as a single point of contact for all their needs. In this way, we are able to provide responsible, transparent, integrated and efficient management in the implementation of translations into any language, which boosts quality and speed while significantly reducing the need for client supervision.





A tried-and-tested road map to deliver consistent, high-quality, professional translations

Projects in the clinical sector are more complex and scientifically more demanding. We are aware of this and this is why we put our expertise, experience and discipline to good use. It is crucial for Okodia's team and the client's team to work in unison.

Thanks to Okodia's integrated services model, this is quick, easy and simple, as we have the capabilities, resources and global presence that assure quality and proper implementation throughout all phases of the language project.



Okodia control OK





Personal project manager

with constructive leadership.

Medical translations, often highly technical and complex, call for the participation of a team of experts to tackle such challenging multilingual projects. Our model comes with the professional leadership of a project manager throughout the project life cycle, which brings with it the advantage of having a single point of contact for all languages and translations.

The personal manager is responsible for coordinating the team of professional native linguists working on the language project who are all highly experienced, qualified and specialised.



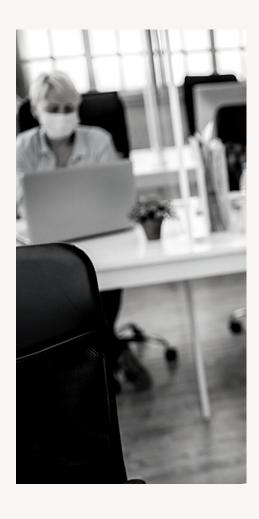
Flexibility, rigour and accuracy

in translation projects that call for a disciplined and flexible language partner.



Medical/scientific management and translations must adapt to the new complexities facing our clients. By implementing quality management systems, we enable our clients to maintain focus and flexibility in their medical work. Our project managers are trained to facilitate the coordination of the language team with the client's requirements. Multi-functional, communicative relationships in all language domains serve as the cornerstone for rigorous translations that are always faithful to the original texts.

Lastly, through supervision, support and reviews, we ensure a consistent approach across different languages, while remaining flexible in terms of the nuances in specific languages.









Terminology management

Okodia facilitates centralised terminology management across all content and languages by bringing together the efforts of all the people and teams involved.

Given that the different departments of a single client often perceive such management differently, we make sure that everyone understands how important it is for the company. For example, for a marketing department, its importance lies in financial savings and an improvement in the presentation to clients; for an IT department, it leads to data homogenisation; for a health department, it could mean an improvement in the safety of its products when they are always named as they should be.

Through Okodia's management, we can achieve complete homogeneity of terminology at the corporate level, in such a way that documents are always consistent and of high quality from the original texts to translations.







Language quality

that assures quality across all types of translations.

A simple definition of quality in clinical research is "the absence of significant errors". In translation, we are even stricter, and we make every effort to minimise the risk of error to the extent possible. In Okodia's group work processes, we make a commitment to implement and maintain a Quality Management System based on the ISO 9001 and ISO 17100 standards to ensure the satisfaction of our clients, fulfilling all their requirements, according to their specific needs, and the commitment to continue to improve the efficiency of our Quality Management System.





Experience & specialisation

in highly qualified translations for everyone.

Okodia's medical translation management and implementation uses a unique performance model and team structure that lets us provide effective end-to-end collaboration and resource planning all over the world.

Our teams of linguists specialising in life sciences are native speakers of the language they translate into, aside from being talented professionals whose dedication to the translations of our clients and extensive experience enable them to deliver complex and scientifically challenging translations. We put these language capabilities and power at the disposal of our clients.



+2,925 LINGUISTS





Scientific translation is the branch of translation that specialises in scientific documents.

Translation of these types of texts calls for in-depth knowledge of the field in question and having specialist resources. On our team of scientific linguists, we have linguists who have been trained in fields such as oncology, cardiology, pharmacology or chemistry, as well as scientists with exceptional language skills. It is important for scientific linguists to be aware of the latest discoveries in their field of specialisation in order to deliver the best translation possible.























We know that it is a challenging and constantly changing industry, which is why flexibility and a problem-solving approach are absolutely crucial. The ability of our translation services to adapt to unexpected problems and a simplified dialogue enable quick decision-making for our clients and help to efficiently keep the project's progress on track.

We understand that the R&D projects of our clients are based on innovation and science. For Okodia, highly technical translations requiring experience, reputation and scientific knowledge pose no problems, as our team of expert medical linguists have been specially trained for them.



An extension of your team

> at your disposal. Professional native linguists with completely integrated scientific, technical and medical experience.

As a one-stop language services provider, we offer our clients' teams with a responsible, transparent, integrated and efficient platform, which undoubtedly boosts the quality and speed of translations while significantly reducing the need for clients to supervise the management of different outsourced or in-house linguists.

안녕하세요 рывітанне

Investing in professional translations such as those done by our expert native linguists leads to exceptional outcomes:

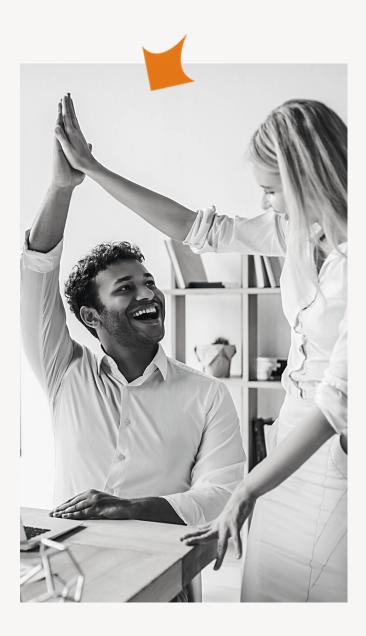
- Sound and highly specialised translations.
- Global language skills while providing local advice and support.

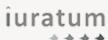


+75 LANGUAGES Some emerging biotechnology companies may lack the in-house language diversity necessary to carry out all the implementation phases of their medical, pharmaceutical or therapeutic projects. Okodia, as well as our specialised division Okomeds, put our extensive translation experience in the medical, regulatory and scientific fields at the service of our clients. The peace of mind of having a language partner they can trust in to carry out translations with little or no supervision needed lets the teams of our clients focus on key matters of their business activities.

At Okodia, we build our relationships based on trust and we share the same commitment that our clients have towards their projects. This relationship provides the resources and services that enrich and strengthen their inhouse teams, so that they can do their jobs to the best of their ability. This is why Okodia's language team serves as an extension of our clients' corporate departments.















Complementary teams

On some occasions, a medical translation project can involve translations of regulatory documents or even legal documents. As we belong to a translation team with different areas of specialisation, we have the support of our team of linguists at Kelsen & Hart, which specialise in legal translations. They translate, review and round off the project management team, providing the client with any translation of legal texts required, in accordance with local regulations.

This is just one example of the advantages of having the capabilities of the other specialist business divisions comprising our translation services group:

- Okomeds, specialists in medical translations and the health sector.
- Kelsen & Hart, specialised in legal translations.
- Iuratum, specialised in official/certified/sworn translations.
- Ogodia, our specialist division in simultaneous interpretation and translation.
- Ok'n'Go, the division for not-forprofit translations.







Okomeds, the specialised life sciences division

In the translation division of Okomeds, our team—aside from being native speakers of the target language and having solid training in translation—have extensive specific training and experience in the pharmaceutical or biotechnology field.

A team of professional linguists specialising in areas of medicine, pharmacy and clinical trials that do all kinds of translations such as:

- Informed consent forms.
- Adverse event notifications.
- Clinical research protocols.
- Medical and pharmaceutical patents.
- User Manuals and Instructions
 For Use.
- Healthcare marketing.
- Clinical analyses.
- Drugs.
- Medical questionnaires.
- Drug labels.
- Patient package inserts.
- IVR system guides.

Always with the rigour, punctuality and quality that are the hallmarks of our translation services group.

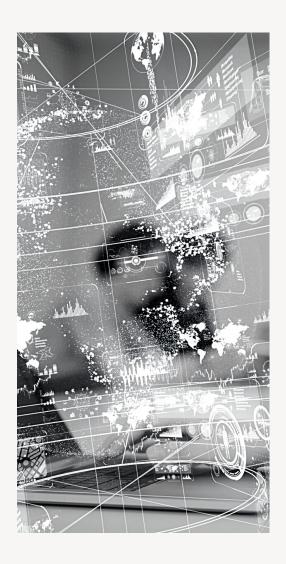


Technological capacity

for your IT systems, bringing efficiency to translation processes.



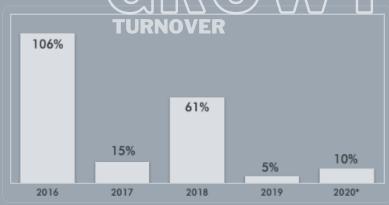
A highly qualified team is made even better with the right translation management software. Our computerised system brings efficiency to the management of processes, consistently contributing to the daily translation workflow. An information system that lets us automate the planning, management and control of translation processes. This smart automation of the most common processes considerably reduces project turnaround times, consequently ensuring quick, on-time deliveries of translation to clients. What's more, our software lets us handle large-scale language projects with complex requirements, allowing the personal project manager to organise and coordinate translation teams across the globe. Thanks to the combination of the technological potential of our group and the superb talent of our human resources, we can handle all possible scenarios and provide our clients with the best language services for their translations, regardless of how complex they may be.



Okodia in figures



GROWTH





+70,209,971
WORDS TRANSLATED



COMPANIES IN THE INDUSTRY

+2,925
LINGUISTS
IN 87
COUNTRIES

