

Dear valued customers and colleagues,

When the clock struck midnight on December 31, we ushered in what promises to be a very special 2014. I would like to express my heartfelt thanks and sincere appreciation to all our clients, partners, colleagues and friends for everything we have achieved in 2013. On behalf of everyone at iLen, Happy New Year and here's to greater success in the Year of the Horse!

Over the past year, we have endured a global economic downturn and increasing competition together. iLen has not only seen this through but actually continued to grow and this is in part due to your continued support and trust. A new year is coming and we will continue to make changes, expand our range of services and improve processes to maintain the high quality we are known for. We sincerely look forward to cooperating with you further and hope to work together to make 2014 even more prosperous than 2013. We hope the world will benefit from China's development in 2014 and that you can reap greater success through iLen.

**Windy Wu**  
Operations Manager



## Company News

### iLen partners with The Law Firm of Michael R. Polin to provide TMC TMA business training courses

Over the past ten years, iLen has successfully completed many localization projects for our clients. All the while, we have been constantly analyzing how to help our customers shine in the target market with successfully localized products, whether clients encounter difficulties due to cultural, political and legal differences when they run business in the target market, and what else we can do to help our clients win greater success.

As a result, iLen has launched a value-added service together with experienced trainers: Teach me China (TMC) and Teach me America (TMA) are training courses for successful Sino-US commercial activities. The courses are conducted by experienced trainers who have had extensive Sino-US business experience over the last 20 years and have been strategic partners of many multinational enterprises from various industries. The trainers also include international lawyers (<http://www.polinlawfirm.com/about>).

The purpose of TMC is to be a comprehensive "How to" for conducting business in China, using interesting and informative content applicable to the participant's business.

And TMA will teach you how to conduct business and achieve success in America using aspects of culture, market access, investment and marketing strategies, social networking, and media and intellectual property, etc.

The courses focus on helping clients enter the US and Chinese markets, and demonstrating how this can be done while satisfying growing localization requirements. We are offering commissions to those who introduce clients or partners to take Teach me China or Teach me America courses.

For more information about courses, please [click here](#) or email [windy\\_wu@i-len.com](mailto:windy_wu@i-len.com).

## Corporate Social Responsibility

### Clothing donations to those who need it most

Seven large boxes containing warm winter clothing donated by iLen staff were successfully delivered to the Aba Tibetan and Qiang Autonomous Prefecture of Sichuan on Nov 26, 2013. Giving back to the community, and supporting environmental protection and public welfare is an important annual event for iLen and this is the second delivery we have sent to this poverty-stricken area in Sichuan.



Donating unused clothing means the clothing can be reused by those who need it most and is also a way to reduce waste and protect the environment. A cotton coat, sweater or pair of pants will not allow these families to escape poverty, but if it helps to improve their situation even a little bit then we believe it is worth the small effort. We would like to thank our colleagues for their generosity, and hope that our actions can inspire others to do the same.

## Testimonials

"Prompt attention to requests and insightful analysis of responses. I appreciate your quick responses to questions and your willingness to tailor findings to our needs. The translator has in-depth knowledge and the translated articles are great. It was a pleasure working with you."

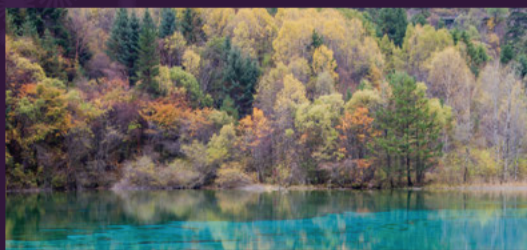
----- by Mabel Tsang, The China Engineers, Limited

"I am speechless. What a flawless and perfect job you just delivered and within such a short time!

My deepest respect to your translator and editor and thank you for handling and delivering so fast!"

----- by Drs. Mandy He, LBS - Language & Business Services

## Team Corner



### Tour to Jiuzhaigou Valley, enjoying the stunning autumn scenery

In late October, employees from iLen's Shenzhen and Chengdu offices met in Chengdu and then headed for Jiuzhaigou Valley Scenic and Historic Interest Area by coach to enjoy its unique autumn scenery. Away from the hustle and bustle of the city, we were able to relax both in body and mind by breathing the clean valley air, taking in the picturesque scenery and tasting delicious fall flavors.



In order to plan this long-awaited wonderful trip, we set up an organizing committee made up of enthusiastic employees and started planning the activity two months in advance. We worked together to determine where to eat and sleep, how to travel and what route the tour would take. Employees from different departments and regions formed into six groups with group leaders selected democratically. The purpose of the trip was not only to provide employees with an opportunity to visit the magnificent mountains and lakes, but also to allow people

to get to know each other and strengthen relationships. Such iLen cooperation also encourages employees to meet daily challenges with more energy and to realize objectives as a team effort.

## Services Provided

- Translation
- Software Localization
- Web Localization
- Multimedia Localization
- Localization Engineering
- Multilingual Desktop Publishing
- Interpretation
- Software Development & Testing

## Our Main Language Pairs

### English into Target Languages

Simplified Chinese	Indonesian
Traditional Chinese	Malay
Japanese	Vietnamese
Korean	Tamil
Thai	

### Source Languages into Chinese

German	Korean
Spanish	Japanese
French	

### Chinese into Target Languages

English	Korean
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## CAT Tools

SDL Trados 2007	SDL Trados Studio
SDLX	XTM
Catalyst	Passolo
MemoQ	DejaVu
Wordfast	Heartsome
Transit	Across

## DTP Applications

Adobe InDesign	Microsoft Word
Adobe FrameMaker	Microsoft Powerpoint
Adobe Illustrator	Microsoft Excel
Adobe Photoshop	Microsoft Publisher
Coral Draw	Quark Xpress

## Quality Certificates



## Office Hours

9AM - 6PM GMT+8  
Monday - Friday

### iLen Headquarters

Room 15A, Unit 2, Tower 6, Time City (Xian Dai Cheng),  
Nanguang Road, Nanshan District,  
Shenzhen, China 518054

### iLen Chengdu

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Incubation Park, High Tech Zone,  
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