# Instructions for competitors

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| ① | • When entering the competition room, please look for your place.<br>• Prepare your ID card for control of congress ID, name spelling and birthdate.<br>• Set up your computer and other equipment.<br>• Test the sound and quality by training with the 1-minute audio file retrieved from the Intersteno website. |
| ② | • Take your **headphones off,** open your text processor (e.g. Microsoft Word) and save an empty document on your hard disk with one of the following extensions: **ATXXXX.rtf** (Rich Text Format), **ATXXXX.txt**, **ATXXXX.docx**, **ATXXXX.odt**. XXXX is **your 4-digit** ID for Katowice. |
| ③ | • Open your browser and navigate to **jury.zav.cz/files**.<br>• Enter the **6-digit** competition download key projected on the screen.<br>• Download  ⬇  the **MP3-file** in your language following the instructions.<br>• Save it on your hard disk. |
| ④ | **Make sure that everything is in order without opening the MP3-file!**<br>You must start the competition after the whistle following the 10-second countdown and the audio file starts immediately without introduction.<br>**Put your headphone on during the countdown.** |
| ⑤ | Jury assistants sit down**.  Attention: start will follow**!<br>**Put your headphones on**. |
| ⑥ | For **10** minutes**,** contest is running. - Working out.<br>Transcribe as much text as you can, taking care of orthography and punctuation. |
| ⑦ | End of the competition:<br>• Take your **headphones off**.<br>• Save the document in one of the following extensions: **ATXXXX.rtf**, **ATXXXX.txt**, **ATXXXX.docx**, **ATXXXX.odt**, **close the document** AND your text editor.<br>• Open your browser and navigate to **jury.zav.cz/files**.<br>• Enter the **6-digit competition upload key** projected on the screen.<br>• **Upload**  ⬆  **ATXXXX** following the instructions on the screen.<br>• You are ready when you see 👏 *successfully uploaded*!<br>• Problem? Wait for the jury. |
| ⑧ | The jury is going to check the files. |
| ⑨ | End - Thank you for your participation! |

*Your competition results will be published on your personal page. Access with your password received with registration confirmation.*

**jury@intersteno.org**