






Instructions for competitors

1	<p>Please take place, prepare your ID card for the control, and install your equipment. Prepare your transcript document:</p> <ul style="list-style-type: none"> • Keyboard writers add NTXXXX to the header of a document and save it as NTXXXX_Draft.RTF. • Graphic writers – summary on PC add NTXXXX to the header of a document and save it as NTXXXX.RTF. • Graphic writers – pen summary add NTXXXX on each paper sheet. <p>XXXX is your 4-digit ID for Katowice</p>
2	<p>At least one-minute-long practice dictation</p> <ul style="list-style-type: none"> • Choose the correct language channel and make test of sound quality. • Adjust the volume during the first dictation. • If you encounter any problem, please raise your hand. <p>After all problems are fixed, there will be one more an at least 1-minute practice dictation.</p>
3	<p>Make sure that everything is in order. Put your headphones on. Jury assistants sit down- Attention - Start will follow.</p>
4	<p>For 9 minutes - Dictation. If you encounter a problem, raise your hand to show to the jury the time of the problem. If you stop before the end, please wait silently without taking off your headphones. Keep silent without moving until all dictations of all language versions are finished.</p> 
5	<p>After the dictation - Take your headphone off - Summary – Maximum 60 minutes</p> <ul style="list-style-type: none"> • Keyboard users: save immediately your draft document NTXXXX_Draft.rtf and once again as NTXXXX.rtf to work out your transcription. • Graphic stenographers <ul style="list-style-type: none"> ▪ with computer transcription → use NTXXXX.rtf as transcription document, ▪ transcribing by pen → write your 4-digit-ID NTXXXX on your papers for the final transcription. <p>START of 60-minute summary time for all at the whistle sign.</p>
6	<p>When your transcription is finished</p> <ul style="list-style-type: none"> • Save your work on your hard disk and close your text editor. • Open your browser and navigate to jury.zav.cz/files. • Enter the 6-digit competition upload key projected on the screen. • Upload in one act  NTXXXX.rtf and NTXXXX_Draft.rtf (draft version for keyboard writers) • Follow instructions. You are ready when you see  <i>successfully uploaded</i>. <p>Penwriters: collect your papers, control labelled with your personal ID and give them ALL to the jury.</p>
7	<p>The jury is going to check the files. Please leave the room and take a break.</p>
8	<p>End - You may take your computer. Thank you for your participation.</p>

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