






RT

REAL TIME

54th Intersteno Congress

Katowice (Poland) – 13-18 July 2024

Instructions for competitors

1	<ul style="list-style-type: none">• When entering the competition room, please look for your place: your name and congress ID are indicated.• Prepare your ID card for control: particular attention will be paid to congress ID, name spelling and birthdate.• Install your equipment for the contest, headset connected, right language channel chosen, volume on and make test of sound quality.• Prepare your transcript document and name it as RTXXXX.rtf. XXXX is your 4-digit ID for Katowice.
2	<p>One-minute practice dictation</p> <ul style="list-style-type: none">• During the dictation, please adjust the volume of the dictation.• Please raise your hand if you encounter a problem.• Eventually: 2nd test with the same one-minute practice dictation.
3	<p>Make sure that everything is in order! Jury assistants sit down - Attention - Start will follow.</p>
4	<p>For 10 minutes - Dictation. If you can no more follow the dictation:</p> <ul style="list-style-type: none">• remove your hands from the keyboard or lay down your speech silencer,• keep your headphones on,• raise slowly your hand to show to the jury assistants the time when you have stopped,• keep silent and wait without moving. 
5	<p>End of the dictation. Please take your headphones off.</p> <ul style="list-style-type: none">• Save the document RTXXXX.rtf with your text, close the document AND the text editor.• Open your browser and navigate to jury.zav.cz/files.• Enter the 6-digit competition upload key projected on the screen.• Upload  RTXXXX.rtf following the instructions on the screen. You are ready when you see  successfully uploaded!• Problem? Wait for the jury.
7	<p>The jury is going to check the files.</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.

jury@intersteno.org