






### Instructions for competitors

1	<ul style="list-style-type: none"><li>• Please look for your place → your name and competitor ID are indicated.</li><li>• Prepare your ID card: control of the congress-ID, name spelling and birthdate.</li><li>• Install your equipment, choose the language channel, make test of sound quality.</li><li>• Prepare your transcript document and name it as SCXXXX_Draft.rtf.</li></ul> <p style="text-align: right;"><b>XXXX</b> is your <b>4-digit ID</b> for Katowice</p>
2	<p><b>At least one-minute-long practice dictation</b></p> <ul style="list-style-type: none"><li>• First you hear: "This will be the official practice dictation text for Katowice 2024".</li><li>• During the first practice dictation, adjust the volume of the dictation.</li><li>• If you encounter any problem, please raise your hand.</li></ul> <p>After all problems are fixed, there will be at least one more practice dictation.</p>
3	<p><b>Make sure that everything is in order.</b></p> <p>Remember that all dictations begin with the sentence: "This will be the official competition text for Katowice 2024", followed by a 5-second pause before the competition text starts; between sections C, B and A there will also be a 5-sec. pause.</p>
4	Jury assistants sit down. <b>Attention - Start will follow.</b>
5	<p><b>For 15 minutes - Dictation.</b></p> <ul style="list-style-type: none"><li>• If you stop before the end: please wait silently without taking away your headphones.</li><li>• If you encounter a problem in the dictation, raise your hand to show to the jury assistants the time of the problem. The issue will be solved after the official dictations, if possible.</li><li>• Keep silent and wait without moving until dictations of all language versions are finished.</li></ul> 
6	<p><b>After the dictation</b> - Take your headphone off.</p> <p><b>Chord &amp; classic keyboard or voice writers:</b> save immediately the draft document <b>SCXXXX_Draft.rtf</b> with your text AND again with a new name: <b>SCXXXX.rtf</b>.</p> <p><b>Graphic stenographers transcribing by computer:</b> prepare your transcript document and name it as <b>SCXXXX.rtf</b>.</p> <p><b>Graphic stenographers transcribing by pen:</b> write your personal Id-number <b>SCXXXX</b> on your papers for the final transcription.</p>
7	<p><b>Transcription time – Minimum 15 minutes - Maximum 150 minutes</b></p> <p>Adapt the lay-out for the transcription: line space 1.5 - right-hand margin 4 cm (also graphic).</p> <p>If you interrupt the competition, please write "interrupted" on the competition folder and silently exit the room.</p>
8	<p><b>When your transcription is finished - Chord &amp; classic keyboard or voice writers</b></p> <ul style="list-style-type: none"><li>• Save your work on your hard disk, <b>close the doc.</b> and the text editor.</li><li>• Open your browser and navigate to <b>jury.zav.cz/files</b>.</li><li>• Enter the <b>6-digit competition upload key</b> that is projected on the screen.</li><li>• Upload  simultaneously the 2 documents <b>SCXXXX_Draft.rtf</b> and <b>SCXXXX.rtf</b> (or only <b>SCXXXX.rtf</b> if you are a graphic stenographer transcribing by computer).</li><li>• Follow the instructions on the screen. You are ready when you see  successfully uploaded.</li></ul> <p><b>Penwriters:</b> collect silently your papers, control the label with your ID and give them all to the jury.</p>
9	The jury is going to check the files.
10	End - Thank you for your participation

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