



54<sup>th</sup> Intersteno Congress Katowice (Poland) – 13-18 July 2024

## Instructions for competitors

1	<ul> <li>When entering the competition room, please look for your place: your name and congress ID are shown.</li> <li>Prepare your ID card for control: particular attention will be paid to congress ID, name spelling and birthdate.</li> </ul>
2	<ul> <li>Open your browser and navigate to jury.zav.cz/files.</li> <li>Enter the 6-digit competition key that is projected on the screen.</li> <li>Download TC2024.rtf. in your language following the instructions.</li> <li>Open the downloaded file in your text processor.</li> <li>Immediately save the document as TCXXXX.rtf (Rich Text Format). XXXX is your 4-digit ID for Katowice.</li> </ul>
3	Distribution of the instructions (corrections to be done) $\rightarrow$ control the text quality.
4	Jury assistants sit down. Attention - Start will follow.
5	For 10 minutes, contest is running.
6	<ul> <li>End of the competition:</li> <li>Under jury control, add five hard returns.</li> <li>Save the document TCXXXX.RTF with your text, close the document and your text editor.</li> <li>Open your browser and navigate to jury.zav.cz/files.</li> <li>Enter the 6-digit competition key that is projected on the screen.</li> <li>Upload  TCXXXX.rtf following the instructions on the screen.</li> <li>You are ready when you see  successfully uploaded!</li> <li>Problem? Wait for the jury.</li> </ul>
7	The jury is going to check the files.
8	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