Instructions for competitors

①	When entering the competition room, please look for your place: your name and congress ID are shown. Prepare your ID card for control: particular attention will be paid to congress ID, name spelling and birthdate.
②	Open your text processor (e.g., Microsoft Word) and save on your hard disk an empty document as **TPXXXX.rtf** (Rich Text Format). XXXX is **your 4-digit** ID for Katowice.
③	Distribution of the competition text → please **control the text quality**.
④	Jury assistants sit down**. Attention - Start will follow**.
⑤	For 30 minutes**,** contest is running.
⑥	End of the competition: • Save the document **TPXXXX.RTF** with your text, **close the document** and your text editor. • Open your browser and navigate to **jury.zav.cz/files**. • Enter the **6-digit competition key** that is projected on the screen. • **Upload** ☁ **TPXXXX.rtf**. • Follow the instructions on the screen. • You are ready when you see 👏 *successfully uploaded*! • Problem? Wait for the jury.
⑦	The jury is going to check the files.
⑧	End - You may take your computer. 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