



AT

AUDIO TRANSCRIPTION

53rd Intersteno congress
6-11 August 2022

maastricht 

Instructions for competitors

1	<ul style="list-style-type: none">When entering the competition room, please look for your place.Prepare your ID card for control.Install your computer and other material.Make tests of sound and quality by training with the 1-minute audio file in your language retrieved from the Intersteno website.
2	Take your headphones off , open your text processor (e.g. Microsoft Word) and save on your hard disk, an empty document as ATXXXX.rtf (<i>Rich Text Format</i>). XXXX is your 4-digit ID for Maastricht.
3	<ul style="list-style-type: none">Open your browser and navigate to jury.zav.cz/files.Enter the 6-digit download key projected on the screen.Download  the MP3-file in your language following the instructions.Save it on your hard disk.
4	Make sure that everything is in order! Start the playback of the dictation only after the whistle sign, following the 10-second countdown. The audio file starts immediately playing without introduction! Put your headphone on during the countdown.
5	Jury assistants sit down. Attention - Start will follow. Put your headphones on.
6	During 10 minutes, contest is running. Transcribe as much text as you can, taking care of orthography and punctuation.
7	End of the competition: <ul style="list-style-type: none">Take your headphones off.Save the document ATXXXX.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 upload competition key projected on the screen.Upload  ATXXXX.rtf following the instructions on the screen.You are ready when you see  <i>successfully uploaded!</i>Problem? Wait for the jury.
8	The jury is going to check the files.
9	End - Thank you for your participation.

Your competition results will be published on your personal page on **Monday at 15:00-16:00 pm**, access with your password received with registration confirmation.

Competition leader – **Francesca Marchionne - Italy**