






# NT

NOTE TAKING  
& REPORTING

53<sup>rd</sup> Intersteno congress  
6-11 August 2022

maastricht 

## Instructions for competitors

1	<ul style="list-style-type: none"><li>Please take place, prepare your ID card for the control and install your equipment.</li><li>Prepare your transcript document:<ul style="list-style-type: none"><li><b>Keyboard writers:</b> save empty document as <b>NTXXXX_Draft.RTF</b>.</li><li><b>Graphic writers – summary on PC:</b> save empty document <b>NTXXXX.RTF</b>.</li><li><b>All:</b> add <b>NTXXXX</b> to the header of your document.</li><li><b>Graphic writers – pen summary:</b> add your 4-digit ID on each sheet!</li></ul></li></ul> <p><b>XXXX is your 4-digit ID for Maastricht.</b></p>
2	<p><b>One-minute-long practice dictation</b></p> <p>Channel <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="6"/> <input type="button" value="7"/></p> <p>Language <input type="button" value="hrv"/> <input type="button" value="ces"/> <input type="button" value="eng"/> <input type="button" value="deu"/> <input type="button" value="hun"/> <input type="button" value="ita"/> <input type="button" value="slk"/></p> <ul style="list-style-type: none"><li>Choose the correct language channel, make test of sound quality.</li><li>First you hear: <i>“This will be the official practice dictation text for Maastricht 2022.”</i></li><li>Adjust the volume during the first dictation.</li><li>If you encounter any problem, please raise your hand.</li></ul> <p>After all problems are fixed, there will be one more practice dictation.</p>
3	<p><b>Make sure that everything is in order. Put your headphones on.</b></p> <p>Jury assistants sit down - <b>Attention - Start will follow.</b></p>
4	<p>During <b>9 minutes - Dictation.</b></p> <p>Problem? Please wait silently until all dictations are finished without taking off your headphones.</p>
5	<p><b>After the dictation - Take your headphone off - Summary – Maximum 60 minutes</b></p> <ul style="list-style-type: none"><li><b>Keyboard users:</b> save immediately your draft document <b>NTXXXX_Draft.rtf</b> AND once again as <b>NTXXXX.rtf</b> to work out your transcription.</li><li><b>Graphic stenographers with computer transcription:</b> use <b>NTXXXX.rtf</b> to transcribe.</li><li><b>Graphic stenographers transcribing by pen:</b> write your 4-digit-ID <b>NTXXXX</b> on your papers for the final transcription.</li></ul> <p><b>START of 60-minute summary time for all</b> (without countdown or whistle sign).</p>
6	<p><b>When your transcription is finished:</b></p> <ul style="list-style-type: none"><li>Save your work on your hard disk and <b>close</b> your text editor.</li><li>Open your browser and navigate to <b>jury.zav.cz/files</b>.</li><li>Enter the <b>6-digit</b> competition upload key projected on the screen.</li><li>Upload <b>in one act</b>  <b>NTXXXX.rtf</b> and eventually <b>NTXXXX_Draft.rtf</b> (keyboard writers)</li><li>Follow instructions. You are ready when you see  <i>successfully uploaded.</i></li></ul> <p><b>Pen writers:</b> collect silently your papers labelled with  personal ID.</p>
7	<ul style="list-style-type: none"><li>The jury is going to check the files.</li><li>Please leave the room <b>silently, return your infrared receiver (and headset);</b></li><li>Take a break. Take away your laptop after the WP-competition has finished (± 30 min. later).</li></ul>
8	<p>End - You may take your computer. Thank you for your participation.</p>

Your competition results will be published on your personal page on **Monday August 8, at 09:00-10:00 am**, access with your password received with registration confirmation.

**Competition leader – Anita Dobos – Hungary**