Instructions for competitors

❶	▪ When entering the competition room, please look for your place: your name and competitor ID are indicated. ▪ Prepare your ID card for control: particular attention will be paid to congress-ID, name spelling and birthdate. ▪ Install your equipment for the contest, headset connected, right language channel chosen, volume on and make test of sound quality. ▪ Prepare your transcript document: add **RTXXXX** in the header, and save it as **RTXXXX.rtf**. **XXXX** is your **4-digit ID** for Maastricht
❷	**One-minute practice dictation** ▪ During the dictation, please adjust the volume of the dictation. ▪ Please raise your hand if you encounter a problem. ▪ Eventually: 2nd test with the same one-minute practice dictation.
❸	**Make sure that everything is in order!** Jury assistants sit down - **Attention - Start will follow**.
❹	During **10** minutes **- Dictation**. If you can no more follow the dictation: ▪ remove your hands from the keyboard or lay down your speech silencer, ▪ keep your headphones on, ▪ raise slowly your hand to show the jury assistants the time when you have stopped, ▪ keep silent and wait without moving.
❺	End of the dictation. Please take your **headphones off**. ▪ Save the document **RTXXXX.rtf** and **close** the text editor. ▪ Open your browser and navigate to **jury.zav.cz/files**. ▪ Enter the **6-digit** upload competition key shown on the screen. ▪ **Upload** ☁ **RTXXXX.rtf** following the instructions on the screen. You are ready when you see 👏 *successfully uploaded*! ▪ Problem? Wait for the jury.
❻	The jury is going to check the files.
❼	End: you may take your computer. **Don't forget to give back your infrared receiver**. Thank you for your participation.

Channel	Language
1	HR
2	CS
3	EN
4	FR
5	---
6	IT
7	---
8	TR

Your competition results will be published on your personal page on **Monday at 17:00-18:00 pm**, access with your password received with registration confirmation.

Competition leader – **Linda Drake** – USA