



## Instructions for competitors

<b>1</b>	<ul style="list-style-type: none"> <li>Audio receivers are distributed when entering the competition room.</li> <li>Go to your place (name and ID indicated), take your ID card for control, install your equipment.</li> <li>Choose your language channel from the sound receiver, test its sound quality.</li> <li>Prepare your transcript document: add <b>SCXXXX</b> in the header, and save it as <b>SCXXXX_Draft.rtf</b>.</li> </ul> <p><b>XXXX is your 4-digit ID for Maastricht</b></p>	<table border="1"> <thead> <tr> <th>Channel</th> <th>Language</th> </tr> </thead> <tbody> <tr><td>1</td><td>HR</td></tr> <tr><td>2</td><td>CS</td></tr> <tr><td>3</td><td>EN</td></tr> <tr><td>4</td><td>DE</td></tr> <tr><td>5</td><td>HU</td></tr> <tr><td>6</td><td>IT</td></tr> <tr><td>7</td><td>FI</td></tr> <tr><td>8</td><td>TR</td></tr> </tbody> </table>	Channel	Language	1	HR	2	CS	3	EN	4	DE	5	HU	6	IT	7	FI	8	TR
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<b>2</b>	<p><b>At least one-minute-long practice dictation</b></p> <ul style="list-style-type: none"> <li>First you hear: "This is the official Maastricht speech capturing practice dictation text".</li> <li>During the first practice dictation, adjust the volume of the dictation.</li> <li>If you encounter any problem, please raise your hand.</li> </ul> <p>After all problems have been fixed, there will be at least one more practice dictation.</p>																			
<b>3</b>	<p><b>Make sure that everything is in order.</b> <b>Jury assistants should now sit down. Attention - Start of the dictation will follow.</b></p>																			
<b>4</b>	<p><b>15-minutes long dictation</b></p> <ul style="list-style-type: none"> <li>Remember that all dictations begin with the sentence: "This is the official Maastricht speech capturing competition text", followed by a 3-second pause before the competition text starts; between sections C, B and A there will also be a 3-sec. pause.</li> <li>If you stop before the end: please wait silently without taking away your headphones.</li> <li>If you encounter a problem in the dictation, raise your hand to show the jury assistants the time of the problem. The issue will be solved after the official dictations, if possible.</li> <li>Keep silent and wait without moving until dictations of all language versions are finished.</li> </ul>																			
<b>5</b>	<p><b>After the dictation - Take your headphone off.</b> <b>Transcription time – Minimum 15 minutes - Maximum 150 minutes</b></p> <ul style="list-style-type: none"> <li><b>Chord &amp; classic keyboard or voice writers:</b> save immediately the draft document <b>SCXXXX_Draft.rtf</b> with your text AND again with a new name: <b>SCXXXX.rtf</b>.</li> <li><b>Graphic stenographers transcribing by computer:</b> prepare your transcript document and name it as <b>SCXXXX.rtf</b>.</li> <li><b>Graphic stenographers transcribing by pen:</b> write your personal ID-number SCXXXX on your papers for the final transcription.</li> </ul> <p><b>Adapt the lay-out for the transcription: line space 1.5 - right-hand margin 4 cm (also graphic).</b></p>																			
<b>6</b>	<p><b>When your transcription is finished</b> <b>Chord &amp; classic keyboard or voice writers</b></p> <ul style="list-style-type: none"> <li>Save your work on your hard disk, <b>close the document</b> and the text editor.</li> <li>Open your browser and navigate to <b>jury.zav.cz/files</b>.</li> <li>Enter the <b>6-digit</b> upload competition key on the screen.</li> <li>Upload  <b>simultaneously</b> your two documents <b>SCXXXX_Draft.rtf</b> and <b>SCXXXX.rtf</b> (or only SCXXXX.rtf if you are a graphic stenographer transcribing by computer).</li> <li>Follow the instructions: you are ready when you see  <b>successfully uploaded</b>.</li> </ul> <p><b>Pen writers:</b> collect silently your papers labelled with your personal ID and put them inside your folder. <b>All: give your folder to the jury.</b></p> <p><b>If you interrupt the competition:</b> please write "interrupted" on the competition folder. You may silently exit the room <b>after 15 minutes</b>. <b>Don't forget to give back your sound receiver.</b></p>																			
<b>7</b>	The jury is going to check the files.																			
<b>8</b>	End - Thank you for your participation																			

Your competition results will be published on your personal page on **Monday at 16:00-17:00 pm**, access with your password received with registration confirmation.

**Competition leader – Jari Niittuinperä – Finland**