



52nd INTERSTENO Congress Cagliari 2019



INSTRUCTIONS NOTE TAKING & REPORTING

1	When entering the competition hall, give your ID-Card: <ul style="list-style-type: none">• for the control of your participation data,• as deposit to receive the dictation receiver to plug in your headset. Please look for your place: your name and competitor ID are indicated.
2	Install & check your equipment for the contest: headset is connected, language channel is chosen, volume is on. Make tests of sound and quality. Distribution of a paper with the number of words for the end protocol.
3	Two-minute practice dictation: please raise your hand if you encounter a problem. Eventually: 2 nd test with the same one-minute practice dictation. Please note that it is not allowed to make an audio recording of the dictation itself!
4	Make sure that everything is in order! Jury assistants sit down. Attention - Start will follow.
5	During 10 minutes – Dictation
6	End of the dictation - Please take your headphones off, don't work anymore and wait for the jury assistant. Under jury control, save your work on hard disk in RTF-format as Draft-NTXXXX.rtf and copy the file on the USB provided by the jury. Now, you may save this work on NTXXXX.rtf . Handwriters write their personal competitor-ID with NTXXXX on their papers.
7	During 90 minutes – Summary - Working out the summary according to requirement of the contest: number of words, orthography, punctuation & headlines, title & 5 paragraph-titles transcript literally. Count the words of your paragraph summaries and mention the number at the end of each paragraph summary. When you have finished your work (or at the end of the summary time): <ul style="list-style-type: none">• save your transcript on the computer under NTXXXX.rtf,• don't write, or remove your hands from the keyboard, or lay down your speech silencer,• raise one hand and make sure that jury assistant has noted your time,• wait without moving or making noise or leave quietly the room without your material.
8	End of the competition Please wait for the jury assistant. Under jury control, save your work on hard disk under NTXXXX.rtf and copy the document on the USB-stick provided by the jury.
9	Break - Don't touch your computer, clear up your desk and leave the competition room without your computer. Control USB-keys by the jury.
10	End: you may take your computer. Thank you for your participation. Don't forget to give back the device and get back your ID-card.

XXXX is your personal competitor number received with the registration confirmation.

As soon as correction will be done, your competition results will be published on your personal page (access with your password received with registration confirmation).

Competition leader – Uda Kuhn