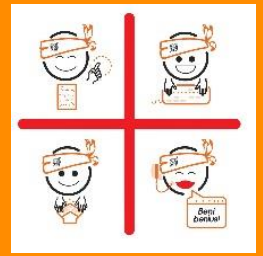




52nd INTERSTENO Congress Cagliari 2019



INSTRUCTIONS REAL TIME TRANSCRIPTION

1	<p>When entering the competition hall, give your ID-Card:</p> <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. <p>Please look for your place: a specific table has been allocated to each competitor.</p>
2	<p>Install & check your equipment for the contest: headset is connected, language channel is chosen, volume is on. Make tests of sound and quality.</p> <p>Prepare your transcript document and name it as RTXXXX.rtf.</p>
3	<p>One-minute practice dictation: during the dictation adjust the volume of the dictation.</p> <p>Please raise your hand if you encounter a problem.</p> <p>Eventually: 2nd test with the same one-minute practice dictation.</p>
4	<p>Make sure that everything is in order!</p> <p>Jury assistants sit down. Attention - Start will follow.</p>
5	<p>During 10 minutes – Dictation</p> <p>If you can no more follow the dictation:</p> <ul style="list-style-type: none">• 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.
6	<p>End of the dictation - Please take your headphones off, remove your hands from the keyboard or lay down their speech silencer and wait for the jury assistant.</p> <p>Under jury control, save your work on hard disk in RTF-format as RTXXXX.rtf and copy the file on the USB provided by the jury.</p>
7	<p>Break - Don't touch your computer, clear up your desk and leave the competition room without your computer. Control USB-keys by the jury.</p>
8	<p>End: you may take your computer. Thank you for your participation.</p> <p>Don't forget to give back the device and get back your ID-card.</p>

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 – Linda Drake