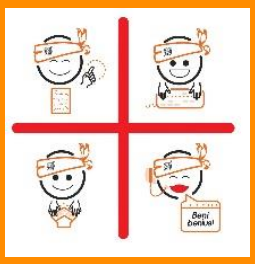
52nd INTERSTENO Congress
Cagliari 2019



INSTRUCTIONS AUDIO TRANSCRIPTION

1	When entering the competition room, please look for your place: your name and competitor ID are indicated. Registration and control of the participation data by the jury assistant: please prepare your ID card. The competitor installs his computer and other material and makes tests of sound and quality by training with the 1-minute audio files retrieve from the Intersteno website.
2	Open an empty document and save it in RTF-format under the name **ATXXXX.rtf**.
3	Take your headphones off while jury is distributing the USB-stick with all audio files. Retrieve the MP3-file in your language from USB-stick and save it on your hard disk.
4	**Make sure that everything is in order!** You must start the competition after the whistle following the 10-second countdown and the audio file start immediately without introduction. Put your headphone on during the countdown**.**
5	Jury assistants sit down. **Attention** - Start will follow. **Put your headphones on**.
6	**During 10 minutes** - Contest is running. Working out Transcribe as much text as you can, taking care of orthography and punctuation.
7	**End of the competition -** Please take your headphones off, remove your hands from the keyboard, go back with your chair and wait for the jury assistant. Under jury control, save your work on hard disk as **ATXXXX.rtf** and copy the file on the USB provided by the jury.
8	**Break** - Don't touch your computer, clear up your desk and leave the competition room without your computer. Control USB-keys by the jury.
9	**End**: you may take your computer. Thank you for your participation.

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 – Francesca Marchionne