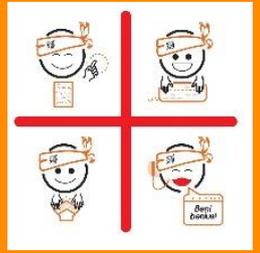




# 52<sup>nd</sup> INTERSTENO Congress Cagliari 2019



## INSTRUCTIONS SPEECH CAPTURING

<b>1</b>	When entering the competition hall, give your ID-Card: <ul style="list-style-type: none"><li>• for the control of your participation data,</li><li>• as deposit to receive the dictation receiver to plug in your headset.</li></ul> Find the table on which you already have your competitor folder labelled by your personal competitor ID.
<b>2</b>	Install your equipment and check your installation for the contest: headset is connected, the right language channel is chosen, volume is on. Make test of sound quality. Machine shorthand, keyboard or voice writers: prepare your transcript document and name it as <b>SCXXXX_Draft.rtf</b> .
<b>3</b>	<b>Procedures during the at least one-minute-long practice dictation</b> <ul style="list-style-type: none"><li>• First you will hear dictated in English: "This will be the official practice dictation text for Cagliari 2019."</li><li>• The practice dictation is repeated at least once.</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><li>• After all problems are fixed, there will be at least one more practice dictation.</li></ul>
<b>4</b>	Jury assistants sit down. <b>Attention</b> - Start will follow. Remember that all dictations begin with a sentence in English: "This will be the official competition text for Cagliari 2019.", followed by a 5-second pause before the competition text starts and that between sections C, B and A there will also be a 5-second pause.
<b>5</b>	<b>During 15 minutes – Dictation</b> <ul style="list-style-type: none"><li>• If you finish before the end of all dictations, 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 the Jury informs the competitors that dictations of all language versions have been finished.</li></ul>
<b>6</b>	<b>Procedures after the dictation</b> Chord & classic keyboard or voice writers: <ul style="list-style-type: none"><li>• save your work <b>SCXXXX_draft.rtf</b>,</li><li>• start using a <b>new transcript document</b> and name it as <b>SCXXXX.rtf</b>,</li><li>• copy SCxxxx_Draft.rtf on the USB provided by the Jury.</li></ul> Graphic stenographers: <ul style="list-style-type: none"><li>• write down your personal Id-number <b>SCXXXX</b> on the original and final transcriptions.</li></ul>
<b>7</b>	<b>Transcription time – Minimum 15 minutes - Maximum 150 minutes</b> <ul style="list-style-type: none"><li>• Use the following lay-out for the transcription: line space 1.5 - right-hand margin 4 cm (also graphic).</li><li>• When your transcription is finished, raise your hand and, under control of the jury, save your work on your hard disk under <b>SCXXXX.rtf</b> and copy the file on the USB provided by the jury.</li><li>• If you transcribe by pen, collect silently your papers labelled with your personal ID; if you interrupt the competition, please write "interrupted" on the competition folder.</li><li>• Break: you may silently exit the room. See 8 hereunder.</li></ul>
<b>8</b>	<b>Break</b> - Don't touch your computer, leave the competition room without your computer but hand out the competition folder. Control USB-keys by the jury.
<b>9</b>	<b>End:</b> you may take your computer (or stay for the next contest). Thank you for your participation. <b>Don't forget to bring back the dictation receiver in order to get back your ID-card.</b>

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 – Jari Niittuinperä