



REALTIME

Competitor Instructions

BEFORE THE DICTATION

- Confirm that your data are fine (check especially the birth date) and write your signature after your name in a combined competitor list
- Machine shorthand, keyboarding, and voice writing: Name your transcript document as RTXXXX (XXXX is the personal ID number found on top of your folder (folder from which you found these instructions). Use right-hand margin 4 cm/1.5", line space 1.5.
- Write on all papers **IDNumber**. Write it to the header if possible.

DICTATION

- Practice dictation (first official notice, then 3 second pause)
- Competition dictation (first official notice, then 3 second pause)
- No audio or video copy of the original dictation allowed
- Any repairs to hardware or software devices brought by you must be performed by you without disturbing the other competitors
- Competitors who stop before the conclusion of the dictation **are not allowed to review or correct** their work and must wait quietly for the end of dictation.
- As soon as the dictation has ended, all competitors must **take their hands away from their equipment and are not allowed to review or correct** their work.

AFTER THE DICTATION

- Machine shorthand, keyboarding, and voice writing: Store the transcript document on USB-memory stick

GOOD LUCK FOR YOUR COMPETITION!