



TP

TEXT PRODUCTION

53rd Intersteno congress
6-11 August 2022

maastricht 

Instructions for competitors

1	When entering the competition room, please look for your place: your name and competitor ID are indicated. Prepare your ID card for control and install your material.
2	Open your text processor (e.g. Microsoft Word) and save on your hard disk an empty document as TPXXXX.rtf (Rich Text Format). XXXX is your 4-digit ID for Maastricht.
3	Distribution of the competition text → please control the text quality .
4	Jury assistants sit down. Attention - Start will follow.
5	During 30 minutes, contest is running.
6	End of the competition: <ul style="list-style-type: none">▪ Save the document TPXXXX.RTF with your text, close the document and your text editor.▪ Open your browser and navigate to jury.zav.cz/files.▪ Enter the 6-digit competition key that is projected on the screen.▪ Upload  TPXXXX.rtf.▪ Follow the instructions on the screen.▪ You are ready when you see  <i>successfully uploaded!</i>▪ Problem? Wait for the jury.
7	The jury is going to check the files.
8	End - You may take your computer. Thank you for your participation.

Your competition results will be published on your personal page on **Monday at 08:00-09:00 am**, access with your password received with registration confirmation.

Competition leader – **Helena Zaviačičová** – Czech Republic