



SHORTHAND/SPEECH CAPTURING

Instructions for dictation managers

1 YOUR ROLE

The role of the dictation manager is:

- to fetch the controller folder as described,
- to give information to the competitors,
- to manage playing the recordings,
- for machine shorthand (incl. keyboarding) and speech recognition to ask the competitors to deliver their rough transcript in electronic format prior to beginning the revision work, immediately after the end of the dictation,
- to sign the control form,
- to organize the transcription control as defined below.

2 MATERIAL

The jury coordinator will give all material one hour before the competition to the dictation manager.

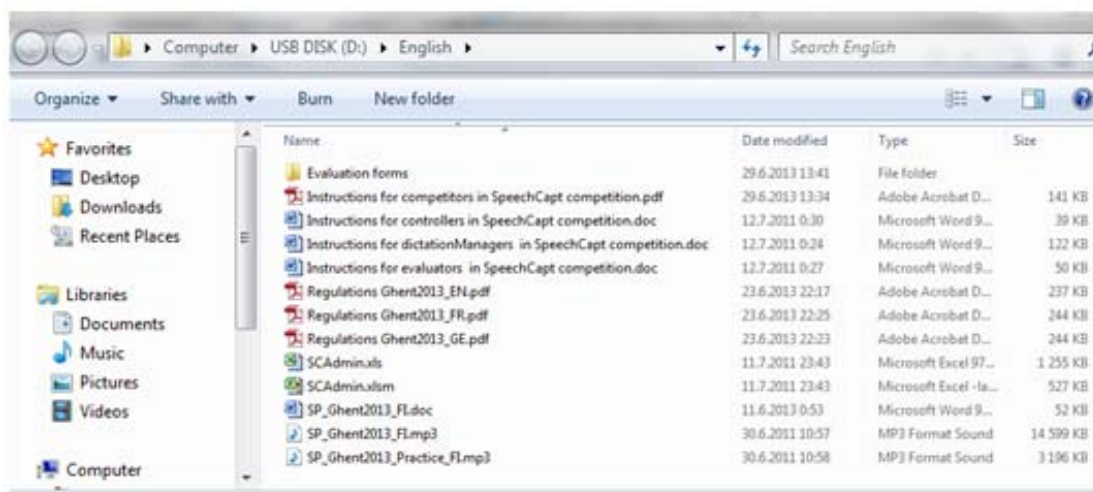
The material is given in a controller folder that includes:

- control form for each dictation room including the name of the room, language, starting time assistant names and competitor names,
- instructions for jury assistants,
- one copy of the competition rules in English,
- two copies of the text,
- USB-stick for the assistants,
- competition folder for each competitor including a evaluation form,
- a list of the competitors to be checked and signed by the competitor (see point 3 below).

Also USB-stick for the assistants has to be given back after the competition. It includes the following information:

- practice dictation,
- contest dictation,
- the text in electronic form,
- evaluation database in excel,
- competition rules in English (in the USB-stick there are rules in English, German and French).

The contents of the USB-stick look like:





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3 LIST OF THE COMPETITORS

Each competitor has to show his/her ID-card and sign near his/her name on the list.

You have to check the data, particularly the spelling of the family name and of the first name, but also **carefully the year of birth**. If necessary, you should correct the data.

Make sure that the competitor does know his/her ID number for the competition.

4 MOBILE PHONES AND INTERNET

Ask the people (incl. the assistants) to show their mobile phones and turn them off (not only the voice because it may disturb the loudspeakers).

Use of mobile phones and Internet is forbidden, also any recording.

Use of dictionaries is allowed.

5 TRANSCRIPTIONS

Ask to use:

- right-hand margin 4 cm (**also graphic shorthand**)
- line space 1.5

Ask to write on all papers ID-number received on registration.

Those writing by machine write it to the header or to the first page.

6 DOCUMENTS GIVEN AFTER THE COMPETITION

All participants on spot have to return at least their folder and all ready papers.

If the competitors are supposed to transfer the text in another room after the dictation, please, give time for the participants to concentrate on transcription about 30 minutes before moving to another room.

Ask the competitors, other than graphic stenographers, to save the transcription before they continue the work.

The name of the document to be saved after the dictation is SCXXXX_Draft where SC is the name of the competition and XXXX the ID-number received on registration (use appropriate ending, like *.doc.).

The final document has the name SCXXXX.

7 LOUDSPEAKERS

In the rooms, you have a computer directly connect to the loudspeakers. You only have to insert the USB-key and play the dictation. For a better result, we suggest to use this computer.

See the instructions in annex 1 A. (the instructions are in Dutch but a translation is available hereunder). Technical assistance will be available on spot by Olivier Levrau and Peter-Jan Oste.

Use practice dictation to adjust the volume level. Adjust the proper level **first from your laptop**. Then at the back of the loudspeaker fine-tune the level. If you have to adjust the level during the dictation, use the system on the back of the loudspeaker. One person could be near the speaker.



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8 DICTATION

USB-stick contains among other things the practice and competition dictations. You will find the different dictations as follows:

- The name of the **practice** dictation is "SP_Ghent2013_Practice_XX.mp3" where XX means your **country** code (In some countries there may be several practice dictations. Then at the end of the name there is a letter showing the speed, e.g. "SP_Ghent2013_Practice_XX_B.mp3").
- In the beginning of the practice dictation there is recording in English: "***This is the official practice dictation in Ghent 2013***".
- The name of the **contest dictation** is "SP_Ghent2013_XX.mp3" where XX means your country code.
- In the beginning of the contest dictation there is recording in English: "***This is the official competition dictation in Ghent 2013***".

In the beginning of playing the recording be ready for stopping the dictation if the dictation was wrong. Listen to the official recording to figure out if the recording is the right one.

As mentioned, you may repeat the practice dictation many times to get the volume right. Mention the competitors that the dictation may last longer than one minute.

During the dictation phase two people are required:

- person from the national group who may speak the language fluently (dictation manager),
- one person from other than the national group (controller).

9 TIMETABLE

The competition with practice dictation is supposed to be started at 9.00. However, it is possible that all competitions do not start at the same time. **Only controllers who want assistance from the organizers may go out from the rooms between 9.00 and 9.45.** If someone has interrupted the competition, he/she has to remain on his/her place during that time. **Those who have to transcribe in another room, shall move to the other room at 9.45 at the earliest.**

If you have any problems, e.g. with playing the recordings, please, be calm. **We have time to start the competition later.** Come to the jury room L.02.04 in the second floor. If we are not there, we are solving another problem, but we have time for solving your case. Ask the competitors to be calm because the others are competing.

10 TRANSCRIPTION

Transcription starts when the dictation is over. The transcription time is 2.5 hours. During the transcription phase one person is required. It is the duty of the dictation manager to organize the transcription managers.

The role of the transcription manager

- to give information to the competitors (because of this, the competitors have to understand the language of the dictation manager);
- to give the permission to go out from the competition room for rest rooms;
- to follow that no one is cheating / using mobile phones, headphones (except those using voice writing) and so on;
- to mark the end time of the transcription on each competition form (the brown envelope);
- to check the birth year and other data of the competitor;
- to mark on the competition form if the competitor has interrupted the competition;
- to give the material to the national evaluation coordinator (or to the jury coordinator if the person is not found);
- to take care of storing electronic transcriptions on memory stick.

11 THANK YOU OF ASSISTANCE

Lunch will be provided for you (see plan – Jury catering – Level 2) and you are invited to the dinner on Tuesday at 18:00 in the Ballroom on Level 0.



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LOUDSPEAKERS

Micro

- 1 In order to decrease the volume, turn slowly to the left.
- 2 Power button. When power is on, the red light below is also on.
- 3 ON/STANDBY button
- 4 SPEAKERS A button (on/off)
- 5 Transmitter (in order to put on, slide button at the top).
- 6 In order to increase the volume, turn slowly to the right
- 7 Speaker (not used)
- 8 Amplifier and transmitter off after use



From computer

