



# **Regulations for the Intersteno competitions**

**53<sup>rd</sup> Intersteno congress  
Maastricht (The Netherlands) 2022**

## Regulations for the Intersteno international & world championships

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### General

#### Article 1 – Organization

During its 53<sup>rd</sup> World congress [Maastricht (The Netherlands 2022)] the International Federation for Information and Communication Processing (Intersteno) will conduct the following international and world championships:

- World championship in Text production
- World championship in Text correction with PC
- World championship in Professional word processing
- World championship in Audio transcription
- World championship in Shorthand/Speech capturing
- World championship in Real time speech capturing
- International competition in Note taking and reporting

The competitions will be conducted in each of the languages listed on the registration form at [www.intersteno2022.org](http://www.intersteno2022.org).

#### Article 2 – Participation

The competitions are open to everyone meeting the requirements laid down in these regulations, with the following exceptions.

Anyone who is involved in the preparation, organization or conduct of a competition may not compete in this competition. However, competitors can be asked to help in the first correction/evaluation (i. e. not final) correction/evaluation of works under the supervision of a jury member and with the written, prior approval by the Jury. Competitors in one competition may be involved in the preparation, organization and/or corrections of any other competition, only with the written, prior approval by the Jury.

Competitors must register using the official online registration form at [www.intersteno2022.org](http://www.intersteno2022.org) before the deadline listed on the form. The registration is not guaranteed until payment of the participation fee is received. Registration fees must be paid before the due date listed on the form. Applications received after this date can be refused.

The Jury may restrict the number of participants from some country or participants competing in some language if the national groups can't provide with a credible number of assistants to manage correcting the works within a timeframe defined by the Jury. In this case, the Jury defines after consulting the national groups, the criteria who may attend the competition.

The Jury may also decide to cancel a competition in a specific language, if any national group cannot provide translations and dictations of the competition texts within the deadlines given by the Jury.

Registration fees are not refundable even if the competitor withdraws from the competitions, unless the withdrawal is due to the restriction of number of participants.

#### Article 3 – Age categories

All competitions are organized in three age groups, each group having its own result list with possible world champion or international champion.

**Seniors:** competitors over the age of 20 years in the calendar year of the competition (born in 2001 or earlier);

**Juniors:** competitors between 17 and 20 years old in the year of the competition (born in 2002, 2003, 2004, 2005);

**Pupils:** competitors younger than 17 years in the year of the competition (born in 2006 or later).

#### Article 4 – Material

The Organization committee provides the competitors with access to electricity. The competitor is responsible for providing any adapters or other accessories necessary to achieve a working connection to the locally provided electricity.

Competitors bring their computers themselves and provide all supplies (paper, pencils, pens ...), software (text editor, voice recognition, audio listening ...) and ancillary machinery (shorthand machine, headset, foot remote control (pedal) ...) necessary to perform the tasks involved in each competition. Voice writers must provide an effective speech silencer (such as a stenomask) to render their dictation inaudible to other competitors.

Any digital files of competitor's work will be collected by the Organization Committee. Used laptops should be equipped with a Wi-Fi network card and a free USB-port. More practical information will be spread to the registered competitors before the competition date. It is the responsibility of the competitor to have the technical capacity to upload/copy his work.

If a competitor needs to use another memory device, he must apply for permission in advance, on the registration form. It is at the sole discretion of the Jury to accept or reject such application.

## Article 5 – Conduct of the competition

The competitors must follow the instructions given by the Jury and the Organization committee.

The competitions are open to the public, provided that spectators can be seated without disturbing the competitors. The Jury may decide otherwise if these requirements are not met. Photographing and recording for radio & television is allowed only before or after the competitions.

Camera's that are operated from distance can be installed to record the competitions and to control the fair play. Parts of the recording can be used in promotional material.

Competitors are not allowed to create any audio or video copy of the dictation. Voice writers will use their speech recognition software only in respeaking mode. The use of automatic speech recognition of the dictation is never allowed.

Competitors who for any reason stop their performance during the competition must remain seated and remain silent until the end of the competition.

Any violation of the competition rules will result in the immediate exclusion of the involved competitor(s).

### TEXT PRODUCTION | TEXT CORRECTIONS WITH PC PROFESSIONAL WORD PROCESSING | AUDIO TRANSCRIPTION

In the text correction competition and the professional word processing competition, competitors must use one of the word processing software programs named on the Jury list.

In audio transcription competition, increasing or decreasing the speed of the recording, stopping the dictation at any moment, listening again to it and editing the text is allowed during the transcription.

After the final whistle, all competitors must stand and raise their hands. Competitors who alter their documents after the final whistle will be disqualified.

The typed or edited text will be stored on the local hard disk and delivered to the Organization Committee.

### SHORTHAND/SPEECH CAPTURING COMPETITIONS

Only digitally recorded dictations will be used. An infrared system will be installed in the room and the competitors will connect their headset to the device given by the jury.

The dictations are checked by the competition coordinator before the competition for correctness of the dictations, and for keeping the time. A practice dictation that is at least one-minute-long will be given before the competition dictation and repeated a second time if necessary.

The transcription may be handwritten in ink with a fountain or ballpoint pen in legible handwriting or saved on the hard disk. The organization committee will collect them.

## Article 6 – Use of external assistance

The competition shall be performed by the competitor himself without aid of any external source, devices, methods or using information other than what is provided in these regulations or by orders of the Jury.

The competitor must provide verification of his identity in the form of an identification card with photo.

Phones or any other devices that may give direct access to the Internet or other communication networks may not be used in the competition room. Any devices that can produce sounds/noises (e. g. watches) must be set on silent mode.

The jury members can control and will control the use of such devices and methods. The competitors must, upon request, provide the Jury with all relevant information regarding the devices they are using, including allowing the jury members to examine the content of any device in the possession of any competitor.

The competitor shall configure their computer in such a manner that no private or confidential information will be revealed, or any non-disclosure clause violated if the jury members want to examine the computer.

Any repairs to hardware or software brought by the competitor must be performed by the competitor himself without disturbing the other competitors.

The use of a personal dictionary and PC dictionaries with spell checking is allowed.

## Article 7 – Jury

The Jury consists of a Jury president, elected by the Council and a Competition coordinator for each of the competitions.

The Jury is assisted by a taskforce made up of specialists/ advisers, which is involved in the preparation, organization, and correction activities of the competitions. For the administration of the competition itself and the correction activities, additional jury members may be used.

The competition coordinators lead the competitions and make all necessary decisions. The Competition coordinators are responsible for the corrections and the result lists. Correction of the competition work shall be conducted in a place designated by the Jury unless otherwise agreed.

The Competition coordinators are proposed by the Board and approved by the Council.

To assure equal conditions for all competitors, the competition coordinators may perform, preferably in cooperation with the national group in concern, any actions needed to correct inequities, such as adjusting the speed of the digitally recorded dictations or correcting the penalty points assigned by the correctors.

The Jury president coordinates all activities of the competition coordinators and has final responsibility for the competitions. Decisions of the Jury are taken by majority. In case of equality of votes, the vote of the Jury president is decisive.

## Article 8 – Complaints

Complaints must be made in writing by competitors or their representatives and provided to the Jury within the deadlines set out below.

Complaints other than those related to any competitor's individual results should be made immediately at the conclusion of the competition, and in no case later than 3 hours after its end.

Competitors shall have access to their own individual competition results according to a schedule published on the website and recalled at the congress venue. The competitor or his representative must make any complaint over his results in writing, not later than 2 hours after the competitor has been given access to his results, following the procedure that will be explained. The nighttime (from 22 pm to 8 am) is excluded from the 2-hour delay for complaining.

Complaints related to the ranking lists must be made immediately after the public release of the ranking list, and in no case later than one week after the prize giving ceremony.

The Jury will adjudicate any complaints and can, if necessary, adjust the results up to one month after the prize giving. The Jury shall explain its decisions in writing; decisions of the Jury are final and may not be appealed.

## Article 9 – Texts

The Jury shall establish the language of the basic text for each competition.

The basic texts will be politically neutral, without specific technical terms or names that require a special knowledge of a specific theme or region.

For texts in languages not using Latin or Cyrillic alphabet, a transcription in Latin alphabet is to be provided to the Jury by the national group who performs the translation.

In speech capturing contests, for each language, the text will be dictated at an increasing rate of speed, as set out in one of the columns defined in the specific regulations of the competition based upon the length of that translation of the basic text.

The Jury shall provide to each national group detailed information on how to allocate syllables if the total length of the text falls between two columns.

The national group is responsible for informing the competitors which column has been used in this language.

## Article 10 – Awards and certificates

Each competitor whose results are valid will receive a certificate.

For each contest, the three best competitors will be called on the stage and receive a medal (gold, silver, bronze). World Champion title will be released only if the minimum requirements for a world championship title are fulfilled. This title will be duly mentioned on the certificate.

The certificates are given at the end of the prize giving ceremony to the competitors or their representatives. The awards for any competitors who were not present at the prize giving ceremony will be given to their representatives at the end of the prize giving ceremony.

Under no circumstances certificates will be sent by post afterwards.

## Article 11 – Preservation of the competition works

The works produced by the competitors are the property of the Jury and must be handed in even if the competitor doesn't finish the competition. All competition work product is preserved for one year by the Jury president.

The original competition documents will be downloadable from the Intersteno website for training purposes after the prize-giving ceremony. The Jury is responsible for the completeness of the text archive.

As soon as possible, the original competition documents will be downloadable from the Intersteno website for training purposes. Each Jury leader is responsible for the completeness of the text archive.

## Article 12 – Unforeseen circumstances

In unforeseen circumstances the Jury is authorized to interpret these regulations in a logical fashion. The regulations may not be violated. The decisions of the Jury are final.

## Article 13 – Text production

### 13.1 Kind of competition

The competition consists of a 30-minute-copying of a typed text.

Competitors produce the text without separating the text in paragraphs by returns and using single line spacing.

The text for the competition is provided to the competitor on white paper, 210 x 297 mm in size, in black print, without hyphenation, in Courier 12 pt., line spacing 1 ½. Each page consists of 7 blocks of text with 5 lines of text each.

Competitors are successful if their works are within the following limits:

Category	Min. char/minute	Max. errors
Seniors	360	0.25 %
Juniors	300	0.25 %
Pupils	240	0.25 %

Competitors may use software capable of producing more than one character in a single keystroke.

This competition is split into three subgroups:

- competitors using a regular keyboard, without the ability to strike more than one key at the same moment, such as a PC keyboard;
- competitors using chord keyboards (where more than one key can be struck at the same moment such as a shorthand machine);
- competitors using speech recognition.

For ideographic languages in which the use of keyboard differs from that for alphabetic languages, the Jury is entitled to decide whether to list competitors using such language-specific keyboards separately in one or more lists and how to name such categories.

The Jury is entitled to determine the terms used when world champion titles and medals are given in these categories.

### 13.2 Evaluation

The points are calculated depending on the effective keystrokes needed on a classic standard keyboard for the produced text. The counting is based on the official keyboard indicated by the national group.

100-penalty-points will be deducted from the total number of points earned for each of the following errors:

- missing, additional or modified characters (maximum one error per word is counted);
- transposition of two characters or two words;
- missing or additional words or word groups;
- extra spacing (added paragraph by pressing Enter/Return);
- missing, twice typed and transposed lines;
- repeated errors are calculated max. 5 times for the competitor's work.

Errors in the final ten characters are not counted; counting ends with the last correct character.

### 13.3 Ranking and titles

Results are ranked based on the net points earned, as defined in the evaluation section above.

In the categories using a regular keyboard, world champion titles are awarded to the 3 highest ranked competitors if the following minimum points have been reached:

Seniors	15 000 net points
Juniors	12 000 net points
Pupils	8 000 net points

In both other categories world champion titles are given only if the results are better than in the category with regular keyboard.

## Article 14 – Text correction with PC

### 14.1 Kind of competition

The competition consists of correcting a digitally delivered text of up to 15,000 characters according to corrections noted on a correction sheet that contains up to 350 text corrections. The working time for making as many corrections as possible is 10 minutes.



Competitors are successful if at least 60 corrections, in the order presented on the correction sheet, have been executed.

The corrections are indicated with international and by Intersteno accepted correction signs.

Corrections which may be foreseen are: deleting, replacing, reordering, or inserting text parts; making new paragraphs; emphasizing text parts by bold printing, underlining, centering or by using another font.

After the final whistle, the competitors make five returns and save their document on the hard disk and on the central server or a USB stick.

## 14.2 Evaluation

The competitor gets 100 points for each correction carried out properly or not properly.

500 penalty points will be deducted for each imperfect, unexecuted or additional correction.

## 14.3 Ranking and titles

Results are ranked based on the points earned, as defined in the evaluation section above.

World champion titles are awarded to the three highest ranked competitors if the following minimum ranking points have been achieved:

Seniors	14 000 points
Juniors	11 000 points
Pupils	7 000 points

## Article 15 – Professional word processing

### 15.1 Kind of competition

The competition consists of the professional editing of documents delivered on a USB stick. In addition, competitors will receive detailed printed instructions on the tasks to be performed.

Working time: 90 minutes.

The tasks to be performed may consist of:

- professional and efficient (re)structuring and (re)formatting of text documents (all character-, paragraph- and page/section formatting);
- inserting and smart positioning of graphic elements (illustrations, shapes, text boxes...);
- selecting, sorting and merging structured data together with all kinds of main documents to get the wanted result;
- all kinds of automatic numbering and bulleting on various levels;
- problem solving and time reducing actions by using (advanced) search-replace features and/or basic macro's;
- the smart use of tables to (re)structure (parts of) information in an attractive way;
- generating a table of content, index, within a described lay-out.

All skills/functions must be used to solve the task list as professional and efficient possible, allowing later changes in content and/or layout in a smooth way.

Competitors are successful if the competitor has reached at least 50 % of the total points possible, as defined in the evaluation section below.

### 15.2 Evaluation

Hundred points are divided over all tasks to be performed. Every properly executed task earns the corresponding number of points. Partially executed tasks may earn partial points. Tasks that are not executed or have been executed incorrectly earn no points.

The division of the 100 available points across tasks is prepared in advance by the competition coordinator.

## 15.3 Ranking and titles

Results are ranked based on the points earned, as set out in the evaluation section above. World champion titles are awarded to the three highest ranked competitors if the following shares of total ranking points have been achieved:

Seniors	80 %
Juniors	75 %
Pupils	70 %

## Article 16 – Audio transcription

### 16.1 Kind of competition

The competition consists of a digitally recorded dictation which competitor must transcribe as far as he can and as accurately as he can, in 10 minutes.

Participation at this competition is open to competitors using for transcription regular or chord keyboard or a voice recognition tool in re-speaking mode.

The dictation will last 15 minutes at a constant normal speech speed (about 1000 characters or 300 syllables per minute).

A work is valid if it is within the following limits:

Category	Min. char/minute	Max. errors
Seniors	360	0.50 %
Juniors	300	0.50 %
Pupils	240	0.50 %

### 16.2 Evaluation

The points are calculated depending on the effective keystrokes needed on a classic standard keyboard for the produced text. The counting is based on the official keyboard indicated by the national group.

From the total number of points earned, 50 penalty points will be deducted for each of the following errors:

- missing, additional or modified characters (maximum one error per word is counted);
- transposition of two characters or two words;
- missing or additional words or word groups;
- missing or extra spacing;
- missing, twice typed and transposed lines.

Errors in the final ten characters are not counted; counting ends with the last correct character.

In cases where there is more than one correct way to spell a word or to use marks and where it is not clear from the dictation which one should be used, no penalty points are assessed for using an otherwise correct form of spelling or punctuation rather than that in the original text.

Repeated errors are counted only once. Especially in agglutinative languages, only the first occurrence of a consistently repeated error is counted.

### 16.3 Ranking and titles

Results are ranked based on the points earned, as defined in the evaluation section above.

The result list includes all valid transcriptions, regardless from the technology used, which will be indicated by short forms: keyboarding (KB), any kind of chord keyboard (CK), voice writing/speech recognition (VW).

World champion titles are awarded to the 3 highest ranked competitors if the following minimum points have been:

Seniors	5 000 points
Juniors	4 000 points
Pupils	3 000 points

For ideographic languages in which the use of keyboard differs from that for alphabetic languages, the Jury is entitled to decide whether to list competitors using such language-specific keyboards separately in one or more lists and how to name such categories. The Jury is entitled to determine the terms used when world champion titles and medals are given in these categories.

## Article 17 – Shorthand/Speech capturing

### 17.1 Kind of competition

The competition consists of capturing and transcribing a 15-minute-long text, dictated at an increasing rate of speed.

Participation at this competition is open to competitors using graphic shorthand, machine shorthand (chord or regular keyboard) or voice writing in re-speaking mode.

The dictation is divided into three sections:

- sect. C: 5-min. dictation at lower rates of increasing speed,
- sect. B: 5-min. dictation at medium rates of increasing speed,
- sect. A: 5-min. dictation at higher rates of increasing speed.

Between sections C and B and sections B and A, there is a short pause (3–5 seconds) in the dictation.

The competitor's performance shall be assessed based on the amount of dictated text captured and transcribed within each section before the allowable number of errors has been reached.

The dictation will be followed by a transcription period. The maximum allowed transcription time is 150 minutes.

In order to check the validity of the transcription, the competitors must turn in their stenogram together with the transcription. Steno writers must turn in the rough transcript in electronic format, saved prior to beginning the revision work, immediately after the end of dictation. Voice writers must deliver their voice notes, saved prior to beginning the revision work, immediately after the end of dictation.

Competitors may transcribe more than five minutes if they started from sections C and B.

The speed of the dictation, expressed in syllables per minute, follows one of the below mentioned columns and is based on the length of the translation of the basic text. The division in minutes is made according to the following table:

Columns	I	II	III	IV	V	VI
<b>Section C</b>						
Increase per minute	16	17	18	19	20	21
<b>1. Minute</b>	148	151	154	157	160	163
<b>2. Minute</b>	164	168	172	176	180	184
<b>3. Minute</b>	180	185	190	195	200	205
<b>4. Minute</b>	196	202	208	214	220	226
<b>5. Minute</b>	212	219	226	233	240	247
<b>Total</b>	<b>900</b>	<b>925</b>	<b>950</b>	<b>975</b>	<b>1000</b>	<b>1025</b>
<b>Section B</b>						
Increase per minute	19	20	21	22	23	24
<b>6. Minute</b>	231	239	247	255	263	271
<b>7. Minute</b>	250	259	268	277	286	295
<b>8. Minute</b>	269	279	289	299	309	319
<b>9. Minute</b>	288	299	310	321	332	343
<b>10. Minute</b>	307	319	331	343	355	367
<b>Total</b>	<b>1345</b>	<b>1395</b>	<b>1445</b>	<b>1495</b>	<b>1545</b>	<b>1595</b>

<b>Section A</b>						
Increase per minute	21	22	23	24	25	26
<b>11. Minute</b>	328	341	354	367	380	393
<b>12. Minute</b>	349	363	377	391	405	419
<b>13. Minute</b>	370	385	400	415	430	445
<b>14. Minute</b>	391	407	423	439	455	471
<b>15. Minute</b>	412	429	446	463	480	497
<b>Total</b>	<b>1850</b>	<b>1925</b>	<b>2000</b>	<b>2075</b>	<b>2150</b>	<b>2225</b>

### 17.2 Evaluation

#### PENALTY TABLE

	Penalties
A word or punctuation mark replaced, omitted or added which alters the meaning of the sentence	4
The first important word of a word group wrong, omitted or added	4
Every next word of a word group wrong, omitted or added	1
A word replaced by an equivalent or synonym	1
A word omitted or added which does not alter the meaning	1
Transposition of words which does not alter the meaning	1
A definite or indefinite article or a preposition wrong, omitted or added which does not alter the meaning	1
Singular instead of plural or vice versa, punctuation error or wrong inflected affix which does not alter the meaning	1
Spelling error (including accents) or typographical error which does not alter the meaning	1

In cases where there is more than one correct way to spell a word or to use marks and where it is not clear from the dictation which one should be used, no penalty points are assessed for using an otherwise correct form of spelling or punctuation rather than that in the original text.

Repeated errors are counted only once. Especially in agglutinative languages, only the first occurrence of a consistently repeated error is counted.

In case a set of 3 or more words exist in the transcript but does not exist in the stenogram or either in the rough transcript saved prior to the beginning of the revision work or in the voice file, and the notes can't be considered to be an abbreviation, the non-existence of the set of those words may be interpreted as if the words do not exist in the transcription.

#### MAXIMUM PENALTIES ALLOWED

The work is valid only if at least the first three minutes of any of the sections (C, B or A) have been transcribed accurately, considering the number of penalties allowed.

Once the maximum number of penalties stated below has been exceeded within any three consecutive minutes, that minute and any minutes after it in the section are no longer considered valid.

Section	C					B					A				
<b>First min.</b>	1	2	3	4	5	6	7	8	9	10	11	12	13		
<b>Last min.</b>	3	4	5	6	7	8	9	10	11	12	13	14	15		
<b>Penalties</b>	24	26	28	30	32	35	38	41	44	47	51	54	57		

The final result is categorized by the section number and the last minute transcribed within allowable penalty limits: C3, C4, C5, C6, C7, B8, B9, B10, B11, B12, A13, A14, A15.

Only full minutes are counted.

## 17.3 Ranking and titles

The results of the shorthand/speech capturing competition are listed in separate lists, split according to the technology used, i.e., graphic shorthand, machine shorthand (chord or regular keyboard) and voice writing.

Only the competitors who have met the competition requirements will be listed.

Results are ranked in order determined by:

- the section, in the order of A, B and C,
- the number of valid transcribed minutes,
- the number of penalties in the last three minutes.

World champion titles are delivered to the competitors achieving the best results without considering the technology used.

World champion titles are awarded to the three highest ranked competitors if the following minimum valid minutes have been achieved:

Seniors	in section B 5 minutes,
Juniors	in section C 5 minutes,
Pupils	in section C 3 minutes.

## Article 18 – Real time speech capturing

### 18.1 Kind of competition

The competition consists of capturing a ten-minute-long dictation with increasing speed, followed by the immediate delivery of the transcription at the end of the dictation, without any additional corrections.

Participation in this competition is open to competitors using machine shorthand (regular or chord keyboard) or voice writing in re-speaking mode.

The speed of the dictation, expressed in syllables per minute, follows one of the below mentioned columns and is based on the length of the translation of the basic text.

The division in minutes is made according to the following table:

Columns	I	II	III	IV	V	VI
Increase per minute	16	17	18	19	20	21
1. Minute	148	151	154	157	160	163
2. Minute	164	168	172	176	180	184
3. Minute	180	185	190	195	200	205
4. Minute	196	202	208	214	220	226
5. Minute	212	219	226	233	240	247
6. Minute	228	236	244	252	260	268
7. Minute	244	253	262	271	280	289
8. Minute	260	270	280	290	300	310
9. Minute	276	287	298	309	320	331
10. Minute	292	304	316	328	340	352
<b>Total</b>	<b>2200</b>	<b>2275</b>	<b>2350</b>	<b>2425</b>	<b>2500</b>	<b>2575</b>

When a competitor can no longer follow the dictation or at the end of the competition (whichever comes first):

- competitors using a keyboard shall immediately stop writing and take their hands away from the keyboard,
- competitors using speech recognition shall immediately stop dictating and lay down their speech silencer.

Competitors who stop before the end of the dictation are not allowed to review or correct their work and must wait quietly for the end of dictation, otherwise they will be disqualified.

After the dictation, competitors must wait for the Jury to instruct them to save their transcriptions on the USB stick before doing so.

## 18.2 Evaluation

### PENALTY TABLE

	Penalties
Punctuation mark replaced, omitted or added	1
A word replaced by an equivalent or synonym	1
A word omitted or added	1
Transposition of words	1
A definite or indefinite article or a preposition wrong, omitted or added	1
Singular instead of plural or vice versa	1
Wrong inflected affix	1
Spelling error (including accents) or typographical error	1

Each error will be counted as 1 point each time it occurs; however:

- in cases where there is more than one correct way to spell a word or to use punctuation marks and where it is not clear from the dictation which one should be used, no penalty points will be assessed for using a correct form of spelling or punctuation rather than that in the original text;
- especially in agglutinative languages, a consistently repeated error will be considered on a case-by-case basis.

### MAXIMUM PENALTIES ALLOWED

A competitor's work is valid only if at least the first three minutes have been transcribed properly, considering the number of penalties allowed.

Once the maximum number of penalties stated below has been exceeded within any three consecutive minutes, that minute and any minutes after it are not considered as valid.

<b>First minute</b>	1	2	3	4	5	6	7	8
<b>Last minute</b>	3	4	5	6	7	8	9	10
<b>Penalties</b>	16	17	18	19	20	21	22	23

### 18.3 Ranking and titles

The results in the real time competition are reported in a single list, regardless of the technology used by the competitor.

However, the results list will indicate the technology used by each competitor: keyboarding (KB), chord keyboard (CK) and voice writing (VW).

Results are ranked in order determined by:

- the number of valid minutes transcribed,
- the number of penalties.

World champion titles are awarded to the three highest ranked competitors if the following full number of minutes has been successfully transcribed:

Seniors	8 minutes
Juniors	6 minutes
Pupils	4 minutes

## Article 19 – Note taking and reporting

### 19.1 Kind of competition

The competition consists in making a concise report (summary) in complete sentences from a coherent and well-structured text that is divided into sections and will be dictated for 9 minutes.

This text contains a title and several numbered section headings which indicate the theme and subthemes of the text to be summarized.

Title and headings must be transcribed verbatim, while participants use their own words for the section summaries.

Participation in this competition is open to competitors using handwriting, typewriting (including the use of electronic devices such as tablet computers), graphic shorthand, machine shorthand (chord or regular keyboard) or voice writing in re-speaking mode.

It is not allowed to make an audio recording of the dictation itself. In order to check the validity of the work, the competitors must submit their unprocessed notes (in writing or in electronic form, including voice input) together with their summary.

The dictation is delivered at an increasing rate of speed. The speed of the dictation, expressed in syllables per minute, follows one of the below mentioned columns. The choice of a particular column is based on the length of the translation of the basic competition text.

Columns	I	II	III	IV	V	VI
<i>Increase per minute</i>	<i>10/15</i>	<i>11/16</i>	<i>12/17</i>	<i>13/18</i>	<i>14/19</i>	<i>15/20</i>
<b>1. Minute</b>	160	161	162	163	164	165
<b>2. Minute</b>	170	172	174	176	178	180
<b>3. Minute</b>	180	183	186	189	192	195
<b>4. Minute</b>	190	194	198	202	206	210
<b>5. Minute</b>	200	205	210	215	220	225
<b>6. Minute</b>	215	221	227	233	239	245
<b>7. Minute</b>	230	237	244	251	258	265
<b>8. Minute</b>	245	253	261	269	277	285
<b>9. Minute</b>	260	269	278	287	296	305
<b>Total</b>	<b>1850</b>	<b>1895</b>	<b>1940</b>	<b>1985</b>	<b>2030</b>	<b>2075</b>

Maximum allowed transcription time: 60 minutes.

## 19.2 Evaluation

The summaries that meet the conditions of Article 19.1, paragraph 1, are to be evaluated using the model summary.

The model summary contains the heading and the numbered section headings and, after each numbered heading, a summing-up of the key sentences of this particular section of the basic text which, according to their meaning, must appear in the contestant's summary. Participants may make use of synonyms in their summaries.

Each section to be summarized shall be allotted (in the model summary) a certain number of credit points, allowing the competitor to earn a maximum of 100 credit points in all.

An auxiliary evaluating form will show the distribution of the allotted number of credit points of a section over the essential elements (key sentences and keywords) of that section.

In order to receive all points of a key sentence in the model summary, its meaning must be fully represented in the participants summary. If this is not the case, only half the points will be awarded. No points will be awarded if less than 50 % of the meaning is represented or if the respective summary contains a contradiction.

The number of words in each of the summarized sections of an individual transcription should not be more than half the number of the dictated words. The exceeding number of words will be considered superfluous and for each superfluous word one penalty point is counted.

The competitors will be told beforehand the maximum number of words that is allowed for the summary of each section. They count themselves the number of words used for each summarized section and mention these numbers in their report, at the end of each section and considering that words connected by an apostrophe are counted as separate words.

### THE HEADINGS OF THE REPORT

The total number of penalties for the headings (main title and section titles) is calculated according to the penalty table of the speech capturing competition (art. 17.2).

### THE SUMMARIZED SECTIONS OF THE REPORT

The penalties for the heading and subheadings of the report and the penalties for the superfluous words of the summarized sections will be deducted from the earned gross credit points. The result is the net number of points for the report (100 at most).

For a competitor's report to be valid, no fewer than 50 net points out of the maximum of 100 credit point must be earned.

## 19.3 Ranking and titles

The competitors whose reports were found valid are ranked in an order determined by the net number of credit points for their reports.

When two competitors have the same number of net credit points, their ranking is determined by the number of penalties for the headings in their report. The best results come first, etc.

International champion titles are awarded to the three highest ranked competitors if the following minimum ranking points have been achieved:

Seniors	95 net points
Juniors	85 net points
Pupils	75 net points

## Article 20 – Combined list

### 20.1 Purpose of the list

A list of the multi-talented individuals who have participated successfully in at least three of the seven organized competitions will be published.

### 20.2 Ranking and medals

Results in the combination list are ranked based upon:

- the number of competitions in which the competitor is successful (maximum 7);
- the combined sum of the results calculated by dividing the rank by total number of successful competitors in each competition (maximum 6, as Word Processing, and Note taking and reporting, run simultaneous).

No titles are given based on this list, but certificates and medals.

## Final provisions

The official regulations are those written in English. In order to make the reading of the text easier, all the designations of people are masculine and valid for both sexes as abbreviated version. These regulations are based on the decisions of the 2 Intersteno Council video meetings dated October 2020, 9<sup>th</sup>, and November 4<sup>th</sup>, 2021, and have been finalized by the Jury on November 24<sup>th</sup>, 2021.