



INTERSTENO

International federation
for information and
communication
processing

2024

Regulations for the 22nd International keyboarding competition by Internet

Registration from Monday, February 19th to Wednesday, April 24th 2024

Contest from Monday, March 18th to Friday, April 26th 2024

No extension of deadlines will be granted.

In addition to the world championships conducted every two years during the World Congress, in April/May of each year Intersteno conducts an international keyboarding competition over the Internet. The goal is to foster proficiency in the use of the keyboard and to engage young people in fair and healthy competition with their peers all over the world.

The contest can be done with a traditional PC keyboard but also with a chord keyboard where more than one key can be struck simultaneously.

Article 1 – Kind of competition and age categories

The contest consists of ten minutes of text entry, using special free software available on the website www.intersteno.org (in Taki and Zav formats).

This competition is open to students from public, private schools or associations and for seniors who register through their Intersteno National group.

Results are ranked according to the following age categories:

- **children:** up to 12 years (born in 2012 or after),
- **pupils:** 13-16 years (born in 2011, 2010, 2009 or 2008),
- **juniors:** 17-20 years (born in 2007, 2006, 2005 or 2004),
- **seniors:** older than 20 years (born in 2003 or earlier).

To qualify competitors must perform within the following limits:

Category	Min. char/minute	Max. errors
Children	150	1,00 %
Pupils	180	1,00 %
Juniors	200	1,00 %
Seniors	240	0,50 %

Article 2 – Conduct of the competition

Public and private schools and associations are primarily responsible for conducting the competition for students within their schools. In addition, Intersteno National Groups are entitled to conduct a competition for students and seniors.

These organizers shall appoint an individual teacher or tutor to assist in conducting the competition. In countries where no Intersteno National Group is fully active, the Jury president may, at her discretion, designate an organization and/or teachers/tutors to conduct the contest.

The organizers are responsible for ensuring that the competitions have been carried out in a fair way. Intersteno National Groups coordinate and control the fair conduct of the competition within their own territory and are therefore entitled to visit the schools and associations and observe activities during the competitions.

The competitors shall compete in the premises designated by the local organizers, primarily their school rooms.

Article 3 – Competition forms and training

- **Mother tongue:** Competitors indicate one of the languages they participate in as their "mother language" and it is compulsory to compete in this language.
- **Multilingual:** competitors take part in 2 or more of the 17 available languages on the Taki & Zav software.

Only one attempt per each language is allowed. If several national versions of one language are available (*for example German and German for Switzerland*), or if the languages are very similar (*Croatian, Serbian, Bosnian, Montenegrin*) the competitor may use only one of these language versions.

If the competitor has used both Zav and Taki Software for one language, the second attempt will not be listed. Nevertheless, competitors may use both software formats as long as they are used in different languages.

Training exercises for each language, in both software formats, are available free of charge on www.intersteno.org (*Competition / Internet contest / Training*).

Article 4 – Evaluation and ranking

From the total amount of written characters, 50 penalty points will be deducted for each error.

Result lists are updated in real time. The results list includes results for each competitor, regardless of the technology used, which will be indicated by short forms abbreviations (KB = keyboard; CK = Chord keyboard).

Unsuccessful competitors are shown in the general results list. Separate results lists will be released for each competition form: mother tongue / multilingual competition. Each list will be divided into the 4 age categories set out in art. 1.

The multilingual results list will show the languages and the points for each of them, as well as the sum of these points which will determine the place. In any language where the competitor has not successfully qualified, either because of speed or accuracy, the number of points for that language is set to 0.

These lists will include only the names of competitors who have successfully qualified and who have paid their registration fee in a timely manner. For students, the name of their school will appear on the lists & for seniors, it will be the name of the national group. Please write this in the shortest form (max. 40 characters).

Article 5 – Medals and certificates

All successful competitors will receive an Intersteno certificate, which will be sent to the Intersteno National Group, or to the organizing School or Association if no National Group is available. Medals are awarded to the three highest ranking competitors in each age category.

A certificate of participation will also be sent in .pdf to any teacher who has registered competitors.

Article 6 – Misuse of software

Intersteno is a worldwide community of motivated people who voluntarily organize and participate in fair, open and healthy competition during Intersteno competition.

Intersteno uses the Internet to conduct this contest, in order to make using the Internet a positive and productive experience and to make participation accessible to competitors throughout the world.

When registering for this competition, students, seniors, teachers, and organizers agree to respect all applicable policies, regulations, and laws governing the use of computers and telecommunication networks in their local jurisdictions.

Any attempt to manipulate procedures, interfere with software operations, or engage in hacker activity will lead to automatic disqualification from the current competition and possibility of being banned from any future participation in the competition.

Offences which are in violation of laws may result in the restriction of computing privileges and will be reported to the appropriate law enforcement authorities.

Article 7 – Responsibility

The Intersteno Board is the final authority in the interpretation of these rules and for any decisions needed for the good management of this competition.

Article 8 – Schedule, fees, and payments

For the schedule (dates of registration and competition), please refer to the first page of these rules.

Please pay the participation fee (i.e. € 5 for the competition in mother tongue and € 7 for multilingual, regardless of the number of languages chosen) to the responsible person in your school/association: he/she will forward the total amount to the national delegate, who will make a global transfer for the country to the Federation.

Other competitors will find useful payment information on www.intersteno.org. To non-Europe countries we suggest transferring payments using PayPal.