

**INSTRUCTION
ON ANNUAL INTERNATIONAL EDUCATIONAL CAMPAIGN
"GEOGRAPHICAL DICTATION"**

1. Preparatory stage

1.1. An organization which would like to become the venue of the Dictation till October 10, 2019 has to:

- Register on the website of the Dictation on <http://Dictant.rgo.ru>;
- Familiarize with the Provision of the Dictation and fill in the Application Form via Personal Account page;
- Put on the website of the organization (if any) the press release on the participation in the Russian Geographical Society's educational campaign "Geographical Dictation" as the venue of the Dictation.

The press release shall contain:

- General information about the Dictation (the Organizer, the aims and goals – as in the Provision);
- Invitation to everyone who wish to participate in the Dictation on this venue;
- The exact address of the venue of the Dictation, as well as the location of the facilities where the Dictation will be held;
- Date and time of the Dictation (schedule of the operation time of the venue on the day of the Dictation, see clause 2.2.);
- Mode of access to the venue of the Dictation;
- Link to the official website of Dictation <http://Dictant.rgo.ru>;
- Contacts (phone, e-mail) to help everyone who wish to participate in the Dictation to get the additional information on the operation procedure of the venue;
- Information on the procedure for pre-registration of the participants of the event on this venue (in case of availability of such pre-registration, see clause 1.11) and the procedure of the carrying out of the Dictation (its order and other aspects);
- Information on the accessibility of the venue for disabled persons.

1.2. The venue provides access to its territory and prepares the facilities for the conduct of the Dictation. Comfortable seats are to be provided by the venue in the facilities for the participants of the Dictation.

It is also desirable to provide:

- screen projector unit and other equipment for demonstration of illustrated tasks of the Dictation (Microsoft PowerPoint, version 2007 and higher) in good quality;
- microphone for the moderator; as well as audio equipment for playback of audio and video files, including video presentations with Dictation tasks (.mp4 format);
- access for disabled persons;
- If possible, the venue provides the separate room for the participation in the Dictation of the sight-disabled persons. Also venue provides the entry to the venue for sight-disabled persons accompanied by the assistant or seeing-eye dog.

1.3. The venue duplicates the set of hand-out materials for the participants of the Dictation in the amount equal to the number of seats in the venue, and also prepares backup sets of materials. Required number of writing forms and forms for additional records is formed in the Personal Account page on the website of the Dictation in accordance with the declared number of seats. If necessary, the number of forms can be increased upon the request in the Personal Account page.

Each hand-out set includes:

- Writing form of the Dictation with individual 11-digit number, where the first 7 digits indicate the region code and the venue number, the other 4 digits are the serial number of the participant of the Dictation on particular venue;
- The number of writing form is produced automatically, which eliminates the need to enter the numbers of the forms manually;
- The task form of the Dictation. The venue Manager shall be responsible for the non-discloser of information concerning the contents of the Dictation prior to start of the Dictation;
- The form for additional records with the same individual 11-digit number. This form remains with the participant, who can check the personal results of the writing of the Dictation later on using this number. The organizers of the Dictation

recommend to attach the writing form to the form for additional records with the same numbers;

- Certificate of participation form.

The venue Manager is responsible for the quality of duplication of printed materials (A4 format, correct orientation, one page on the sheet).

1.4. Organizers of the Dictation provide the access to the necessary materials of the Dictation in the Personal Account page on the website of the Dictation (<http://Dictant.rgo.ru>) within the following terms:

- The writing form of the Dictation, the Certificate of participation's form, as well as video files for presentation before the Dictation – 30 September 2019;
- Scenario of the Dictation – October 14, 2019;
- The task form of the Dictation, extended text of the tasks for the moderator (including full names of famous travellers, scientists and writers mentioned in the tasks, emphasis in names of geographical objects and other necessary information), as well as presentation with the tasks of the Dictation (.ppt format) and video presentation with tasks voiced by famous TV hosts, actors and speakers (.mp4 format) - October 24, 2019.

1.5. The responsible manager of the venue appoints the moderator of the Dictation. The moderator regulates the maintaining of the event, monitors the compliance with the time-table, conducts instruction, represents the moderator(s) to the audience.

1.6. It is recommended for the venue to invite well-known persons from among travellers, scientists-geographers, officials and public figures, writers, artists, journalists to take part in the Dictation as the moderator (the invitation of several moderators is allowed). The moderator tells the audience about the campaign, reads out the tasks of Dictation.

1.7. Responsible manager of the venue shall put whole the information about the moderator and guests of the Dictation, which have confirmed their participation (name, short description) no later than October 14, 2019 via relevant page in the Personal Account page on the website.

1.8. Possible variants of the conduction of the Dictation:

- 1) Participants are given with the writing forms of the Dictation, with the task forms of the Dictations, the moderator carries out the Dictation, the moderator (or invited host) reads out the tasks;
- 2) Participants are given with writing forms of the Dictation, with tasks forms of the Dictation, the moderator carries out the Dictation, the moderator (or invited host) reads out the tasks, the tasks of the Dictation are shown on the screen via the presentation (.ppt format);
- 3) Participants are given with the writing forms of the Dictation, with the task forms of the Dictations, the moderator carries out the Dictation, video presentation with tasks voiced by famous TV presenters, actors and speakers is broadcasted on the screen.

1.9. It is recommended to the venues to provide the access to the participation in the Dictation for the disabled persons. The information on the availability of the venue for the disabled persons is obligatory to be published on the website of the venue.

1.10. Specialized venues or specialized rooms for sight-disabled persons can be equipped on the venues of the Dictation. In this case the special variant of the Dictation for sight-disabled persons is to be provided to responsible managers of the venue. Information on availability of the venues for sight-disabled people is to be published on the Dictation's Website in the section "Geography of Dictation".

1.11. The organizers of the Dictation recommend to the venue to carry out the pre-registration of the persons who wish to participate in the Dictation on the specific venue (by phone, e-mail, online). It could help to prevent the lack of seats and hand-out materials on the day of the Dictation. The procedure of pre-registration should be placed in the Personal Account page of the venue under the section "Terms of participation". The placement of the pre-registration form on the website of the Dictation is not applicable. In the Personal Account page under the section "Terms of participation" the link for the registration of the venues will be provided. Each venue pre-registers the participants independently.

2. Carrying out of the Dictation

2.1. The Dictation is carried out at one day – October, 27, 2019, at 12 am (noon) local time.

2.2. The following schedule is recommended on the day of Dictation:

11:00 am – opening of the venue

11:00-12:00 am – registration of participants, handing out of the writing forms of the Dictation (the screening of the popular scientific films, TV programs, cartoons, videos are taking place on the venue at this time (the access to the files is opened in the Personal Account page of the venue on September, 30, 2019));

12:00-12:15 am – quiz, instruction on filling out the writing forms of the Dictation;

12:15-01:00 pm – carrying out of the Dictation (reading out the tasks by the moderator or screening the video presentation);

01:00-01:10 pm – collection of the filled writing forms of the Dictation;

01:10 pm – closing of the venue (at the discretion of the organizers; the venue can continue to work and hold, for instance, the celebrity stakeout with famous guests which took part in the Dictation on specific venue).

2.3. It is recommended to organize the geographical holiday with the related events: exhibitions, lectures, master classes - on the day of the Dictation.

2.4. On the day of the Dictation, the venue provides full access to the Dictation facilities for everyone wishing to attend the Dictation as long as the seats are available. The absence of a participant in the pre-registration list is not the reason to withdrawal this person from the participation in the Dictation if seats are available.

2.5. Reoccurring Dictation is not provided and is not allowed. The venue should take all measures to prevent the occurrence of such situations and provide the possibility to increase the seats number for the participants of the Dictation (it is desirable to have reserved facility for the Dictation).

2.6. It is allowed to increase the writing time of the Dictation for the disabled persons at their request.

2.7. Participants of the Dictation are recommended to perform tasks individually, without assistance and use of external sources of information.

2.8. The person invited by the venue as the moderator is provided with the printed form of extended text of the tasks, including the full names of famous travellers, scientists and writers mentioned in the text of tasks, with the emphasis in the names of geographical objects and other necessary information.

2.9. Completed writing forms of the Dictation the participant hand over for the check-up, the form for additional records (with Individual number) remains with the participant.

2.10. On completion of the Dictation the participant gets the Certification of participation. Layout of Certificates is given to each venue by the Organizer of the Dictation. It is permitted to provide a certificate of participation in electronic form.

2.11. It is recommended to take photo and/or video recording of the Dictation.

3. Final stage

3.1. Venue scans and uploads the completed writing forms of the Dictation to the Personal account page till October, 31, 2019. Scan copies are packaged in .jpg or .pdf files. One file includes no more than 50 scanned forms (sheets). The required resolution of the scan copy is not less than 300 DPI. The forms are scanned in sequence of increasing of identification numbers. If the quality requirements of the scanned forms are not met, the relevant writing forms of the participants will be cancelled.

3.2. The venue provides the storage of the completed forms of the Dictation for the period of 1 (one) year since the date of the carrying out of the Dictation.

3.3. Organizer of the venue is responsible for observation of the principles and the order of the Dictation, as well as the quality of scan copies uploaded to the Personal Account page of the venue on the website of the Dictation. "Cloning" of writing forms in order to increase the total amount of the participants on the venue is not allowed and contradicts the basic principles and objectives of the Dictation.

3.4. In case of discovering of violation of the principles and the order of the Dictation, Organizer of the Dictation reserves the right:

- to expulse the underperforming venue from the list of venues of current year (with nullification of the Dictation's results on specified venue) and to prohibit the registration of this venue in the Dictation 2020;

- to publish the information about the unconscious performance of conditions of carrying out of Dictation by the Head of the venue.

3.5. After the Dictation the venue Manager, if possible, places information about famous persons who took part in the Dictation, guests of honor, as well as photos and video recordings in the Personal Account page.

3.6. Individual results of the Dictation are placed on the website <http://Dictant.rgo.ru>. Each participant is able to learn their result by individual 11-digit number.

3.7. Contacts of the Organizers of the Dictation:

Universal federal telephone/fax: 8-800-700-18-45

International telephone/fax: 7-495-225-27-56

Email: Dictant@rgo.ru