



2020-2021 New York State Virtual History Day

## Exhibit Guidelines

The New York State History Day regional and state contests will be **virtual** in 2021. We hope that by announcing this information early, it will help students craft their final projects with a clear vision of how judges will view their work. The following instructions explain how students should prepare and submit **NHD exhibits** for judging at the regional and state contests next spring.

The national office will announce in early 2021 if the national contest will be virtual or in-person. As you plan your exhibit, please keep in mind that you may need to convert your virtual exhibit to a physical exhibit in the event that you qualify for nationals. If you have questions about these instructions, please contact NYSHD interim state coordinator Crystal Johnson at [nyshd@nhd.org](mailto:nyshd@nhd.org) or 312.339.0643.

### Don't forget! There is a new *Rule Book* for this school year!

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No matter what category you choose, students should read the rules for all categories, as well as the category-specific rules. The new 2021 *Rule Book* is available for download here:  
<https://nyshd.weebly.com/rule-book-new.html>

### And a new evaluation rubric too!

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National History Day is also shifting to a new evaluation rubric. As you think about how to construct your final project, remember that 80% of your evaluation will be based on historical quality and 20% will be on clarity of presentation. The new evaluation rubric will help you make sure you are addressing all of the essential elements of an NHD exhibit:  
<https://www.nhd.org/sites/default/files/NHDEvaluationFormRound1Exhibit.pdf>

### Exhibits and the virtual contest

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#### What is a historical exhibit?

A historical exhibit is a visual representation of your historical argument, research, and interpretation of your topic's significance in history. Exhibits use visuals (e.g., maps, graphs, charts, photographs) to provide evidence and analysis that develops the historical argument.

Traditionally, an NHD exhibit is placed on a table for judging. However, you have two options for the 2021 virtual contest setting:

1. You may construct a physical exhibit and then take photos of it which will be uploaded into the virtual contest system.
2. You may create a virtual exhibit and follow these guidelines for virtual submission.

**Talk with your teacher, who can help you choose which option works best for you.**

Please consult the updated NHD [Contest Rule Book](#) for exhibit rules. Exhibit rules still apply whether you create a physical or virtual exhibit.

The NHD [Contest Rule Book](#) allows you to:

- include a multimedia device in your exhibit,
- create an exhibit other than a tri-fold board that rests on a tabletop, and
- include supplemental materials on the tabletop.

However, NHD **strongly recommends** that you create a simpler exhibit this year—a tri-fold board without the extras (if you choose to add multimedia, you can include the link in your virtual submission). Photographed or virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

## Guidelines for Creating a Physical Exhibit and Submitting It to a Virtual Contest

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If you decide to create a physical exhibit, you must photograph your exhibit and use the template below to submit it to the virtual contest. See pages 30-32 in the updated NHD [Contest Rule Book](#) for exhibit project rules.

### Step 1: Create a set of slides that include the following:

- a full photo of the exhibit, and
- photographed sections of the exhibit with accompanying text.

You may use either of two template options to submit your exhibit. These options provide you with slides to insert photos and text from your exhibit. You may **not** add additional slides.

Further details can be found on the first page of either slide template.

- **Google Slides Template:**  
[https://docs.google.com/presentation/d/1d7130ZxW3jxiLKSImDdmIzD5OFY\\_SqvQqNoWJnffnsw/template/preview](https://docs.google.com/presentation/d/1d7130ZxW3jxiLKSImDdmIzD5OFY_SqvQqNoWJnffnsw/template/preview)
- **PowerPoint Template:**  
<https://drive.google.com/file/d/14LkQ6mav8kMw8gtXuH9wC3LUWjFAC0dS/view?usp=sharing>

View a sample project submitted through one of these templates here:

<https://drive.google.com/file/d/1F3xQQ2H45It5IQZpJWNuaTBCw4dL7WWg/view>

### Step 2: Prepare to submit slides and required paperwork:

- Export/download completed exhibit template as a PDF.
- Combine exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into **a single PDF file**. (Free apps for this include [Small PDF](#) and [I Love PDF](#).) **The final PDF must be in the following order:**
  1. Title page
  2. Process paper
  3. Annotated bibliography
  4. Exhibit template

- Please see this example for the correct order:  
[https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT\\_lxpTh/view](https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_lxpTh/view)
- Please see this video to learn how to combine PDF documents into one PDF file:  
<https://www.youtube.com/watch?v=VunwovyV0dl&feature=youtu.be>.

**Step 3: Submit project to the contest by the contest registration deadline.** Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Upload the combined PDF during the registration process. **You will not be able to edit the document after the registration deadline, so please make sure that it is ready to be viewed by the judges in advance of the registration deadline.**

## Guidelines for Creating a Virtual Exhibit and Submitting It to a Virtual Contest

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If you wish to create a virtual exhibit, see pages 30-32 in the updated NHD [Contest Rule Book](#) for exhibit project rules. **Instead of building a physical exhibit, you will build your exhibit with design software.** Your virtual exhibit must still comply with all category rules, including word count and maximum size.

### Step 1: Create a Virtual Exhibit

- To create a virtual exhibit, you are welcome to use any design software that you prefer. Here are two examples:
  - **Google Drawings** is a free program that allows you to create a virtual exhibit within the maximum size of an NHD exhibit. Using this program does require creating a free Google account if you do not already have one through your school.
  - **Microsoft Publisher** is another program that you may have access to through your school. This program also allows you to create a virtual exhibit that fits within the maximum size of an NHD exhibit.
- A 74-inch wide x 72-inch high page size replicates the maximum dimensions of a tri-fold exhibit. If you laid a standard rules-compliant tri-fold board flat, the dimensions of the board would be 74-inches wide by 72-inches high. Size adjustments can be made, but you may **not** create anything larger than these dimensions.
- The minimum font size on a virtual exhibit is **20 pt** font.
- Here are two optional templates:
  - **Google Drawings NHD Template** (74-inch wide x 72-inch high):  
[https://docs.google.com/drawings/d/1t3kKf3\\_HtkDc7DkGadlcwjjg5rK9BVFFZA56XnFBYoW/template/preview](https://docs.google.com/drawings/d/1t3kKf3_HtkDc7DkGadlcwjjg5rK9BVFFZA56XnFBYoW/template/preview)
  - **Microsoft Publisher NHD Template** (74-inch wide x 72-inch high):  
<https://drive.google.com/file/d/1Id2h182pVtm6GEii29HbsfqXwpKCqZAb/view>

Both templates are adjustable. Students may make the virtual exhibit smaller, but they may not make the dimensions larger. Students may adjust or eliminate the black lines on the templates if desired.

  - **View a sample project in the template:** [https://drive.google.com/file/d/1O\\_lcTDo5Kw-RI\\_Xt9vHU6lIceFo9\\_kt/view](https://drive.google.com/file/d/1O_lcTDo5Kw-RI_Xt9vHU6lIceFo9_kt/view)
- Regardless of which design software students use, **NHD strongly recommends** designing a tri-fold exhibit. Virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

**Step 2: Prepare to submit slides and required paperwork:**

- Export/download completed exhibit template as a PDF.
- Combine the exhibit PDF and the Required Written Materials (i.e., title page, process paper, and annotated bibliography – see p. 18 of the [Rule Book](#)) PDF into **a single PDF file**. (Free apps to combine PDFs include [Small PDF](#) and [I Love PDF](#).) **The final PDF must be in the following order:**
  1. Title page
  2. Process paper
  3. Annotated bibliography
  4. Exhibit template
- Please see this example for the correct order:  
[https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT\\_lxpTh/view](https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_lxpTh/view)
- Please see this video to learn how to combine PDF documents into one PDF file:  
<https://www.youtube.com/watch?v=VunwovyV0dI&feature=youtu.be>.

**Step 3: Submit project to the contest by the contest registration deadline.** Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Upload the combined PDF during the registration process. **You will not be able to edit the document after the registration deadline, so please make sure that it is ready to be viewed by the judges in advance of the registration deadline.**

*Have a great NHD experience!*