



2021-2022 Guidelines for Creating an Exhibit and Submitting A Virtual Exhibit

Check with your [Contest Coordinator](#) to find out if a decision has been made about whether your regional, if applicable, and/or affiliate contest will be in-person or virtual. These guidelines will help you to prepare for creating and submitting a virtual exhibit. Keep in mind, as the 2021-2022 year progresses, you may have to convert your virtual exhibit submission to a physical exhibit in the event that a physical contest is possible (at the affiliate or the National Contest levels) and vice versa.

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.

As words are limited on an exhibit, use visuals, such as maps, graphs, charts, photographs, etc. Analyze these visuals to make your argument.

Traditionally, an NHD exhibit is placed on a table for judging. However, for this year, you have two options:

1. to physically construct an exhibit and then take photos of it and follow the guidelines for virtual submission, or
2. to 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 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 the floor or a tabletop, and
- include supplemental materials, such as 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.

Individual and Group Exhibits

Weigh the pros and cons of working on an exhibit alone or with others before you proceed. If you decide to work with a group, you must follow all social distancing guidelines and preventative actions that apply in your school, county, state, or country.



Guidelines for Creating a Physical Exhibit and Submitting it Virtually

If you wish to create a physical exhibit, see pages 30-32 in the updated NHD [Contest Rule Book](#) for exhibit project rules. If you create a physical exhibit and your contest will accept virtual submissions or be held virtually, you must photograph your exhibit and use the template below to submit it.

If you create a physical exhibit and need to submit it virtually, you are required to follow these submission instructions to be sure judges can read and evaluate your exhibit.

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

- a full photo of your exhibit, and
- photographed sections of your 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](#)*
- [PowerPoint](#)

[Click here](#) to view a sample project submitted through one of these templates.

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

- Export/download your completed exhibit template as a PDF.
- Combine your exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into a single PDF file of 25 MB or smaller. (You may need to use one of the free apps to create and/or compress your PDF file. Some free apps include [Small PDF](#) and [I Love PDF](#).)

The final PDF document order must be: title page, process paper, annotated bibliography, exhibit template.

- Please see [this example](#) for the correct order.
- Please see [this video](#) to learn how to combine your PDF documents into one PDF file.

Step 3: Follow your Contest Coordinator's procedures to submit your virtual entry.



Guidelines for Creating a Virtual Exhibit and Submitting it Virtually

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.
- Regardless of the design software that you use, your virtual exhibit must meet these requirements:
 - The minimum font size on a virtual exhibit is **20** pt font.
 - The maximum dimensions are 74-inches wide x 72-inches high. Since exhibit boards vary, NHD has chosen a commonly-used tri-fold exhibit board as the standard size for virtual exhibits. This sizing takes into account readability for judges and adds in table space that you would have at an on-site contest.
- NHD has created a template for each of the programs above:
 - [Google Drawings NHD Template*](#) (74-inch wide x 72-inch high)
 - [Microsoft Publisher NHD Template](#) (74-inch wide x 72-inch high)
 - Both of these templates are adjustable. You may make the virtual exhibit smaller, but you may not make the dimensions larger. You may adjust or eliminate the black lines on the templates, if desired.
 - [Click here](#) to view a sample project in the Google Drawings template.
- Regardless of which design software you 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 your virtual exhibit and required paperwork:

- Export/download your virtual exhibit as a PDF.
- Combine your exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into a single PDF file of 25 MB or smaller. (You may need to use one of the free apps to create and/or compress your PDF file. Some free apps include [Small PDF](#) and [I Love PDF](#).)
 - Please see [this example](#) for the correct order.
 - Please see [this video](#) to learn how to combine your PDF documents into one PDF file.

Step 3: Follow your Contest Coordinator's procedures to submit your virtual entry.

***PLEASE NOTE:** School email accounts may restrict your access to these Google Slide and Google Drawings templates. If you experience these issues, please try accessing the template from a different account.