2022 Guidelines for Creating and Submitting an Exhibit
Whether a Virtual or In-Person Contest

Depending on the district and the pandemic circumstances during contest season your contest may be in person or virtual. To assure that you can be prepared, we are allowing either a physical exhibit (photos if the contest is virtual) or a digital exhibit (in-person or virtual). In addition to selecting a category that you like (exhibit is great if you love hands on work!) you need to keep in mind several other aspects:

- Does your topic lend itself well to this category?
- Do you have the resources available to complete this category? (If you physically construct an exhibit, do you have a good camera to take photos of your exhibit if a virtual submission is required?)
- If you are part of a group, have you considered social distancing requirements? And if your school moves to remote learning, will you be able to continue working together?

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

1. Physically construct an exhibit and bring the day of the contest. Written materials to be submitted ahead of the contest (see submission date).
2. Physically construct an exhibit and then take photos of it, following the guidelines for submitting a pdf. Must be submitted in advance of the contest (see submission date).
3. Create a digital exhibit and follow the guidelines for submitting a pdf. Must be submitted in advance of the contest (see submission date).

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 digital exhibit. See pages 30-32 in the updated NHD *Contest Rule Book* for exhibit project rules.

The NHD *Contest Rule Book* allows you to:

- include a multimedia device in your exhibit (limited to 2 minutes),
- 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.

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 measures that apply in your state, county, and school.

Creating and Submitting Your Exhibit Entry in Digital Format
(Step 1 varies depending on whether you are creating a physical or virtual exhibit. Step 2 and 3 are the same no matter which option you chose.)

Note: You may bring a physical exhibit if your contest is in-person but all paperwork must be submitted by the submission date. Intent is to notify participants at least a week before the submission date if the contest will be virtual. Physical exhibits will use follow the rules on pages 30-32 of the NHD Contest Rule book and all general rules.

Step 1 - Creating a *Physical Exhibit for Digital Submission:*
After creating your physical exhibit, you can photograph it and use the template below to be sure judges can read and evaluate your exhibit.
- Create a set of slides from your photographs that includes the following:
  - a full photo of your exhibit
  - photographed sections of your exhibit with accompanying text (your student-composed words as well as quotes and citations).
- 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. (Further details can be found on the first page of either slide template).
  - Google Slides Exhibit Template
  - Microsoft PowerPoint Exhibit Template
- You may **not** add additional slides. The maximum number of slides is 19 (NE NHD recommends leaving the titles on the slides to assist the judges in navigating through your exhibit slides).
- The minimum font size for student-composed words and quotes is 16 pt on the template (not physical exhibit).
- The minimum font size for source credits is 12 pt on the template (not physical exhibit).

Click here to view a sample project submitted through one of these templates.

OR

Step 1 - Creating a *Digital Exhibit*:
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.
- To create a virtual exhibit, you can use any design software. 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 will require creating a free Google account if you do not already have one.
  - **Microsoft Publisher** is a program that you may have access to through your school. There is not a free option.
  Regardless of which design software you use, **NHD strongly recommends** using the tri-fold exhibit concept. Virtually created exhibits cannot adequately represent round, multi-sided, or moving parts of a physical exhibit.
- Size adjustments can be made, but your drawing may **not** exceed 74-inches wide or 72-inches high. (This page size replicates the maximum dimensions of a tri-fold exhibit). You may make the virtual exhibit smaller, but not larger.

- The *minimum* font size on a virtual exhibit is **20** pt font.
- Here are two templates you are free to use:
  - [Google Drawings NHD Template](#) (74-inch wide x 72-inch high)
  - [Microsoft Publisher NHD Template](#) (74-inch wide x 72-inch high)
    - Both of the templates provided are adjustable (you can make it smaller but not larger). You may adjust or eliminate the black lines on the templates, if desired.

[Click here](#) to view a sample project in the template.

NOTE: Submission Steps for Digital Files – Steps 2 and 3 - are the same whether you started with a physical or digital exhibit.

Step 2: Preparing to submit your exhibit and written materials.
1) Export/download your completed exhibit as a PDF.
2) Combine your exhibit PDF and required written materials (title page, process paper, and annotated bibliography) PDF into **a single PDF file.** (Free apps for this include [Small PDF](#) and [I Love PDF](#).)
3) Save your file with the entry title.
4) **The final PDF document order must be: title page, process paper, annotated bibliography, exhibit.**

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: Submit your entry by uploading the pdf through your account in the registration system.
All submissions are made through the "Entry" tab which is accessed by selecting "My Profile" under your name in the right hand corner.

1) Click on "Add File", "Browse", and select your PDF. You can enter a caption that will be seen only by the coordinator.
2) Click "Upload File". You will receive a message the upload is complete.
3) Click "Save" before leaving the page.

Note: You can view, print, or download the file by clicking on the file name. You can also upload a new file be viewing and then deleting the current file and starting over on step 1.

Note: If you are working on a group project, only one member uploads the file (the system will automatically connect all members to the uploaded file).

You must upload a new entry for each contest you participate in (for example, you will need to upload a new file when you advance to the state contest).