Exhibits must be submitted digitally as PDFs for 2021 virtual contests.
The PDF of the exhibit and written materials will be uploaded through online registration. You can create a physical exhibit and complete a digital template to submit using photos, or you can create a virtual exhibit from the start. Both options are acceptable and offer no competitive advantage with contest judges.

The following guidelines have been developed in order to ensure a fair competition. The guidelines ensure that all projects will be prepared and submitted consistently from across Minnesota, allowing judges to focus on the historical quality of the work.

Physical Exhibit	Virtual Exhibit
You will first create a physical exhibit board, which meets the exhibit category size requirements. To submit the finished project for competition, you will take photos of the exhibit and use these images to complete a project template: • Google Slides Exhibit Template • PowerPoint Exhibit Template Any optional media you wish to include, up to two minutes, must be linked within the template.	You can create a virtual, computer-based exhibit from the start. You can use any platform that allows you to save the project as a PDF. Our instructions for creating a virtual exhibit are for Google Draw/Slides. Neither the template nor the platform are required by History Day. Other options include Canva, Microsoft Publisher, Adobe Illustrator, etc. • View a PDF of a sample virtual exhibit Any optional media you choose to include, up to two minutes, should be linked within the project PDF.

Additional Guidelines for Creating a Virtual Exhibit
No matter which approach you take, keep the following guidelines in mind when creating and/or submitting an exhibit for virtual competition. Exhibit category rules from the *NHD Contest Rule Book* apply to projects submitted for virtual competition. Review the category-specific and general rules before creating your project.
- **Size**: Size requirements in the *NHD Contest Rule Book* still apply. Physical exhibits can be no larger than 40" wide, 30" deep, and 6' tall. Set the page size for virtual exhibits to be no larger than 74" wide and 72" tall, which replicates physical exhibit dimensions when displayed..
- **Font Size**: While there are no requirements for font size or style, we recommend not to use fonts smaller than 10 points or elaborate styles, which may be difficult to read.
- **Media**: The *NHD Contest Rule Book* permits up to two minutes media with an exhibit. Follow the directions above as to where to link media. Links should go to a personal copy of a file you have uploaded and made accessible to viewers. Do not rely on files hosted elsewhere (e.g. YouTube), which may be may be removed by the owner without your knowledge.
- **Image Quality**: High quality images are even more important in an exhibit that is presented on a computer. Look for images that are high resolution and avoid those that are pixelated, especially when enlarged.

Submit Exhibit and Written Materials as One PDF
Exhibit and written materials (process paper and annotated bibliography) must be submitted as a single PDF file through the online registration system.
- **Save the Template or Virtual Exhibit as a PDF**: Once your template or virtual exhibit is complete, you must save it as a PDF before uploading it. No other file type is accepted. To save a Google Slides or Draw presentation as a PDF, go to "File" and "Download As" and select the .pdf option.
- **Save Your Paperwork**: Your Title Page, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option.
- **Merge your Exhibit and Paperwork:** You must submit your exhibit and paperwork as ONE PDF file. No other file type is accepted. Go to ilovepdf.com and "Merge PDF." You will then upload both documents and can then download them merged into one file.
- **Submit through ZFairs**. Once you have the PDF that includes your exhibit and written work, login to ZFairs. Upload the file under "exhibit upload" and save. Group projects only need to be submitted by one member.

These documents and instructions have been produced specifically for Minnesota students participating in 2021 Regional and State virtual contests. The guidelines may differ from those of other affiliate or National History Day contests.

Creating a Virtual Exhibit in Google Draw/Slides

Set Exhibit Dimensions

Under "File > Page Setup" select "custom" and set your page size to 74 inches wide and 72 inches tall.

Add Title and Exhibit Panel Borders
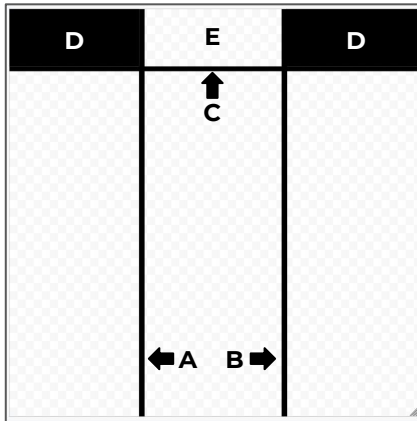
Divide your exhibit into three sections by adding bars A and B. After adding the bars below, you may change the width of each panel by moving the bars, but you should not increase the overall size of your page.

- **A.** Insert a square shape. Right click and select "Format Option > Size and Rotation," change the dimensions to 1 inch wide and 72 inches tall. Change the fill color to black. Place it between 23 and 24 inches on horizontal ruler.
- **B.** Duplicate this bar you created in Step A. Place the new bar between 50 and 51 inches.

Create a space for your title

- **C.** Insert a square shape. Right click and select "Format Option > Size and Rotation," change the dimensions to 74 inches wide and 1 inch tall. Change the fill color to black. Place it between 12 and 13 inches on the vertical ruler. It should run across the entire page.
- **D.** Insert a square shape. Right click and select "Format Option > Size and Rotation,"change the dimensions to 23 inches wide and 12 inches tall. Change the fill color to black. Make a copy of this shape and place one in the upper right- and upper left-hand corners of the page.
- **E.** The space between the black boxes (D) can be used as a title panel.

Add Content

- **Decide on font and text sizes.** Be consistent with font size. Make sure it's large enough to read. Use the same font size for similar types of text (all all titles or student-composed text are the same size. We recommend not to use fonts smaller than 10 points. Make sure the font style is easy to read.

- **Select a color scheme.** Select consistent colors for your text, quoted materials, and subtitles. Some students choose to use borders or place shapes behind their text in other colors to make different elements "pop" visually.

- **Add text and supporting evidence.** Add text or quoted material by inserting text boxes and typing or copying from another document. Save images to your computer/tablet or saving them to your Google Drive. After saving these files, add them to your exhibit "Insert > Image" menu. Avoid adding images by inserting them directly from a Google search, which will make it challenging to cite in your bibliography.

- **Decide on font and text sizes.** Be consistent with font size. Make sure it's large enough to read. Use the same font size for similar types of text (all titles or student-composed text are the same size). We recommend not to use fonts smaller than 10 points. Make sure the font style is easy to read.

- **Add links to optional media.** Exhibits can have up to two minutes media (audio and/or visual). Use a textbox to include links to these materials. Links should go to a personal copy of a file you have uploaded and made accessible to viewers. Do not rely on files hosted elsewhere (e.g. YouTube), which may be removed by the owner without your knowledge.

Optional Design Additions

Change the Background Color. Add a square shape and fit it to the size of the panel. Change the fill color. Click on the the shape select "Arrange > Order > Send to back."

Adding Section "Islands." Use background color to create "islands,"where the same background color visually holds together all the content in a section (e.g. background). Add a square shape, change the color, and adjust the dimensions to fit the content in that section. Send it to the back to keep the text and images on top.

Change Borders. On any text box, you can adjust the color and thickness of the borders to add visual appeal or draw attention.
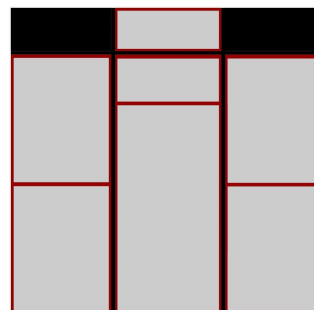
Need more help?

View a sample virtual exhibit

Make a copy of a blank exhibit template in Google Draw

Make a copy of a blank exhibit template in Google Slides