

## Virginia History Day Virtual Contest - General Guidelines

Effective fall 2020

The following Virginia History Day (VHD) guidelines apply to the 2020-2021 competition season. These guidelines are applicable to all students who wish to participate in VHD district or state contests. Virginia History Day staff and VHD district partners will be closely following the latest public health developments and reserve the right to update these guidelines if necessary. If changes are made, they will be communicated via email to all registered VHD teachers and posted on [the VHD website](#).

As of September 2020, all VHD contests, including districts and the state contest, will be held virtually. This means that all student projects will be submitted virtually. All students must follow the guidelines below when creating and submitting their projects. These standards are designed to be flexible while maintaining a level playing field for all students. For all categories, the updated [NHD Contest Rule Book](#) still applies.

This winter, additional guidelines will be released with specific information about the conduct of district contests and expectations for the state contest. This new information will cover topics such as judging, interviews, student showcases, and award ceremonies. Please reserve questions about these specific topics until that time.

Students and teachers **must** follow the category specific guidelines below when creating projects. All questions regarding the following guidelines should be directed to the VHD Coordinator at [sflorer@virginiahistory.org](mailto:sflorer@virginiahistory.org).

- **Paper** - Students should follow all regular procedures for project creation and submission.
  - Title Pages, Process Papers, Annotated Bibliographies, and Papers will be submitted as a single PDF through the ZFairs registration system.
- **Individual and Group Website** - Students should follow all regular procedures for project creation and submission.
  - Websites must be created using the NHDWebCentral platform.
  - Students will enter their NHDWebCentral *Site Key* into the ZFairs registration system when they initially register for their district contest.
- **Individual and Group Documentary** - Students should follow all regular procedures for project creation.
  - Title Pages, Process Papers, and Annotated Bibliographies will be submitted as a single PDF through the ZFairs registration system.
  - Links to documentary videos will be submitted through the ZFairs registration system via one of the following methods:

- Preferred - Google Drive (via sharable link)
    - If a student's school Google account does not allow information sharing outside of their school's system, students can use a parent/teacher account or create their own public Google account, with parent/teacher permission.
  - Accepted - OneDrive (via shareable link)
  - Accepted - Dropbox (via shareable link)
- **Individual Performance** - Students should film their performance in a single, continuous take (no editing). Students **must** also submit a [Performance Companion Worksheet](#), linked here.
  - Students should carefully read and follow all information contained in the [NHD 2020-2021 Performance Video Submission Guidelines](#) document, linked here.
  - Title Pages, Process Papers, Annotated Bibliographies, and the Performance Companion Worksheet will be submitted as a single PDF through the ZFairs registration system.
  - Links to performance videos will be submitted through the ZFairs registration system via one of the following methods:
    - Preferred - Google Drive (via sharable link)
      - If a student's school Google account does not allow information sharing outside of their school's system, students can use a parent/teacher account or create their own public Google account, with parent/teacher permission.
    - Accepted - OneDrive (via shareable link)
    - Accepted - Dropbox (via shareable link)
- **Group Performance** - Students should film their performance in a single, continuous take (no editing). Students should follow all state and local social-distancing guidelines when filming their performance. If a group is unable to physically gather to film their performance, group performances can be filmed using an online video conferencing platform (see below). Students **must** also submit a [Performance Companion Worksheet](#), linked here.
  - Students should carefully read and follow all information contained in the [NHD 2020-2021 Performance Video Submission Guidelines document](#), linked here.
  - Accepted platforms for filming a group performance with remote team members (unable to physically gather) include, but are not limited to:
    - Google Meet
    - Zoom
    - Microsoft Teams
    - Skype
    - If a group has questions about the acceptability of a recording platform, they should contact the VHD Coordinator at [sflorer@virginiahistory.org](mailto:sflorer@virginiahistory.org).

- Title Pages, Process Papers, Annotated Bibliographies, and the Performance Companion Worksheet will be submitted as a single PDF through the ZFairs registration system.
- Links to performance videos will be submitted through the ZFairs registration system via one of the following methods:
  - Preferred - Google Drive (via sharable link)
    - If a student's school Google account does not allow information sharing outside of their school's system, students can use a parent/teacher account or create their own public Google account, with parent/teacher permission.
  - Accepted - OneDrive (via shareable link)
  - Accepted - Dropbox (via shareable link)
- **Individual and Group Exhibit** - Students have two options. They may create a physical exhibit, take photos of the completed exhibit, and enter those photos into the NHD exhibit template (see below) **OR** students may create a virtual exhibit (see below).
  - All students should carefully read and follow all information contained in NHD's [2021 Guidelines for Creating an Exhibit and Submitting an Exhibit to a Virtual Contest](#).
  - Students creating a physical exhibit will take photos of their finished exhibit and enter them into one of the following NHD templates:
    - [Google Slide](#)
    - [PowerPoint](#)
  - Students creating a virtual exhibit may use any design software to build their project.
    - NHD recommends the following two design software options that may be free for many students. Linked are templates to get started:
      - [Google Drawings](#) - free, but requires a Google account
      - [Microsoft Publisher](#) - free, but requires a Microsoft account
    - All virtual exhibits must not exceed 74-inches in width x 72-inches in height. Sizes may be smaller, but may not be larger than these dimensions. The minimum font size is 20 pt font.
      - Width and height parameters should be set in the design software that the student uses to create their exhibit.
    - NHD strongly recommends creating a standard, tri-fold design for your virtual exhibit.
  - For either a physical or virtual exhibit, students will download their completed template as a PDF.
  - Title Pages, Process Papers, Annotated Bibliographies, and the Exhibit Template will be submitted as a single PDF through the ZFairs registration system.