

2022 Guidelines for Submitting a Virtual Exhibit

Guidelines for Creating a Physical Exhibit and Submitting it Virtually

If you created 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.

OPTION 1:

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 Template:

https://docs.google.com/presentation/d/1d7I30ZxW3jxiLKSIImDdmIzD5OFY_SqvQqNoWJnffnsw/template/preview

- PowerPoint Template:

<https://drive.google.com/file/d/14LkQ6mav8kMw8gtXuH9wC3LUWjFAC0dS/view>

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

<https://drive.google.com/file/d/1F3xQQ2H45It5IQZpJWNuaTBCw4dL7WWq/view>

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 slides.**
 - 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 project to the contest by the contest registration deadline. Upload the combined PDF during the registration process. Virtual exhibits must still comply with all category rules, including word count and maximum size.

OPTION 2:

Guidelines for Creating a Virtual Exhibit and Submitting it Virtually

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: Submit project to the contest by the contest registration deadline. Upload the combined PDF during the registration process. Virtual exhibits must still comply with all category rules, including word count and maximum size.

**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.*