



2021 Virtual Vermont History Day Instructions for Project Submissions

As of January 2021, Vermont History Day will be an all virtual contest. Judges will view all projects online. Student interviews will take place on Zoom on Saturday, April 3, 2021. Results will be announced on Friday, April 9, at the virtual awards ceremony.

Submission deadline for all entries, including projects, process papers and bibliographies, is **Monday, March 22, 2021 at midnight**. Contest organizers will verify formatting of project materials. Students are encouraged to use the online registration system to submit projects. Students may submit projects at any time before the deadline. Please see the updated NHD [Rule Book](#) for all category rules.

Submitting projects: In the [online registration system](#), log back in and update “my profile” (top right) to add links or upload pdfs. Additions can be made between the registration and submission deadlines.

Websites:

- Make sure you have added your website url to the registration system before March 22 and finished all editing by the submission deadline. Process papers and bibliographies are included in the website.
- Students using the paper entry form should include the url on their registration form.

Performances

- You will need to submit a video of your performance along with the [Performance Companion Worksheet](#). (You do **not** need to submit your script.)
- Read the [2020-2021 Performance Video Guidelines](#) for project details.
- Record your performance as a single, continuous take, without edits. Options for recording include using a cell phone or an online video conferencing program (i.e. Google Meet, Zoom or Skype). Groups who need to wear masks to gather may want to consider recording from separate locations with a conferencing program instead of recording together wearing masks.
- Save the recording of your performance in one of the following **required** formats:
.MP4 or **.MOV**
- Rename the video file with the title of the project.
- Share your project (see last page for details). If sharing via Google Drive, copy the [sharing link](#) and paste the link into the online registration system under “performance link” option.
- Complete the [Performance Companion Worksheet](#) and save as a PDF.
- Combine all required paperwork in this order: title page, process paper, performance companion worksheet and bibliography. Save as a PDF (in one file) and rename the document Lastname_Firstname (only one student name needed for group project).
- In the online registration system, upload the PDF file by using the “upload file” option for written materials and selecting the saved file. Make sure you hit “save” in the registration system.
- Students not using the online registration can share project via Google Drive or WeTransfer.

Papers:

- Save paper (in one file in this order: title page, process paper, paper, annotated bibliography) as a PDF and rename the document Lastname_Firstname
- In the online registration system, upload the PDF file by using the “upload file” option and selecting the saved file. Make sure you hit “save” in the registration system.
- Students not using the registration system can email papers to: vermonthistoryday@gmail.com
- Students no longer need to mail multiple copies of papers.

Exhibits

- You have two options this year. You can create a physical exhibit and submit photographs of the exhibit using the NHD exhibit slides template. OR you can create a virtual exhibit using design software to simulate a full-size exhibit. (A slideshow virtual exhibit is **not** an option this year.)
- Read the [NHD Guidelines for Creating an Exhibit and Submitting it to a Virtual Contest](#) for project details and to see examples. Students who advance to the Virtual National History Day contest will need to follow the same guidelines.
- If you have a physical exhibit, take photographs of the finished exhibit. Double check that the photographs are clear so judges can see all of the exhibit. Enter the photographs and copy text into one of the following templates:
 - [Google Slides exhibit template](#)
 - [PowerPoint slides exhibit template](#)
- If you want to make a virtual exhibit, you need to use design software to create the project as if you were planning a full-size exhibit. Like physical exhibits, virtual exhibits must not exceed 74-inches wide by 72-inches high. (Exhibits may be smaller.) The minimum font size is 20 point.
- NHD recommends using a standard, tri-fold design. Here are two templates for virtual exhibits:
 - [Google Draw](#) – free, but requires a Google account
 - [Publisher](#) – free, but requires a Microsoft account
- For either option, download your final exhibit project as a PDF.
- Create another PDF with your title page, process paper and bibliography (in one file).
- Combine the two PDFs in this order: title page, process paper, bibliography, exhibit and then rename the document Lastname_Firstname (only one student name needed for group project).
- In the online registration system, upload the PDF file by using the “upload file” option and selecting the saved file. Make sure you hit “save” in the registration system.
- Students not using the online registration can share project via Google Drive or WeTransfer.

Documentaries:

- Save the final version of your documentary in one of the following **required** formats:
.MP4 or **.MOV**
This may involve exporting your video out of the editing software. Please TEST your exported video before submitting to make sure it is the final version and what you want the judges to see.
- Rename the video file with the title of the project.
- Share your project (see last page for details). If sharing via Google Drive, copy the [sharing link](#) and paste the link into the online registration system under “documentary link” option.
- Save the title page, process paper and bibliography as a PDF (in one file) and rename the document Lastname_Firstname (only one student name needed for group project).
- In the online registration system, upload the PDF file by using the “upload file” option for written materials and selecting the saved file. Make sure you hit “save” in the registration system.
- Students not using the online registration can share project via Google Drive or WeTransfer.

Help with uploading files into the registration system:

- You do not need to submit your project during your initial registration. To add your project after the registration deadline, but before the submission deadline, sign in to the registration system and go to “my profile” to add the required urls and/or PDFs.
- Helpful hint – if you have uploaded a file and want to make changes, rename the entry (i.e. Lastname_Firstname2) before uploading the new file because the system doesn’t work well with multiple uploads with the same title.
- Make sure you hit “save” after uploading a file. Check to make sure the file has been saved.

Considerations for sharing large files:

Be aware that uploading large files (like documentaries and performances) into Google Drive may take time, especially over wi-fi or a slow connection. Please plan ahead to allow for time to upload the project, get the sharing link, and enter the link into the registration system before the submission deadline at midnight on Monday, March 22.

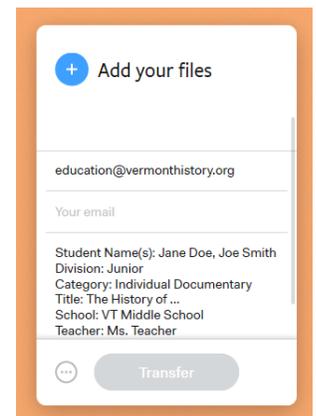
Sharing projects in Google Drive:

- Save your documentary and paperwork in your Google drive in the proper format.
- Go to drive.google.com, select the file you want to share and click **Share**.
- Under “Get Link,” set permissions to “Anyone on the internet with this link can view.”
- Copy the link and paste the link into the registration system. The link should end with the text “=sharing” Make sure you hit “save” in the registration system.
- Contest organizers will confirm access to the files. Students who have shared a file must leave the file shared until judging is complete.
- If you are unable to share with “anyone on the internet,” you can share your file with vermonthistoryday@gmail.com

Sharing projects via WeTransfer (seems to work better on wired connection)

The maximum file size for uploaded videos is 2 GB.

- Go to <https://wetransfer.com/>
Agree to terms to use the free option.
- Click on **+Add your files** and select the final version from your computer, then click **Open**
- Email to vermonthistoryday@gmail.com
Enter “your email”
In the message field, enter: Student name(s), Division, Category, Title, School, Teacher
- Click **Transfer**



Confirmation: In Google, use “view details” to check the file was shared. In WeTransfer, you will receive an email confirming your files have been sent and second confirmation when we have downloaded your files. We will contact students if there are any technical difficulties with the formatting or with the files and we will work with students to resolve any problems.

Please note:

YouTube, Vimeo, and WeVideo links are not acceptable as sharing links for project submission. If you need to figure out an alternate way to share your project, please ask for help before the deadline.

Help with PDFs:

To Save as a PDF

- In **Google Docs**, Click File>Download>PDF Document (File will be in your Download folder)
- In **Microsoft Word**, Click File>Save As>File Format> PDF
(Alternate method: File>Print>Choose Printer>Save as PDF>Save)

To combine multiple PDFs, use a free online service like [PDF Escape](#).

For any questions, clarification or help, please contact:

Victoria at (802) 828-1413 or victoria.hughes@vermonthistory.org