

Dear National History Day students and parents,

NHD is almost here! As you make your final preparations for the competition on Saturday, March 14th and Sunday, March 15th, please be sure to review all of the below information carefully. Things are a little different this year and you may want to make a plan in advance, particularly for Saturday's competition.

The key pieces of information are:

Schedule: Judging Times and Locations – These are posted for download on our website at <http://www.heinzhistorycenter.org/education/national-history-day>. The schedules will provide students with their assigned **entry number, interview time, and judging location**. Please check them closely, as judge times may have changed slightly since the initial drafts were sent out to teachers last week.

- **Arrival on competition day:** We ask that all exhibits, and performances with large items, enter the History Center through the double doors at the side of the building under the yellow goal posts. All other categories should enter through the main doors of the museum facing Smallman Street.
- **Registration Check-in:**
 - Due to the St. Patrick's Day parade on Saturday, March 14th, we are returning to our previous registration schedule.
 - **Registration for all students is from 7:00 – 7:45 a.m. on Saturday for the Junior Division and 8:00 – 8:45 a.m. on Sunday for the Senior Division.**
 - Students do not need tickets; they simply need to check-in on arrival with their entry number (found in the posted schedule). They will then be directed to their judging location.
 - All exhibits must be in place by 8:00 a.m. on Saturday and 9:00 a.m. on Sunday, regardless of their judging time.
 - Students will receive a complimentary NHD t-shirt at registration. These shirts are only provided at the time of registration.

Please note that there are special instructions for the **Exhibits** categories.

Exhibits:

- **For Junior Division exhibits:**
 - This year, we are allowing Junior division exhibits to be dropped off the evening before the competition. **Junior exhibit drop-off will run from 3 p.m. – 7 p.m. on Friday, March 13th.** Students can bring their exhibits into the History Center and have them fully set up in preparation for Saturday's competition. If you choose this option, on **Friday evening between 3 p.m. – 7 p.m.**, enter the museum through the front doors on Smallman Street, where a member of staff will meet you and direct you to the exhibit hall.
 - Students who deliver their exhibits on Friday evening **still must arrive and register at the History Center by 7:45 a.m. on Saturday.**
 - **If you cannot drop your exhibit off during the Friday evening times,** you must arrive between 7am and 7:45am on Saturday morning **and have your exhibit in place by 8am, regardless of your judging time.**

- If you choose to drop off your project on Friday evening, please be at the History Center on Saturday to register **by 7:45 a.m.**
- **For Senior Division exhibits:**
 - **All exhibits must be in place by 9:00 a.m. on Sunday**, regardless of their judging time. There is no early drop-off available for Senior Division exhibits

Technology:

The History Center provides a laptop and television monitor or projector for documentary and website category judging. Students may bring their own laptops but are not required to for competition. If planning to use Mac laptop, students must provide their own adapter that can connect to an HDMI cable.

- **Documentaries:**
 - Students are allowed by the contest rules to host their websites on YouTube **as long as they understand the risks**. YouTube may delete a video without warning, or there may be playback issues. **If a student chooses to use YouTube, we highly recommend bringing the documentary on a flash drive as well as a backup option.**
 - In either case, students **must leave a copy of your documentary with the judges** for when they deliberate about the projects. **This can be a YouTube link or a flash drive with the project clearly labeled.**
 - Students can collect their flash drives from competition staff after the Awards Ceremony.
- **Websites:**
 - Students are welcome to bring their own laptop to display their websites, though we will provide one for each judging space. The website will be projected or shown on a television for judges to look at with the student.
 - Judges will be advised to use Firefox or Chrome browsers to view the websites to avoid known issues with other browsers.

Guest Admission: Each registered student receives two (2) free additional admissions to the History Center. When students check in at registration, they will be provided with two admission stickers for the people accompanying them to the competition. Any additional visitors will need to pay regular museum admission at the Admissions Desk.

Encore Presentations: Due to closed judging, students are encouraged to share their work during Encore Presentations. **There are a limited number of spots available and students must sign-up at registration.** Sign-up sheets are located at the registration desks in the Great Hall. Locations for encores will be:

- *Performances:* Mueller Center – 5th Floor
- *Documentaries:* 6th Floor Conference Room

- *Exhibits:* Students wishing to share their exhibit may leave it in place. Exhibit halls will be open to the public following the conclusion of judging deliberations.

Awards Ceremony: The awards ceremonies are planned to begin around 2:00 p.m. on Saturday and 1:00 p.m. on Sunday.

Refreshments: Coffee will be available for purchase in the morning by 7:15 a.m. at the History Center Café, located in the Great Hall. The Café also has a selection of beverages, sandwiches, and refreshments that will be available for purchase during the competition day. Additional options for lunch include Jimmy John’s, near the David L. Lawrence Convention Center on Penn Ave., and Primanti’s and other restaurants in the Strip District.

Parking:

- **Please note that due to the Home and Garden Show and St. Patrick’s Day parade** on Saturday, March 14th, it is especially important that all students arrive and check in by 7:45 a.m.
- **Road closures for the parade are expected to begin at 7:30 a.m. near the History Center.** Smallman Street will remain open, but streets Downtown will likely close at 7:30 a.m. Pittsburgh Police have yet to confirm these details, so please look to local news media for road closure information.
- We recommend parking in the **11th and Smallman Street lot** across from the History Center. When you arrive at that parking lot, **tell the parking lot attendant that you are attending National History Day at the History Center to get parking for \$5.** Parking prices elsewhere in the area will be higher due to the other events on Saturday in particular.

Student Items Required for Competition:

Entry Category	Items Required
Paper	1 copy each of bibliography and paper
Documentary	1 copy of documentary on a Flash Drive or hosted on YouTube (please see note above about using YouTube.) 4 copies of the process paper 4 copies of the bibliography
Exhibit	Know the entry number for the exhibit – this will be used to place your exhibit The exhibit itself, any multimedia device you use (i.e., a laptop, MP3 player) 4 copies of the process paper 4 copies of the bibliography

Performance	4 copies of the process paper 4 copies of the bibliography Any props/costume pieces and A/V that may be needed
Website	You may want to bring your own laptop to show your website, but you are not obligated to, and we will provide a laptop for each judging space.

FAQs:

1) Is there WiFi at the History Center?

Yes, there is an open guest WiFi network that is available throughout the building, HHCGUEST

2) Do websites need to bring paper copies of their bibliography and process paper?

NO - this was an old guideline. The bibliography and process papers are now embedded in the websites and we do not require a print copy at the competition.

3) When can students pick up their exhibits if they are not staying for the entire day?

We suggest that all exhibits be left in place until after the judges have an opportunity to complete their deliberation with all of the judge teams, as the full cohort of judges often go back to look at exhibits that the individual judges/teams have ranked highly. This deliberation process should be complete by 12:30pm. If students must leave the competition before that, they can leave their exhibit board and come back to the History Center and collect it within 5 days of the competition.

4) Are teachers admitted free?

YES - all registered teachers are admitted free and you will receive your admissions sticker when you pick up your teacher registration packet in the Great Hall. Any additional guests will be responsible for paying admission at the Admissions desk.

If there are any questions, please do not hesitate to contact us at nhd@heinzhistorycenter.org.

Thank you for all of your efforts in preparing for the regional competition - we can't wait to see the work being presented! We look forward to seeing you next weekend.

Best wishes,

NHD Pittsburgh