National History Day in Minnesota is a partnership of the Minnesota Historical Society and the College of Liberal Arts at the University of Minnesota.

Major Support Provided By:
3M Foundation, the Ralph and Virginia Kurtzman Fund, David and Janis Larson Foundation, the State of Minnesota/Arts and Culture Heritage Funds, the Richard M. Schulze Family Foundation, Frank W. Veden Charitable Trust, the Vanguard Charitable Endowment Program, Wells Fargo Foundation Minnesota, the WEM Foundation, WeVideo, and the Laura Zeccardi Endowment Fund.

A Special Thanks to Our Regional Partners:
Augsburg College, Bemidji State University; the Charles Lindbergh House and Museum, Central Middle School (Eden Prairie), the Historical and Cultural Society of Clay County, Minnesota State University Mankato, Minnesota State University Moorhead, Minneapolis Public Schools, St. Cloud State University, St. Paul Public Schools, University of Minnesota, Duluth, White Bear Lake High School South Campus, and Winona State University.

By participating in this event, you consent to having your image recorded for informational or publicity purposes. If, however, you object to having your image recorded for any such potential use, you must affirmatively inform the organizers, who will make every effort to honor your wishes.
Get Ready for State History Day!

REGISTER

- Register online for State History Day by FRIDAY, APRIL 10, 2020
  - Each student must register
  - Let us know about any scheduling conflicts
  - Topical Prize Nomination: (optional)

- High School students can apply for Kurtzman History Day Internship, due April 10, 2020 (optional)

- Pay ENTRY FEE. $15.00/student
- Schools will be invoiced after the registration deadline for the total number of students registering
- Talk to your teacher about who is responsible for payment and who will collect fees for your school

PREPARE

- Look through your Regional judging evaluation sheets and continue to IMPROVE your project
  - How did judges respond to your thesis?
  - Are there any additional sources that could enhance your bibliography?
  - Can you make your argument more clear with better organization?

- Attend a FEEDBACK SESSION and get additional help on your project (optional)
  - If you live in Greater Minnesota, talk to your teacher to see if a History Day staff member is visiting your school
  - If you live in greater Minnesota, you may want to FUNDRAISE to help cover the cost of your trip to State History Day (optional).

COMPETE

- A tentative schedule will be posted on the Minnesota History Day website after Monday, April 20, 2020. Check this schedule for errors or omissions. Email Samantha.Papas@mnhs.org or call (651) 259-3439 with any problems.

- The final schedule will be posted on the Minnesota History Day website on Friday, April 24, 2020. Check the updated schedule to see if there have been changes.

- See you at STATE HISTORY DAY on Saturday, May 2, 2020!

Questions?

Visit our website: education.mnhs.org/historyday/ or contact Sammi Jo Papas at Samantha.Papas@mnhs.org or (651) 259-3439.
Participation in State History Day is open to qualifying entries that participated in a Regional History Day contest and were selected as State Qualifiers.

When Does Registration Open for State?
History Day staff will first need to **advance** your entry from your first level of competition to the State contest. Please allow us two business days to update the system and advance your entry. You will get an automatic notification from ZFairs that your entry has advanced. This email will be sent to the email you used to register for your Regional/District contest or the Off-Site Research Paper contest. You will use the registration link in this email to register for State.

- **IMPORTANT:** Advancing your entry to State is just the first step. You are not registered for State until you (and all group members) actually login and complete online registration.

Who Needs to Register for State?
All members of a group must register, pay the entry fee, and be included in online registration even if they are unable to attend the contest. Once a group enters the Regional level of competition, they may not change, remove, or add group members.

Who Pays State Entry Fees?
Parents should talk to their child's teacher to confirm who is responsible for paying student entry fees and how fees will be collected. After the registration deadline, participating **schools** will be invoiced for the total number of students registered for the event. We will be unable to accept fee payment from students or schools at State History Day.

Registration Deadline
The online registration system automatically closes at the registration deadline. Please allow yourself enough time to register for the contest and allow for technical problems that might occur!

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Registration Deadline</th>
<th>Website Lockout</th>
<th>Entry Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>State History Day</td>
<td>Saturday, May 2, 2020</td>
<td>Friday, April 10 at 10:59 pm CST</td>
<td>Thursday, April 23 at 10:59 pm CST</td>
<td>$15.00/student</td>
</tr>
</tbody>
</table>

**Student Registration**

**Step 1: Locate the Link in your Advancement Email**
**There is no public link for this contest.** Registration for State is limited to those entries that qualified. From your advancing email, click on the direct link to online registration. If you cannot locate this link, check your spam filter or contact Samantha.Papas@mnhs.org

**Step 2: Login** *(must be done for each individual or group member)*
You will use the SAME STUDENT LOGIN that you used at the Regional/District contest or the Off-Site Paper contest. Do not open additional accounts.

**Step 3: Project Information** *(individual entries and the first team member of group projects)*
Your project should already be linked to other group members from the previous level of competition. Review the project information and make any changes, like an updated title.

**Step 4: Permissions and Waivers**
Students and parents must agree to NHD permissions and waivers for this level of competition.

**Student Presentation Schedule**
A tentative student presentation schedule, listing the presentation time and location for all students, will be posted on Monday, April 20 at education.mnhs.org/historyday. It is your responsibility to check this schedule for spelling errors or omissions. Contact Sammi Jo Papas at Samantha.Papas@mnhs.org or (651) 259-3439 with any problems no later than 8:00 am on Friday, April 24. An updated schedule will be posted on Friday, April 24.

**Printed Presentation Schedules:** The full schedule of student presentation times will be posted in Coffman Memorial Union and on our website. Printed versions of the full schedule will **not** be available for personal use.
# Tentative Event Schedule: Saturday, May 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00—11:30 am</td>
<td>Registration</td>
<td>Great Hall Lobby, Coffman Memorial Union (CMU)</td>
</tr>
<tr>
<td>8:00—9:00 am</td>
<td>Exhibit Halls Open</td>
<td>Exhibit halls are open for public viewing and project set-up (Mississippi Room and Great Hall, CMU)</td>
</tr>
</tbody>
</table>
| 9:00 am       | First-Round Judging Begins                                               | • Exhibits: CMU (Great Hall and Mississippi Room)  
• Performances: CMU, Murphy, Vincent, Amundson  
• Documentaries: Ford, Vincent  
• Papers: CMU  
• Websites: Bruininks Hall |
| 9:00 am—12:00 pm | Limited Access to Exhibit Halls                                           | During First-Round judging, there is limited access to Exhibit areas. Only the following should be in the halls:  
• Judges  
• Students being interviewed  
• Students actively setting up projects,  
• Teachers/parents supporting those students being interviewed and/or setting up projects |
| 10:00 am — 2:00 pm | College of Liberal Arts Parent Room                                      | CMU 303 |
| 12:00—1:30 pm | Public Viewing of Exhibits                                               | Exhibit Halls open for public viewing (Great Hall and Mississippi Room, CMU) |
| Approx. 1:30 pm | Final-Round Schedules for Documentary and Performance Posted             | • On web: http://education.mnhs.org/historyday/  
• In-person posting locations TBD |
| 1:30—4:15 pm (est.) | Final-Round Exhibit and Website Judging Begins                           | Rooms closed, students not present |
| 1:30—4:15 pm (est.) | Exhibit Hall Closed for Final-Round Judging                             | Only judges are permitted in the Exhibit halls during Final-Round judging. Rooms will remain closed and no Exhibits may be removed until Final-Rounds are done, approximately 4:15 pm |
| 2:00—4:15 pm (est.) | Final-Round Documentary/Performance Judging                              | Specific Rooms TBD |
| 3:00 pm       | Final-Round Website Entries Posted                                       | • CMU (Registration Area)  
• On web: http://education.mnhs.org/historyday/ |
| 3:00 pm       | Final-Round Exhibit Entries Posted                                       | • CMU (Registration Area)  
• On web: http://education.mnhs.org/historyday/ |
| 5:00 pm       | (Optional) Pre-Awards Presentations: Teacher recognition, Topical Prizes, Kurtzman History Day interns | Williams Arena. Doors open at 4:00 pm No category results will be announced during pre-awards. |
| 5:30—6:30 pm  | Awards Ceremony: Category Results                                         | Williams Arena |
| 6:30—7:30 pm  | National Qualifiers Meeting                                               | Williams Arena |
General Event Information

Attendance Policy
We hope that every individual entry and all members of group entries make every effort to attend State History Day. Judges are volunteers and value speaking to students in-person. We understand, however, that scheduling conflicts may happen.

Missing Members in a Group Entries: Group entries will not be penalized for missing members. One group member may represent the entry at the contest. All group members advancing from the Regional contest must remain listed with the entry and pay the registration fee. You do not need to notify contest organizers in advance about missing group members as long as one member will be at the event.

Individual Entries with Attendance Conflicts: Individual entries may make a scheduling request for a specific time through online registration.

Phone Interviews: If you would like to request a phone interview, you must contact the State Coordinator via email for permission at least one week in advance of the contest: Samantha.Papas@mnhs.org.

Unable to Attend: If you are unable to attend, and cannot participate in a phone interview, but still want to participate, you must notify the State Coordinator via email for permission at least one week in advance of the contest: Samantha.Papas@mnhs.org.

Performances: Performances must be presented live. Individual entries must be present at the contest for both First- and Final-Round presentations. If a member of a group is missing, students may rewrite the Performance without the missing member, but cannot add or replace group members in accordance with the NHD Contest Rule Book. Group entries that are rewritten to include only one performer must still enter in the Group Performance category.

Final-Round Documentaries: Because there are no interviews in the Final-Round, it is permissible for a teacher or another group of students to play the Documentary in the Final-Round. You do not need to notify contest organizers in advance if someone else will play the project in the Final-Round. It is the student’s responsibility to arrange this.

Religious Conflicts: If you or your group has a religious conflict with State History Day, we are able to accommodate advance interviews with judges. Please contact the State Coordinator as soon as possible to discuss: sarah.aschbrenner@mnhs.org or (651) 259-3489.

Scheduling Requests
Students can request First-Round interview times through online registration. We ask that you use this request for unavoidable conflicts only. First-Round judging generally runs from 9:00 am to 11:45 am.

Check-In: 8:30 am – 11:30 am
All check-in will take place on the Ground floor of Coffman Memorial Union, near the Great Hall. Each category/division will have its own registration line. Only one member of a group should stand in line to check-in. Other members of group entries should stay clear of the check-in tables.

Performance and Documentary Participants: Do not bring props and equipment to the check-in area. Try to drop these things off at the building where you will be judged. Only one member of a Performance or Documentary group needs to check-in.

Parent and Visitor Information
Parents and/or other friends and family members attending State History Day should check-in to the main information table on the Ground floor of Coffman Memorial Union. You can find a program with contest information, maps, FAQs, and coupons for the University of Minnesota Bookstore.

Parent Resources: The Department of History, the College of Liberal Arts, and the University of Minnesota Admissions office will host a reception room for parents in Room 303 in Coffman Memorial Union.

Photography and Videography
Official event photographers will capture the day, as well as the Awards Ceremony. Photos will be uploaded to our Flickr page as soon as they are available: Minnesota History Day. Please respect the student participants and judges by not letting personal photography or videography interfere with the judging process. Spectators must have advance student permission to photograph or video-record during Performances. Spectators must request the student and judge permissions to record interviews in any category.
Coffman Memorial Union, State History Day headquarters, is located on the south side of Washington Avenue on the East Bank of the Mississippi River between the Weisman Art Museum and Hasselmo Hall. If driving, access the event from East River Road Parking Garage: 385 E. River Pkwy, Minneapolis, MN 55455.

**Directions (35W from the south):** As you're nearing the downtown Minneapolis area, proceed to make your way to the far right lane to follow exit 16B to merge onto I-94 E towards St. Paul. Once on I-94E, after 1.5 miles or so you will exit on 235B Huron Boulevard. Take a left at the stoplight onto Fulton Street. Continue on Fulton Street SE which becomes East River Parkway. The East River Road parking garage entrance will be on your right.

**Directions (35W from the north):** Take the University Avenue/4th Street exit. Turn left at University Avenue and head toward the East Bank. Turn right onto Oak Street, then right onto Fulton Street SE. Fulton Street becomes East River Road. The East River Road parking garage entrance will be on your right.

**Directions (I-94 from the east):** Follow I-94 towards Minneapolis and take the Huron Boulevard exit (235B) (north exit only). Take a left at the stoplight onto Fulton Street. Continue on Fulton Street SE which becomes East River Parkway. The East River Road parking garage entrance will be on your right.

**Directions (I-94 from the west):** Follow I-94 towards St. Paul and take the Huron Boulevard exit (235B) (north exit only). Take a left at the stoplight onto Fulton Street. Continue on Fulton Street SE which becomes East River Parkway. The East River Road garage entrance will be on your right.

Visit Coffman Memorial Union's Website: https://sua.umn.edu/visit/locations/coffman-memorial-union#directions

**Parking**
Parking is available in the East River Road Parking Garage. You will pay as you exit. There are no in/out privileges.

**Public Transportation**
If taking public transportation, you should look-up directions to Coffman Memorial Union.

**Bus:** There are two bus stops located immediately in front of Coffman
- Washington Ave and Coffman Union Station: South of Washington Ave.

**Light Rail:** The East Bank Station on the Green Line stops two blocks east of Coffman Memorial Union on Washington Ave.

**Participant and Performance Prop/Exhibit Drop-Off**

**Exhibit and CMU Performances:** The light rail on Washington Avenue has restricted vehicle access to Coffman. There are no routes to access the rear of Coffman Union for student drop-offs and pick-ups from Washington Avenue. All participants should access the event through the East River Road Parking Garage.

**Vincent, Amundson, or Murphy Performances:** Performance students who are assigned to present in Vincent Hall, Amundson Hall, or Murphy Hall may find it more convenient to get dropped off behind Morrill Hall. You can access this spot by going south on Church Street from University Avenue or 4th Avenue.
State History Day Event Locations

Drop off point for Vincent, Murphy and Amundsen Performances

- Williams Arena
- Vincent
- Bruininks Hall
- Kolthoff
- Coffman Memorial Union
- East River Road Garage
- Murphy
- Amundson

Coffman ★
The Interview

Each entry is assigned a specific time during which students will meet with and be interviewed by the judges. The judge team may question students about any aspect of their entry. Judges are provided with a list of sample questions, but may ask questions outside of the sample list. Possible questions include:

- What was a helpful source?
- How does this topic fit the theme?
- What was a challenging part of your History Day experience?
- How do you think your topic influenced history?
- Is there anything you would like to tell us that we haven’t asked about?

The interview portion of judging does not weigh heavily in final decision-making. All History Day entries are expected to be understood without the need for a student to explain or clarify the material presented. There are no interviews during Final-Round judging.

If a student needs accommodation for their interview or any part of State, please let us know through the online registration form or contact the State Coordinator directly: Samanatha.Papas@mnhs.org.

The Judging Process

Evaluating history is a subjective process, but National History Day has established criteria and methods to achieve fair decisions. Each judge will have a comment sheet, identical to those used at Regionals, for the entries they are judging. They are instructed to use these sheets to write positive, critical evaluations of each entry.

Ratings: All decisions are made by the consensus of the judging teams. In effect, History Day judging is a jury process, where the judges have to reach a shared conclusion, rather than a point system.

Please note: Ratings vary from one judging group to another. Each set of judges establishes their own standards for ratings. Ratings cannot be compared across different judging teams.

Selecting Finalists: After finishing the First-Round, judges will meet to discuss the entries they have reviewed. Performance, Documentary, Website, and Exhibit judges will select the top three entries in their First-Round judging group. These entries will then become part of a Final-Round judging process in the afternoon. Research Papers have already gone through preliminary judging through mail-in participation. Paper judges will determine the top five award-winners after interviews are complete.

Final-Round Judging

The Exhibit, Performance, Website, and Documentary categories will have a Final-Round of judging at State. A new set of judges will view the Final-Round entries and select award winners.

- **Exhibit and Website:** Students are NOT present for the Final-Round of judging. Exhibit and Website rooms are closed to the public during final judging. Exhibit students should double-check that at least two copies of their process paper and bibliography are in front of their Exhibit before the room closes. A list of the projects that have advanced to the Final-Round will be posted on the Minnesota History Day website at the times listed below. History Day will also post results in Coffman Memorial Union.

- **Performance and Documentary:** Students with Performance and Documentary entries will present their entries in the Final-Round, but will not be interviewed by judges. Performance and Documentary students selected for the Final-Round of judging should have two copies of their process paper and bibliography ready for this round of judging. Performance and Documentary rooms are open to the public during Final-Round judging. A list of the projects that have advanced to the Final-Round of judging will be posted on campus at the times listed below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Number of Final-Round Entries per Category/Division</th>
<th>Estimated Posting Time</th>
<th>Final-Round Judging Begins</th>
<th>Are students Present for the Final-Round?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentary</td>
<td>Junior 18; Senior 18</td>
<td>1:30 pm</td>
<td>2:00 pm</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance</td>
<td>Junior 18; Senior 9</td>
<td>1:30 pm</td>
<td>2:00 pm</td>
<td>Yes</td>
</tr>
<tr>
<td>Exhibit</td>
<td>Junior 30; Senior 18</td>
<td>3:30 pm</td>
<td>1:30 pm</td>
<td>No</td>
</tr>
<tr>
<td>Website</td>
<td>Junior 18; Senior 15</td>
<td>2:30 pm</td>
<td>1:30 pm</td>
<td>No</td>
</tr>
</tbody>
</table>

National History Day in Minnesota 8
Advancing to Final-Round
The Final-Round judging process is shaped by the number of entries in each category:

**Senior Performances:** Senior Performances will have three First-Round judging teams in each category. The top three entries from each First-Round room advance to a single Final-Round room. These judges will view all of the finalists and select winners.

**Exhibit, Website, Documentary, and Junior Performances:** There will be at least four First-Round judging teams in each of these categories.

- The **top entry** in each First-Round room will advance to the primary finals judging room.
- The **second-place entry** in each First-Round judging room will advance to the second-place finals judging room. After evaluating these presentations the judges will select the top two entries in the second-place finals judging room to immediately advance to the primary finals judging room.
- The **third-place entries** in each First-Round judging room will advance to the third-place finals judging room. After evaluating these presentations the judges will select the top entry in the third-place finals judging room to immediately advance to the primary finals judging room.

**Performances and Documentaries: Pay Attention!**
In Performance and Documentary categories, the top entries in the second-place and third-place finals judging rooms will be required to present for a third time. The judges who make this decision will announce the entry that is moving on shortly after the final presentation in the second- and third-place finals rooms. Students should stay nearby to make sure that they do not miss this announcement. See the diagram below.

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**Why are Final-Rounds Designed this Way?**
This system is designed to make sure that the top three entries in each First-Round judging room receive the opportunity to be reviewed in a Final-Round judging process. Participation in the second-place or third-place finals judging room run-off does not affect the judging in the primary room. Many entries have progressed to Nationals after advancing from the second- and third-place finals judging rooms.
Evaluation Criteria

The NHD evaluation criteria are the guidelines by which judges evaluate projects. These guidelines are established by the national-level program. The same criteria are used at Regional, State, and National contests.

Judges take into consideration both the project itself and the annotated bibliography when evaluating a project. If a project does not have an annotated bibliography, they are unable to advance to the Final-Round of competition.

Historical Quality (60%)
The most important aspect of the entry is its historical quality, which covers research, analysis, interpretation, and historical context. This, along with the relation to theme, puts the “history” into National History Day!

- **Entry is historically accurate**: Main ideas are supported by facts; entry contains no obviously inaccurate facts.
- **Shows analysis and interpretation**: Entry has clear thesis, original interpretation, and thoughtful analysis; entry demonstrates significance of topic, and acknowledges strengths and weaknesses of historical evidence.
- **Places topic in historical context**: Entry utilizes accurate and appropriate references to time period, surrounding events, ideas, people, places, and objects; entry specifies political, economic, social, and cultural influences.
- **Shows wide research**: Entry has investigated a variety of types of sources, in accordance with what might be available given the topic.
- **Uses available primary sources**: Entry shows clear understanding of the relationship between primary and secondary sources, using primary sources where appropriate and readily available.
- **Research is balanced**: Entry may focus on one interpretation, based on evidence and analysis; but entry acknowledges and analyzes other possible points of view.

Relation to Theme (20%)
The entry must clearly explain the relation of the topic to the annual National History Day theme and the topic’s significance in history. These elements must be in the project itself, not just in the interview.

- **Clearly relates topic to theme**: Entry thesis is closely linked to the theme and obviously demonstrated throughout.
- ** Demonstrates significance of topic in history and draws conclusions**: Entry uses historical evidence to show topic’s significance in history and to back up conclusion; entry has clearly stated conclusion.

Clarity of Presentation (20%)
Although historical quality is most important, the entry must be presented in an effective manner. It is important to remember that the NHD criteria specify clarity of presentation, which does not necessarily mean a flashy presentation. Judges will be careful to look beyond glitz in projects for organization, neatness, etc.

- **GENERAL**: Entry is an original production, and it is clearly (neatly) presented, well-organized, and very articulate; this entry is best suited to the category in which it is presented.
- **PAPER**: Entry text is very clear, grammatical, and correctly spelled; entry is very neatly prepared.
- **DOCUMENTARY**: Entry utilizes images (such as interviews, film footage, site visits) and audio to effectively communicate central points.
- **EXHIBIT**: Entry is visual and effectively utilizes images (such as maps, photos, models, etc.) to communicate and support central points.
- **WEBSITE**: Entry has visual impact and makes good use of multimedia to communicate and support central points; entry is very interactive and easy to navigate; information is historically accurate.
- **PERFORMANCE**: Entry performers show good stage presence and props/costumes are historically accurate and an integral part of the presentation.

Rule Compliance
Judges will take any rule infraction into consideration in their final rankings. Minor rule infractions will not disqualify an entry, but rule infractions that give students an unfair advantage will be taken into consideration in determining a project’s final ranking. Take close look at the “Rules for All Categories” and the “Individual Category Rules” in the National History Day Contest Rulebook for specific rules for each category.

Disqualification
Tampering with another entry, plagiarism, and revising or reusing an entry from a previous year – whether your own or another student’s – is unacceptable and will result in disqualification.
Awards and Results

The Awards Ceremony will take place in Williams Arena, about a 10-minute walk from Coffman Memorial Union. Parking is available near Williams Arena. If you move your vehicle you will have to pay an additional parking fee. The University Avenue Ramp is the closest to Williams Arena. The Washington Avenue Ramp is about halfway between Coffman Union and Williams Arena.

- Doors will open at 4:00 pm
- Pre-Awards will begin at 5:00 pm and include thank you’s, announcements, entertainment, teacher recognition, and Topical Prize results. No category results will be announced during Pre-Awards.
- The Awards Ceremony will start at 5:30 pm, pending the completion of Final-Round judging, and will run until 6:30 pm. Upper-deck seating will be closed. Students are encouraged to sit with other representatives of their school and applaud the efforts of all winners. You may want to bring signs to let the other participants know who you are. Allow students who are finalists to sit on, or near, the aisle to help speed up the presentation of awards.

History Day staff has made every effort to ensure an efficient Awards Ceremony. Pre-Awards is designed to distribute awards and recognition that are available earlier. We are not delaying category results. Category results will not be available until 5:30 pm. Given the volume of award winners, this ceremony will run until 6:30 pm.

Streaming of Awards Ceremony

Minnesota History Day plans to stream the Awards Ceremony on Facebook Live starting at 5:00 pm. Find us at National History Day in Minnesota.

Posting of Final Results

Complete results, including National Qualifiers, Honorable Mentions, and Topical Prize winners, will be posted on our website by 8:00 pm on Saturday, May 2: http://education.mnhs.org/historyday

Judge Evaluations and Participation Certificates

Judge evaluations will be collected, sorted, and returned to teachers within two weeks. Projects advancing to Final-Rounds of competition will get an additional set of comment sheets. Forms will not be available during the day or immediately following the Awards Ceremony. Participation certificates will be included in this mailing.

National Contest Eligibility

The first- and second-place award-winners in each category are eligible to advance to the NHD National Contest at the University of Maryland near Washington, D.C. Travel dates for the Minnesota delegation will be June 13-19. National Qualifiers will receive a packet of information concerning the National Contest at the awards ceremony. This information will be explained in a meeting immediately following the Awards Ceremony in Williams Arena. Registration for nationals is due Tuesday, May 19. There is only a short time to make participation arrangements. It is important that eligible award-winners attend the National Qualifiers meeting immediately following the Awards Ceremony.

National Qualifiers, their immediate family members, and their teachers are also invited to attend a reception in their honor to be held at the Minnesota History Center in St. Paul on Thursday, May 7 from 5:00-8:00 pm. Participation is extremely important.

Clean-Up

TAKE-DOWN REMINDER! Exhibits, props, and media equipment may be removed before, or following, the Awards Ceremony. Any lost-and-found questions should first be directed to the State History Day office at (651) 259-3439 on the Monday following the event. History Day staff will not save Exhibits that are left behind.
Exhibit Category Notes

Location: CMU Great Hall (Junior Individual, Junior Group, Senior Individual) and Mississippi Room (Senior Group)

What to Bring: In addition to your Exhibit, and any special tools or materials you need for set-up, you must bring four copies of your process paper and annotated bibliography.

Word Count: Students should include the number of student-composed words in their Exhibit and the number of words in their process paper on the title page.

Credits Required for all Visual Sources: In accordance with the National History Day rules, implemented in 2015, credits are required for all visual sources on Exhibits. Review the instructions on page 17.

Upon Arrival: Individual entries, or one member of a group entry, must go to the Ground floor of Coffman Memorial Union to check-in.

Set-Up: Students should have their Exhibit ready, and be at their table about 10 minutes before their judging time. Students may have assistance to carry and lift Exhibits, but students are required to do all set-up.

Three-Dimensional Exhibits: Space for three-dimensional (walk-around) Exhibits will be made by the Exhibit room coordinator after check-in. A limited number of walk-around tables will be available. If you move your Exhibit to a separate table, leave a note and wait for your judging team at your original table. Be sure your table number is posted in both locations.

Valuables: Please do not leave valuables unattended during First-Round judging. Judges and staff will not “guard” objects for you.

Electricity: Students with Exhibits needing electricity should bring an extension cord.

Public Viewing of Exhibits: Our highest priority is to make sure the Exhibit hall is a place for fair judging. Access to Exhibit areas will be limited at several points during the day.

- 8:00—9:15 am: Open access for Exhibit set-up and public viewing.
- 9:15 am—12:00 pm: Limited access for First-Round judging. Only judges, students currently being interviewed or setting up projects, and parents/teachers supporting students currently being interviewed or setting up should be in the room.
- 12:00—1:30 pm: Open access for public viewing.
- 1:30—4:15 pm: Closed access for Final-Round judging. Only judges are permitted in Exhibit areas.
- 4:15 pm: Closed access.

Final-Round Judging: After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view Exhibits without student representation. Make sure that there are at least two copies of your Process Paper and Annotated Bibliography in front of your Exhibit before the room closes for Final-Round Judging.

When Can I Remove My Exhibit?

Under NO CIRCUMSTANCES will students who did not make finals be allowed to remove their Exhibits before the end of final judging.

Once Final-Round judging is complete, Exhibits may be taken down and removed (tentatively 4:30 pm) or stay in place until after the Awards Ceremony. All Exhibits must be removed from Coffman Memorial Union after the Awards Ceremony and no later than 8:00 pm.

If you need to leave the contest before Final-Round judging is done, make arrangements with your school or other students to pick up your Exhibit. National History Day in Minnesota will not be responsible for any Exhibits that are left behind.

Be sure to bring:

- Your exhibit
- Four copies of your title page, process paper, and bibliography
  - Stapled
  - Printed before coming to State
- Any supplies you need for set-up,
  - Screwdriver or drill?
  - An extension cord?
- Project repair kit: Double-sided tape or a glue stick in case something falls off in transit

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National History Day in Minnesota

Performance Category Notes

**Location:** Coffman Union, Murphy Hall, Amundson Hall, and Vincent Hall. Check the schedule for specific rooms.

**What to Bring:** Do not assume that props or backdrops will be available in the Performance judging rooms. Chairs and/or tables may be available, but students should bring their own if they are needed for the Performance. No pianos will be available. In addition to your props, you must bring four copies of your process paper and annotated bibliography.

**Word Count:** Students should include the number of words in process paper on the title page of their process paper and bibliography.

**Upon Arrival:** Check the schedule for your specific room assignment. Students assigned to perform in Amundson, Murphy, or Vincent Halls may be dropped off near Morrill Hall. Only one student needs to check-in for a Performance group at Coffman Union. Please do not bring props with you as you check-in.

**Prop Storage:** Several storage areas will be listed in the event program. Do not leave valuables in this area. It will not be supervised by History Day staff. Please keep your props organized and out of the hallways.

**Set-Up:** Students must set up all backdrops and props without help from parents or teachers.

**Viewing Performances:** Both First- and Final-Round Performances are open to the public. Audiences should silence their cell phones and only enter or exit a room between presentations.

**Final-Round Judging:** Performance students may need to be present for the final-round of judging. After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view Performances without student interviews. If selected for the Final-Round, you will need two copies of your Process Paper and Annotated Bibliography.

**Performance Prop Drop-Off:** The light rail on Washington Avenue has restricted vehicle access to Coffman Memorial Union. There are no routes to access the rear of Coffman Memorial Union for student drop-offs and pick-ups from Washington Avenue. All participants we are performing in Coffman Memorial Union should access the event through the East River Road Parking Garage. Performance students who are assigned to present in Vincent Hall, Amundson Hall, or Murphy Hall may find it more convenient to get dropped off behind Morrill Hall. You can access this spot by going south on Church Street from University Avenue or 4th Avenue. See the event map for more information.

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**Be sure to bring:**

- Four copies of your **title page, process paper, and bibliography**
  - Stapled
  - Printed before coming to State
- An extra copy of your **script** (not for the judges, only for your reference)
- **Props,** if needed
  - Rooms will likely have chairs, but do not count on any specific props to be available
  - Costumes, make-up, or hair supplies (and clothes to change into when done)
  - Technology, if needed. Rooms are not guaranteed to have computers, projectors, or extension cords
- **Emergency supplies**
  - Consider double-sided tape, glue stick, rubber bands, or safety pins
  - Garbage bag to cover props if presentation is in another building and it rains
Documentary Category Notes

Location: Ford Hall, Kolthoff Hall, and Vincent Hall. Check the schedule for specific room assignments.

What to Bring: In addition to your Documentary, you must bring four copies of your process paper and annotated bibliography.

Word Count: Students should include the number of words in process paper on the title page of their process paper and bibliography.

Available Equipment: Each room will be equipped with the following equipment:
- Overhead audio and projection system with VGA connections. Adapters are available only for HDMI and Mac Mini-Display Port.
- Chromebook with USB drive and wireless Internet connection.
- NO DVD players will be available at State History Day! DVD players may be present, but they are old technology that the U of M is phasing out and should not be relied upon.

Upon Arrival: Student check-in is on the Ground level of Coffman Union. Only one member of a group must check-in.

Testing Your Equipment: Documentary rooms will be open prior to the First-Round judging time. Students may test Documentaries on the equipment in rooms prior to the first judging time. It is the STUDENT’S RESPONSIBILITY to make sure that they have a presentation format that works with the available equipment (or their own equipment) and is ready to go at their scheduled judging time.

Set-Up: Documentary students should use their five-minute set-up time to make sure that all equipment is in working order and that sound levels are correct.

Viewing Documentaries: Both First- and Final-Round Documentary judging is open to the public. Audience members should silence cell phones and only enter or exit a room between presentations.

Final-Round Judging: After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view Documentaries without student interviews. If selected for the Final-Round, it is preferable if students are present for the Final-Round of judging, however, a teacher or other trusted student can play the Documentary in the Final –Round, if necessary. If selected for the Final-Round, you will need two copies of your Process Paper and Annotated Bibliography.

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**MP4—USB Flash Drive**

From your documentary software, save or export your project as a .MP4 file. This file type is playable on a wide variety of computers.

You must save your .MP4 to a USB flash drive, which you can plug into the Chromebook in the Documentary room.

**Bring Your Own Device**

Bring your own laptop, tablet, or iPad and play your Documentary directly from the device.

An overhead audio and projection system with VGA connections will be available. Adapters are available only for HDMI and Mac Mini-Display Port.

Macs, iPads, and tablet computers often require a unique adapter to be compatible with a VGA or HDMI connector. Plan accordingly and bring your own adapter, if needed.

**Web-Based**

Students can upload their Documentary to a private channel on a web-based service, like YouTube, or save them to a Cloud-based storage service, like Google Drive. The video should be only accessible to them.

Bandwidth limitations and internet accessibility problems will make this the most risky backup version and students should not rely on this as their only option to play their Documentary.

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**Be sure to bring:**

- Your Documentary
  - See instructions on this page on how to be prepare your project
- A backup of your Documentary in another format
- Technology, if needed
  - If bringing your own device, you will need to provide the device and any necessary adapters
- Four copies of your title page, process paper, and bibliography
  - Stapled
  - Printed before coming to State

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Website Category Notes

Location: Bruininks Hall

Word Count: Students should include the number of student-composed words in their Website and the number of words in their process paper on the home page of their Website.

Website Editor Lockout: Judges will review Websites in advance of State History Day. Website students will be LOCKED OUT of editing their site at 10:59 pm on Thursday, April 23.

What to Bring: Students do not need to bring copies of their process papers or bibliographies for the judges. These materials MUST be included on the Website. Students must bring laptops or tablets to use during their interviews.

Upon Arrival: Student check-in is on the Ground floor of Coffman Union.

Interviews and Project Viewing: Website students will be interviewed by a panel of judges at State History Day. Judges will have already reviewed the projects in advance of the contest. Interviews are open to the public, however, audiences should not expect to view Websites in-depth during the interview.

Viewing Websites: Website viewing will be available in a separate room in Bruininks Hall at the competition.

Final-Round Judging: After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view Websites without student representation. A list of entries that have advanced to the Final-Round of competition will be posted in Coffman Memorial Union once they are available.

Be sure to bring:
- A laptop or tablet (for your reference during interview)
- A printed copy of your bibliography (if wanted, for your reference. Judges will view this on your website.)

Paper Category Notes

Location: Coffman Memorial Union

Word Count: Students should include the number of words in their Paper on the cover page. Remember: All words in the text of the paper count towards the word limit, both student-composed and quoted words.

What to Bring: Paper judges have already received and read Papers in advance of State History Day. Students may bring a copy of their Paper with them for personal reference, but are not required bring copies of their Paper for the judges

Upon Arrival: Student check-in is on the Ground floor of Coffman Union.

Interviews: Research Paper State Finalists will be interviewed by a panel of judges at State History Day. Judges will have already reviewed the projects in advance of the contest. Interviews are open to the public, however, audiences should only enter or exit a room between interviews. Audiences should also remember that students will respond to judge questions during interviews, not give a formal presentation of their project.

Viewing Papers: All Final-Round Papers will be on display on the third floor of Coffman Memorial Union. Students or teachers may pick up their own Paper from the display outside the Mississippi Room after 3:00 pm.

Awards Ceremony: All Paper students being interviewed at State will receive an Honorable Mention or first through fifth place medal at the Awards Ceremony.

Be sure to bring:
- A printed copy of your paper and annotated bibliography (for your reference, only)

Important Note About Paper Judging at State History Day

Only students who were selected as Paper State Finalists will be interviewed at State History Day. History Day staff notified Paper Finalists by email of their eligibility to be interviewed at State. If students were not contacted by the History Day office, they were not Finalists and will not be interviewed at State.
Websites and Exhibits: Credits for Visual Sources

The National History Day Contest Rule Book REQUIRES credits for visual sources. Judges will look for credits on both Websites and Exhibits at the Regional, State, and National levels of competition.

**National History Day Contest Rule Book**

Students must include a brief credit, on the exhibit itself, for all visual sources (e.g. photographs, paintings, charts, graphs, etc.). They must also fully cite these sources in their annotated bibliography. (See: IV. Individual Category Rules – B. Exhibit, Rule B4, pages 24-25)

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**Caption**

A student-written *caption* is not required and does not count toward the student-composed word limit.

There is no template for a caption. Captions count toward your word limit, so keep them brief when possible!

If you include a caption, you should put it near to the image, either below or to the side.

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**Credit**

A brief, factual *credit* is required and does not count toward the student-composed word limit.

Generally, credits are in the following format:

*Brief title or description of image, Year it was created, Creator of image or organization that owns image*

A credit is much shorter than a citation. For example: The sample credit includes the organization where this picture can be found, but does NOT include the publisher or city.

Students may consider including these credits in a smaller font, below or to the side of the image on the Exhibit, similar to how a credit appears in a book.

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<table>
<thead>
<tr>
<th></th>
<th>Required?</th>
<th>Counts to Student-Composed Word Limit?</th>
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</thead>
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<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Credit</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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**Questions?**

Learn more about the difference between a caption and a credit by watching a short video: http://education.mnhs.org/historyday/rules
Process Papers and Annotated Bibliographies

All materials must be printed on plain white paper and stapled in the upper left-hand corner. No covers. No artwork or special paper. Bring at least four copies when you are judged. Staple your papers BEFORE coming to the event. Consider keeping a digital back-up of these files in your email or online.

1. TITLE PAGE
   ● Title of Project
   ● Student Name(s)
   ● Age Division and Entry Category
   ● Word Count:
     ○ Exhibit: Number of student-composed words in Exhibit and number of words in process paper
     ○ Paper: Total number of words in text of Paper (both student-composed and quoted material)
     ○ Website: Include the number of student-composed words in the Website as part of the information on your homepage
     ○ Performance and Documentary: Number of words in process paper

DO NOT include your grade, school, or teacher name.

2. PROCESS PAPER 500 words, 4-5 Paragraphs
   ● How did you choose your topic?
   ● How did you conduct your research? Consider talking about the types of sources (newspapers, documents, interviews, etc.) you used or how your understanding of the topic changed as you worked on your research.
   ● How did you select your presentation category and create your project?
   ● How does your topic relate to the theme “Breaking Barriers in History”? Consider also including your thesis or discussing why your topic is important in history.

3. ANNOTATED BIBLIOGRAPHY
   ● Separate into primary and secondary sources and alphabetize.
   ● Use MLA or Turabian style guide for your citations.
   ● Use a two-sentence annotation format: What is this source? How was it useful to your project?

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**Exhibit Word Count**

No more than 500 student-composed words

The Exhibit word count only applies to student-composed text. It does not count materials used to identify illustrations or used to briefly credit the sources of illustrations or quotations; words within primary documents and artifacts; and the annotated bibliography and process paper.

**Website Word Count**

No more than 1,200 student-composed words

The Website word count only applies to student-composed text. The word count does not include quoted material; code used to build the site; alternate text tags; words found in materials used for identifying illustrations or used to briefly credit the sources of illustrations or quotations; recurring menus, titles, and navigation instructions; words within primary documents and artifacts; and the annotated bibliography and process paper.

**Research Paper Word Count**

Between 1,500-2,500 total words

Each word or number in the text of a Research Paper counts as one word (including quoted material). The word limit does not apply to notes, annotated bibliography, illustration captions, and supplemental/appendix material.

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How many students will be at State?
About 1,300 students, with 850 entries.

What if I have a scheduling conflict?
Use online registration to let us know. Check the tentative schedule when it's posted.

Who are the judges?
History Day judges are volunteers. They come from a variety of professional backgrounds. They love history and working with young people.

What should I wear?
There is no dress code. Wear clothing that makes you feel confident. Remember: Only Performance students can wear costumes.

Where can I eat?
Several restaurants in Coffman Memorial Union will be open. Vending machines in contest buildings. Restaurants in Dinkytown and Stadium Village are within walking distance from Coffman Memorial Union.

How much money should I bring?
Students will need money for lunch and snacks. You can also purchase t-shirts, mugs, and buttons.

What should I do when I'm done being judged?
Students should bring games, music, or homework to State. The bowling and game room in the lower level of Coffman Memorial Union will also be open. Students and/or parents will need a school I.D. or driver's license to bowl or play pool. Students are responsible for all charges while bowling or playing pool. These activities ARE NOT FREE.

What if I need help with technology?
- Gopher Technology Resource Room: Emergency printing and limited tech support will be in Coffman Memorial Union, Room 305.
- Wireless Internet Access: Select the U of M Guest network while on campus.

Why isn't the Exhibit hall open all the time?
Judges and students have told us that it is hard to look at Exhibits and talk with judges while the room is full of excited people. We are limiting access to Exhibit areas to help keep distractions to a minimum and improve judging.

What if I arrive and need to set-up my Exhibit after First-Round judging has already started?
Students and their support crew can enter the room to set-up projects even after judging has started. They should stay as quiet as possible and leave as soon as they are done setting up.

How many copies of process papers and bibliographies do I need?
Bring at least four copies. Remember to print AND staple them before arriving on campus!

What should I do/bring for Documentary or Website technology?
Please look at the category-specific instructions so you can bring all necessary equipment to State.

Can we leave and come back?
Yes. You can leave and come back to campus. For Performances and Documentaries, look at the instructions for your category so you do not miss Final-Round postings. Keep in mind that you will have to pay the daily rate again in the parking garage if you leave the ramp.

Will Final-Round schedules be posted online?
Final-Round schedules will be posted on our website. Follow us on Facebook or Twitter (MNHistoryDay) for event updates. The same information will also be posted in Coffman Memorial Union, location to be determined.

Do I have to be there for Final-Round?
If selected for Final-Round, Performance students must be present. No taped Performances are allowed. We prefer that Documentary students are present if selected for Final-Round, but a teacher or other student can play the Documentary in the Final-Round if you have a conflict. Website and Exhibit students will not be present for Final-Round judging.

Why does it take so long?
We know it can seem like a long wait from your interview to the Awards Ceremony. Behind the scenes, staff are working hard to make things happen as fast as possible. There are 1,300 students at State. There is literally no way that we could have the Awards Ceremony any earlier.

Do I have to go to Pre-Awards?
Pre-Awards will have plenty of fun and Topical Prize results, but no contest results will be presented. Teachers should plan on attending, as we will recognize their support of the History Day program!

Do I need to be at the Awards Ceremony to win?
Students do not need to be present to be eligible for the National Contest or to win a Topical Prize. If a student is unable to be present, a teacher or friend may pick up the medal or packet during awards.

Why is the Awards Ceremony so long?
We will go as fast as possible, but we have a lot of awards to present. All medal winners, Honorable Mentions, and Topical Prize winners will come to the stage at Williams Arena.

What if I need help at the event?
Look for a staff member in a bright blue bowling shirt. Our college mentors wear yellow bowling shirts.

What if my question isn't listed here?
Your friendly History Day staff is here to help! Call or email Samantha Papas at (651) 259-3439 or Samantha.Papas@mnhs.org.