

# NHD-North Bay Virtual Contest - Digital Poster

## Guidelines, Rules, and Submission Instructions

You will submit your poster and all paperwork as one **PDF file**. You will also submit a separate image (**PNG file**) of your poster for the Showcase Event.

You may start with a **traditional (2-D) poster** created with images and text glued to a display board **or** create a **digital poster** from the start using design software. Whichever method you use, your final poster must be submitted as a PDF file.

### Preparing a Traditional Poster for NHD-CA

If you created a traditional poster, you must do the following:

- Ask your teacher or a parent to help you take a high resolution photo of your poster.
  - We recommend doing this outside to reduce/eliminate glare.
  - Get close enough to include the entire poster in the photo.
- Open the JPG photo and save or export it as a PDF.
- Check to make sure that the text and images on your poster are readable when enlarged on a computer.

### Preparing a Digital Poster for NHD-CA

You may create your digital poster using **ANY** program you prefer. Examples: Google Draw, Google Slides, Word, Canva, Indesign.

### Digital Poster Rules

The poster entry must conform to these rules and guidelines:

1. Your poster must be one page.
2. The layout dimensions must be no larger than 30" x 40".

3. The font size for headings, subheadings, text, and quotes must be **14 point** font or larger.
4. The font size for credits must be **10 point** font or larger.
5. Your poster must conform to all NHD Poster rules

### Prepare your Poster & Written Materials

Preparing your poster for submission is a two-step process.

**STEP 1** - Combine your final poster and written materials as one combined **PDF** file in this order:

- a. Title Page
- b. Process Paper
- c. Annotated Bibliography
- d. poster

### Combining multiple PDF's into one

Use the free software [ilovepdf.com](https://www.ilovepdf.com) or [smallpdf.com](https://smallpdf.com) to merge your PDFs into one.

**STEP 2** - Save a **PNG file** of just your poster for the virtual showcase.

### STEP 3 -Naming your files

Save your combined PDF file and the PNG file with the following naming format:

Division\_Category\_lastname(s).pdf (or png)  
*[separate last names by an underscore]*

example

Jr\_GroupPoster\_Ortiz\_Krishnan\_Adams.pdf

\*NHD Rules can be found at:

<https://www.nhdca.org/contest-rules>

### STEP 4 - Submit Your files

Email your files to [nhdnorthbay@gmail.com](mailto:nhdnorthbay@gmail.com)