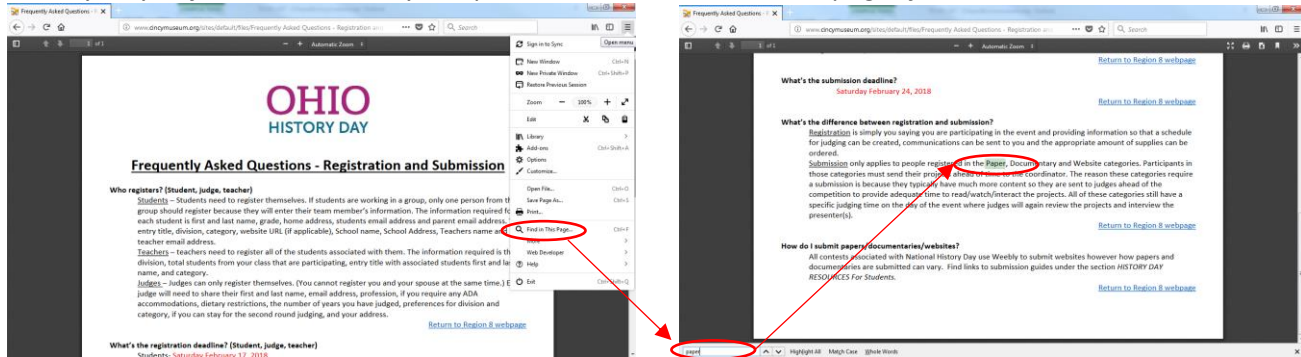


# OHIO HISTORY DAY

## Frequently Asked Questions - Event schedule and procedures

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### Do I have to attend the event?

**Teachers** – YES The University of Cincinnati requires that “Authorized Adult Supervisors” with background checks be present. Per UC Authorized Adult Supervisor is defined as “any adult, age 18 and older, who supervises, or is otherwise responsible for the direct on-site care, physical custody or control of minors in a Covered Program.” Teachers fulfill this requirement for the event and therefore must be present. In addition teachers should have the emergency medical information for each student that is competing in the event and may be asked to provide the event coordinator with a cell phone number so they can be contacted in case of emergency.

**Students** – YES Failure to be present during first round judging will disqualify your entry. Performance and Documentaries are the only categories that require students to be present for the second round. All other second round decisions will be made without the students present and therefore the students, could leave the event.

**Parents** – YES Parents are responsible for supervising their students at the event. Staff and volunteers from the University of Cincinnati and Cincinnati Museum Center will be present to run the event, not supervise behavior or provide security for personal items and projects.

[Return to Region 8 webpage](#)

### What is the schedule for the day? (Student, Judges, Volunteers)

This is just an estimate and subject to change. The number of participants in each category can vary greatly which means that the first round varies from one judging group to another. When all the judge teams in a category have turned in their evaluations and had lunch, the second round will begin. And just like the first round, the second round can vary as well.

Arriving on time, with all necessary materials and keeping presentations within the time limit will help the event stay on schedule.

**Students** –

8 – 9 a.m.	Check-in and Exhibit Set up
9 a.m. – Noon	First round judging
Noon – 3 p.m.	Second round judging – see more information below
3 – 4 p.m.	Awards ceremony

Judges –

7:30 – 8 a.m.	Breakfast
8 – 9 a.m.	Training
9a.m. – Noon	First round judging
11 a.m. - 1 p.m.	Lunch (actual lunch time varies by judging team)
Noon – 3 p.m.	Second round judging
3 – 4 p.m.	Awards ceremony (optional)

Volunteers – varies based on what you have registered to do.

[Return to Region 8 webpage](#)

**What do I bring with me to the event? (Student, parent, teacher, judge, volunteer)**

Students – This is a long day and a lot of it is spent waiting. Food is available for purchase in the building as well as uptown but feel free to bring snacks or pack a lunch. A book, tablet, computer or board games will also help you pass the time. It's also helpful to have some version of the information emailed to you from the time you registered to the day of the event (registration confirmation, map of campus, parking directions, etc.)

The type of project you created determines what you need to bring. Judges and event staff cannot provide you with any additional supplies so please remember to bring everything you may need. In addition to all the items listed below always remember a positive attitude and a smile!

Documentary: Your documentary must be submitted digitally before the contest. On the day of the event bring three copies of your title page, process paper and bibliography. Computers, projectors and internet connection will be provided in each classroom. Event staff will do their best to have the documentaries loaded onto a flash drive however we highly suggest students bring a copy of their documentary on their own flash drive as a backup.

Exhibit: Three copies of your title page, process paper and bibliography as well as your exhibit. The Region 8 event coordinators cannot provide media devices for exhibits but you can bring your own if it enhances your exhibit. It's highly suggested the electronic devices run off battery power as we cannot guarantee access to electricity.

Paper: Your paper and annotated bibliography must be submitted digitally before the contest so judges can read it prior to the event. On the day of the event bring one copy of your paper and annotated bibliography with you.

Performance: Three copies of your title page, process paper and bibliography as well as any costume or prop. The Region 8 event coordinators cannot provide media devices for performances but you can bring your own if it enhances your exhibit. It's highly suggested the electronic devices run off battery power as we cannot guarantee access to electricity.

Website: Your website must be completed and locked before the competition. Bring the link to your website written out on paper in case the site is not already loaded on the computer in the room. Three copies of your title page, process paper and bibliography for the judges. Computers, projectors and internet connection will be provided in each classroom. Event staff will do their best to have the web links for each participant already on the computer.

Parents – Just like the students you'll also spend a lot of time waiting. Besides the food and games bring some patience and a positive attitude. Please be a cheerleader for your student as well as everyone participating in the event, even if they aren't from your school. Encourage students to go watch other presentations or visit the campus.

Teachers – We consider the educators and parents our best team members with this event. We know that you're spending just as much time organizing students, making sure everyone is at their judging session on time, answering questions (over and over and over again), calming nerves, dealing with last minute issues and so much more! A list of all your students, their category, their group and project title will help you keep track of everyone. In addition a copy of information about the event (maps, schedule of activities, food available, etc.) will help you answer questions from both students and parents.

Teachers do not really need to bring anything to judging sessions. Students are expected to bring everything they need to judging. Take this opportunity to enjoy the months of work you and the students have put into this project.

Judge – Judges don't really need to bring anything! We will provide you with copies of the forms, pencil, pens, breakfast and lunch. A good amount of **patience and passion** will definitely make the judging experience much more enjoyable for you and the students.

Volunteers – Many of the roles involve a lot of walking so comfortable shoes are a must. We will provide you with a description of your duties for the day, a schedule and as much information as we can, but even then you won't know all the answers and that's ok! A smile and an offer to find the answer will help stressed participants. Breakfast and/or lunch will be provided depending on your shift. All other materials necessary for your task will be provided.

[Return to Region 8 webpage](#)

#### **Is there a drop off location for exhibits or large props?**

Yes. This location may vary from year to year so information about drop off and pick up will be emailed to teachers, students and parents before the event along with other important contest information.

[Return to Region 8 webpage](#)

#### **What time do I have to arrive? (Student, judge, volunteer)**

Students – Students should not arrive earlier than 8 a.m. but your arrival time will depend on your category and judging time. Students participating in exhibits must check in during their designated time window to alleviate traffic at the unloading area. You will receive your exhibit location at check in. Exhibits must be set up by 9 am. All other students must check in no later than 45 minutes before their scheduled judging time. Check in time windows and the judging schedule for students will be available a week before the event.

Judges – Please arrive between 7:30 and 7:55 a.m. Check in no later than 7:55. Breakfast will begin at 7:30 so we encourage judges to come early and take an opportunity to meet your colleagues.

Volunteers – Please arrive and check in at least 15 minutes before you shift begins. You will receive information about your shift by email before the event.

[Return to Region 8 webpage](#)

#### **Who needs to check in? (Student, teacher, judge, volunteer)**

Students, teachers, judges and volunteers. Every student, including those that are part of a group, must check in. General information such as a schedule for the day and maps of the facility are available for parents and guests.

[Return to Region 8 webpage](#)

#### **What time do I need to check in? (Student, judge, volunteer)**

Students - Students participating in exhibits must check in during their designated time window to alleviate traffic at the unloading area. You will receive your exhibit location at check in. Exhibits must be set up by 9 am.

All other students must check in no later than 45 minutes before their scheduled judging time. Check-in time windows and the judging schedule for students will be available a week before the event.

Judges – Please check in no later than 7:55. Breakfast will begin at 7:30 so we encourage judges to come early and take an opportunity to meet your colleagues.

Volunteers – Please check in at least 15 minutes before you shift begins. You will receive information about your shift by email before the event.

[Return to Region 8 webpage](#)

### **What if I need electricity for my exhibit?**

Students that need electricity should request it when they register. Those students will be placed near outlets. You are responsible for bringing your own extension cords but if you need one you should ask one of the other students. We don't have any extras but often other students are willing to share.

[Return to Region 8 webpage](#)

### **What time are projects judged?**

Projects are judged approximately between 9 a.m. and Noon for the first round. The list with specific judging times for each project will be released a week before the event.

[Return to Region 8 webpage](#)

### **When is second round judging?**

The best answer to this questions is that second round judging will take place after first round judging. The number of participants in each category can vary greatly which means that the first round varies from one judging group to another. When all the judge teams in a category have turned in their evaluations and had lunch, the second round will begin.

Performances and Documentaries that have made it to the second round will be posted near the check in table as soon as all the judge teams from that category have submitted their rankings.

Depending on the category, second round judging may be done by a caucus of first round judges from that category or by a new judge team.

[Return to Region 8 webpage](#)

### **Which categories have a second round of judging?**

Some categories may not have a second round because the number of entries allows us to judge and determine state qualifiers after one round.

Performance and Documentaries are the only category that require students to be present for the second round. All other second round decisions will be made without the students present however Exhibits must still be on display.

[Return to Region 8 webpage](#)

### **Who participates in the second round of judging? (students, Judges)**

#### **Run – off Judging**

<b>Category</b>	<b>Students</b>	<b>Judges</b>
Paper	Not present	Caucus of Lead Paper Judges
Documentary	Present, show documentary but not interviewed	New Judge Team
Exhibit	Not Present, but exhibit must still be on display	New Judge Team
Performance	Present, give performance but not interviewed	New Judge Team

Websites	Not Present	Caucus of Lead Website Judges
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Judges - Ideally judges will be notified a week before the event of their schedule and if they are part of the second round but will also receive run-off information in their packet when they arrive and during lunch with the specific names and times of projects that will be judged. Categories that require a caucus of judges in the second round use the lead judges from the teams that have already viewed those projects. (Example: In the first round there were 3 teams of Junior Paper Judges. In the second round the lead of each of those 3 teams will create the caucus for the second round of Junior Papers.)

[Return to Region 8 webpage](#)

### **Do students need to be present for the second round? (Students, Judges)**

It depends on the category. Students with projects in the Performance or Documentary category will need to be present if they make it to the second round. Students with Exhibits that make it to the second round do not need to be present BUT their display must still be in the hall for judging. Students with projects in the Paper and Website category do not need to be present.

[Return to Region 8 webpage](#)

### **Can I watch projects being judged? (Student, parent, teacher, judge, volunteer)**

Some of them. Everyone (students, teachers, judges, volunteers, family and friends) is welcome to watch documentaries, websites and performances. Out of respect for students who are preparing to be judged and are currently being judged we ask that anyone not observing or being judged remain off the 4<sup>th</sup> floor. There are extensive amounts of seating on the 3<sup>rd</sup> floor lobby and 2<sup>nd</sup> floor food court.

[Return to Region 8 webpage](#)

### **When will the exhibit area be open to the public?**

The exhibit area will open to the public after the first round of judging has been completed and remain open for 1 hour. The area will then be closed for second round judging. The schedule for the day will reflect an estimated time of when the area will open but is subject to change.

[Return to Region 8 webpage](#)

### **Where can I make copies?**

A copier is located on the 4<sup>th</sup> floor of Tangeman University Center however we cannot guarantee it will be operational or the public will be able to access it. FedEx Office Print and Ship Center located at 212 Calhoun St, Cincinnati, OH 45219 is open from 8a.m. to 6 p.m. on Saturdays. Due to their proximity to UC and variations in UC's schedule, it is highly suggested that you call them at 513-961-0104 to confirm they are open.

[Return to Region 8 webpage](#)

### **Where can I eat? (Student, judge, volunteer)**

Judges and Volunteers – Breakfast and lunch will be provided in a designated area however you are free to enjoy your meal anywhere on campus or purchase a meal from another location.

Students, Parents and Teachers – There are numerous spaces throughout the building with seating and tables where you can rest and have a meal. The University of Cincinnati typically opens at least one vendor in the building. If that establishment does not meet your dietary needs or taste there are numerous eateries just two blocks away.

Bagel Brothers – 347 Calhoun St. (8am – 3pm)  
 BiBiBop Asian Grill – 210 Calhoun St. (11am – 10pm)  
 Buffalo Wild Wings – 200 Calhoun St. (11am – 1am)  
 Chipotle – 2507 W. Clifton Ave (11am – 10pm)  
 Currito Burritos – 222 Calhoun St. (11am – 9pm)  
 DiBella's Subs – 265 Calhoun St. (10am – 10pm)

Insomnia Cookies – 216 Calhoun St. (11am – 3am)  
 Jimmy John's – 335 Calhoun St. (10:30am – 3am)  
 Keystone Bar and Grill – 249 Calhoun St. (10 am – 2:30am)  
 Krishna Indian – 313 Calhoun St. (10am – 10pm)  
 Panera Bread – 120 Calhoun St. (6am – 9:30pm)  
 Starbuck's – 234 Calhoun St. (6:30am – 10pm)

Einstein Bros Bagels – 271 Calhoun St. (7am – 5pm)  
Fortune Noodle House -349 Calhoun St. (11m – 10pm)  
French Fry Heaven – 206 Calhoun St. (11am – 3am)

The Brass Tap – 251 Calhoun St. (11am – 2am)  
Toppers Pizza – 345 Calhoun St. (10:30am – 4am)

[Return to Region 8 webpage](#)

### **What can I do while I'm waiting to be judged or waiting for the awards ceremony?**

The University of Cincinnati Campus has some wonderful architecture, exhibits and spaces that you can visit with a walk around campus. You can also check out other people's performances, websites or documentaries, or explore the area.

Some years there may be special activities such as campus tours, history lectures or local history sites and organizations.

[Return to Region 8 webpage](#)

### **How long do I need to stay? (Student, judge, volunteer)**

Student – It is strongly suggested that all students stay for the award ceremony. Performance and Documentary participants will find out if they have moved on to the second round which requires their presence. Students with Exhibits that make it to the second round do not need to be present BUT their display must still be in the hall for judging. Students with projects in the Paper and Website category do not need to be present for the second round.

Judges – It is preferred if all judges are available for second round judging however if you have indicated on your registration that you cannot stay we will schedule you accordingly. Just like everyone else, judges are encouraged to view other projects and participate in all the day's activities. Judges who stay for the award ceremony enjoy seeing the wonderful reactions of students they judged find out they're going to the state contest!

Volunteer – Please stay until the end of your shift. You are welcome to watch performances or documentaries, walk around campus, participate in any planned activities or stay for the award ceremony.

[Return to Region 8 webpage](#)

### **Can I leave and come back?**

Yes. We are not monitoring who is coming in and out of the building so you can leave at any time to explore campus, get food or run errands. Just keep in mind that if you need to be present for the second round and you're running late the judges will not wait for you.

[Return to Region 8 webpage](#)

### **When can I take down my exhibit?**

We ask that exhibits stay up until the end of the day in case they need to be judged in the second round. Second round exhibits will not be announced and there is no interview. The exhibit must be present in its proper location and convey your research without any additional interpretation for the second round. Projects left at the end of the event will be disposed.

[Return to Region 8 webpage](#)

### **When is the award ceremony?**

The award ceremony typically starts around 3 p.m. When all the judge teams in a category have turned in their evaluations and had lunch, the second round will begin. And just like the first round, the second round can vary as well. The schedule that is posted is our best estimate and subject to change.

[Return to Region 8 webpage](#)

### **When will I get the completed evaluations? (Student, Teacher)**

Students – You will get your evaluations from your teacher.

Teachers – Typically evaluations and certificates are mailed the week after the contest. If enough volunteers are available we will attempt to sort all evaluations and make them available at the end of the award ceremony.

[Return to Region 8 webpage](#)

**When will state qualifiers be posted?**

As soon as we can. Please keep in mind that our staff typically arrive at 6 a.m. to set up for the event, spend the whole day on our feet resolving issues and answering questions, need to clean up after the event and return equipment and materials to Union Terminal before we finally go home. Many teachers stay for the award ceremony and take notes about their students, so if you were not able to stay for the awards ceremony you can try to contact your teacher. Otherwise the results will be posted to the Region 8 webpage as soon as we can.

[Return to Region 8 webpage](#)