National Contest
NATIONAL HISTORY DAY
June 11 - 15, 2017
Registration Must Be Complete By: May 16, 2017
If you will not be attending the National Contest, please inform your affiliate coordinator IMMEDIATELY.
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WELCOME

to the National History Day Contest!

DATES AND LOCATIONS
The 38th National Contest will take place June 11-15, 2017 at the University of Maryland, College Park. The headquarters for NHD will be the Stamp Student Union, with various events taking place around campus.

Congratulations on advancing to the National Competition! Participating in the National Contest is an unforgettable experience.

This guide contains information to help you, your parents, and your teachers register and prepare for your trip to the National History Day Contest.

Please give this guide your full attention and share the information with your teacher and parents/guardians. Pay special attention to the information related to your category. When you access NHD’s website, you will find additional information, instructions and tips.
INSTRUCTIONS FOR REGISTRATION

NHD is using a brand new online registration system for the 2017 National History Day Contest! Through this new registration system, you will:
- Confirm your participation in your contest division and category.
- Provide essential contact information.
- Sign up for on-campus housing (optional).
- Purchase an NHD handling label if you will be shipping items to the contest.
- Nominate your entry for a Special Prize.
- Submit payment for all applicable fees.

BEFORE YOU BEGIN: Carefully read this booklet and make sure you have all required information ready. This will make the registration process quick and easy.

Who MUST Create an Account
- Competing students
- Teachers

Who MUST Complete Contest Registration & Payment
- Competing students, accompanied by their parents
- Teachers who are attending the contest. Teachers who are not attending are able to submit payment for their students without purchasing a registration ticket for themselves.

Please note: All students in a group entry must register and pay applicable fees, even if some group members are unable to attend.

All registrants will need the following items:
- Home Telephone Number
- Home Contact Information
- Email Address (Valid email addresses are required.)
- Credit Card, Purchase Order or Check Number (if applicable)

Students will need these additional items:
- Teacher Name and School
- Chaperone Name
- Entry Category, Division, Title
- Names of All Students in a Group Entry
- Medical and Health Information (Including Medical Insurance Policy Number)
- Credit Card, Purchase Order or Check Number (if applicable)

REGISTRATION WILL CLOSE PROMPTLY AT 11:59 PM EDT ON TUESDAY, MAY 16, 2017.

If your Entry has not been created within the registration system by this deadline, it will not be scheduled for the contest. If you need to complete your entry information after the deadline, you must call the NHD National Office at 301-314-9739.

A $50 Late Fee will be assessed for all registrants who do not complete contest registration and submit payment before the deadline. The late fee will increase to $60 if this is not completed by 11:59 PM EDT Wednesday, May 17, and will increase to $75 if this is not completed by 12:00 PM EDT on Monday, May 22.
AFTER YOUR AFFILIATE/STATE CONTEST

You will be able to register for the National Contest only after your affiliate/state contest. You will receive an email notifying you when registration is open for your affiliate. It may take several business days after your affiliate contest before you receive this email, as your affiliate coordinator must verify information with the National Office first. If you have not received any notification several business days after your contest, please contact your affiliate coordinator. You can find your coordinator’s contact information on the NHD website: www.nhd.org/affiliate. You may also contact the NHD National Office: registration@nhd.org, or 301-314-9739.

DURING REGISTRATION

Group Entries
If you are registering in a group entry, each person in your group must register individually. This means that all group members must create their own account first. Then, only one member of your group will create the entry and add fellow group members and the teacher to the entry once they have an account. You will want to check with your group members to make sure everyone has created an account and completed his/her registration information and paid all applicable fees before the registration deadline. All group members must complete registration and payment, even if a member is unable to be present at the contest.

Parent/Guardian Information
Parents are expected to assist their child in completing the account creation and registration process. This includes agreeing to several waivers and authorizations within the system. Each student will need at least one parent/guardian listed in his/her registration, even if the parent is not attending the contest. Parents and family members are able to sign up for on-campus housing along with their child, during the registration process. Parents do not need to create a separate account.

Nominating your Entry for a Special Prize
At the National Contest, a number of organizations sponsor prizes awarded to the entry that best exemplifies the specific prize criteria. Special prizes are topic specific. To see if your entry is eligible for a special prize, browse the list on the NHD website, www.nhd.org/special-prizes. You may nominate your entry for up to two prizes within your entry information in the online registration system.

On-Campus Housing and Meal Packages
If you plan on staying at the University of Maryland during the National Contest, you can sign up for a room and meal package within online registration. Please see page 12 for details. You must sign up for on-campus housing before the registration deadline.

Handling Labels
If you will be shipping items to the University of Maryland for the contest, you must purchase one NHD handling label per package during online registration. These labels will be generated automatically with the name and address you provide. Once payment for your labels is confirmed, you will see the handling labels on your user dashboard under the “Labels” section. From there you will download and print your labels.
Congratulations Ads
If you would like to place an ad or send a congratulations note to a student, teacher or parent in the official NHD contest program, be sure to purchase the ad in the “merchandise” area during the registration process. The cost for ads will be added to your total.

Applying for a College Scholarship
Let your involvement with National History Day help you get a college scholarship! Students in 10th-12th grade should consider applying for the scholarships offered to participants by some of the nation’s finest colleges and universities. If you are interested in these scholarships, please read the information provided online at www.nhd.org/register/scholarships. You are welcome to apply for more than one scholarship. Once you have completed the PDF application form for the university of your choice, print your form and mail it to NHD along with an official sealed copy of your transcript. Don’t forget to send in your transcript - it’s required! Send your scholarship materials to:
SCHOLARSHIPS
National History Day
4511 Knox Road
Suite 205
College Park, MD 20740

MEDICAL INFORMATION IS REQUIRED
Every student registering for the National Contest must complete this information, regardless of whether he or she is staying on campus. To complete the secure online form, go to www.nhd.org/register to access the link. Once you have filled out the required fields and the parent/guardian has agreed to the authorizations, submit the form. The information retained in this form is shared only with, and is required by, the University of Maryland Health Center to facilitate emergency medical treatment.

CONFIRMING YOUR REGISTRATION INFORMATION
Once you have completed contest registration and payment, when you log in to your user dashboard you will see the status of your tickets under the “My Contest Registration” section. You will see your entry listed under the “My Entries” section. Note: teachers will see all entries they are associated with listed in this area.

When creating your account, please confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back student certificate packets after the contest.

PLEASE NOTE:
Students - your contest registration is not complete until you have created your account, you are linked to an entry, and you have submitted payment for all applicable fees.

Teachers – your contest registration is not complete until you have created your account, you are linked to your students’ entries if you are a competing teacher, and you have submitted payment for all applicable fees.
CONTEST FEES
Each student must pay the $110 registration fee to attend the contest. NHD accepts school purchase orders. If your school or other organization is paying your fees, please include this purchase order or check number when you complete the payment portion of registration. You will need to get the appropriate purchase order or check number from your teacher. Or, your teacher can process all registration payments for students from your school at once, if your school is paying your fees. Please check with your teacher to find out how you should proceed with registration payment. Otherwise, you must use a credit card to pay online or indicate that you intend to mail a check for the full amount. Please note: payment cannot be split between multiple forms of payment (i.e., credit card, purchase order, or check). Each order must be paid in full by a single form of payment. For example, if your student registration fees are being paid by a purchase order from your school, the purchase order must cover the full amount ($110) of your student registration fee.

Teacher Fees
There is a $45 teacher registration fee to attend the contest. There also are valuable professional development workshops, which are available for additional fees. Look for details on our website: https://nhd.org/register/teacherpd.

Parent Fees
There are no mandatory fees. However, even if parents do not plan to attend the National Contest, they must complete the required contact information and provide authorization within their child’s student account.

If you are paying by PURCHASE ORDER or CHECK, please make it payable to National History Day and mail to: National History Day, 4511 Knox Road, Suite 205, College Park, MD 20740.

DEADLINES
The registration deadline for the National Contest is **11:59 PM EDT on Tuesday, May 16, 2017.**

If your Entry has not been created within the registration system by this deadline, it will not be scheduled for the contest. If you need to complete your entry information after the deadline, you must call the NHD National Office at 301-314-9739.

A $50 Late Fee will be assessed for all registrants who do not complete contest registration and submit payment before the deadline. The late fee will increase to $60 if this is not completed by 11:59 PM EDT Wednesday, May 17, and will increase to $75 if this is not completed by 12:00 PM EDT on Monday, May 22.

Deadlines for Paperwork Mailed to National Office
Paper entries and scholarship information must ALL be received no later than May 16, 2017.

Reminder for Exhibit, Performance, or Documentary Entries
If you are entered in the Exhibit, Performance, or Documentary categories, DO NOT send in your process paper or bibliography; bring four copies with you to the contest. No hard copies are required for Website entries.
IMPORTANT CONTACT INFORMATION

PRIOR TO THE CONTEST
For technical support issues, please email IT@nhd.org or call the National History Day office at 301-314-9739.

For general registration and contest questions, please send an email to registration@nhd.org or call the National History Day office at 301-314-9739.

Questions regarding housing and meals should be directed to NHDhousing@umd.edu, or call Conferences and Visitor Services at 301-314-6637.

DURING THE CONTEST
Questions during the contest should be directed to National History Day staff, who will be stationed in the Stamp Student Union. The main number to the Stamp Student Union is 301-314-3375.

Note: University staff at the Stamp Student Union can provide general campus and building information, but not specific competition information.

If you need to reach a student, parent, or teacher in an emergency, please use the following telephone numbers:
  • 301-314-3375 (Stamp Student Union, opens at 7:00 AM daily)
  • 301-314-5275 (24-hour residence hall conference desk).

Please use these numbers only in emergency situations.

National History Day's office will be closed during the week of the contest. Do not use the NHD office number for emergencies during the contest.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

National History Day and the University of Maryland will make every effort to accommodate persons with special needs including, but not limited to, wheelchair access and sign language interpretation. If you are in need of services, please notify National History Day in writing by May 16, 2017. Please send an email to registration@nhd.org. If you are staying in the dorms on campus, please make a note of any accommodation requests when you select your lodging during online registration. All housing is assigned before the contest so it will be difficult to make special accommodations that were not requested in advance.

During Online Registration: If you have a disability and need accommodations, or need an interpreter, please note this in the ADA Needs box.
YOUR NHD ENTRY

Paper Entries
You will submit your paper and annotated bibliography electronically by uploading the document to our server within registration AND mail in four copies. Detailed instructions on how to upload your paper are available on our website: www.nhd.org/register. Your paper and annotated bibliography must be uploaded by the registration deadline: 11:59 pm Tuesday, May 16, 2017. If you experience difficulties, please contact IT@nhd.org.

Please note that you are welcome to submit the hard copies of your paper and annotated bibliography printed on both sides to conserve paper. (This is contrary to Rule A3.) Papers should be sent to: PAPERS, National History Day, 4511 Knox Road, Suite 205, College Park, MD 20740.

Website Entries
Your process paper and annotated bibliography must be integrated into your website. No paperwork is required. PLEASE NOTE: Websites will be locked for judging from May 16 – June 16, 2017. Be sure to complete and publish your website before May 16. Please do not password-protect your site.

Performance Entries
Bring at least four copies of your process paper and annotated bibliography to the contest. You must provide ALL equipment and/or props used in your performance entry.

Documentary Entries
Bring at least four copies of your process paper and annotated bibliography to the contest. A PC computer and an LCD projector will be provided in all documentary judging rooms. You are advised to check that your documentary plays on a PC computer, whether you are using a DVD or flash drive. It is also a good idea to bring extra copies with you.

Exhibit Entries
Bring at least four copies of your process paper and annotated bibliography to the contest. If you are using electrical equipment, you should bring an extension cord. All entries will have access to electricity. If you need floor space for your Exhibit, please indicate this in the “Special Request for This Entry” box when adding your entry in the online system.

Please note: National History Day participants may NOT borrow or remove University of Maryland furniture or other property for use as props/equipment for their project. You are free to use a desk or chair already in your competition room, but those items must remain in that room.
Handling Labels
You can ship anything to the National Contest that cannot travel with you. If you are shipping items to the University of Maryland, you must purchase an NHD handling label for each package. You can do so in the “Merchandise” section when completing the payment portion of registration. Enter the number of labels you will need. The label will be automatically generated with the student name and address you provide. The $25 fee for each label will be added to your fee total. This is only a handling and storage fee. You are still responsible for arranging and paying for the shipment of your exhibit, equipment, or props to and from the National Contest.

The Stamp Student Union only will accept shipments from June 5 through June 10. Packages received before June 5 will not be accepted. The University of Maryland will not accept any shipments that arrive C.O.D. The Stamp Student Union does not receive USPS packages on Saturdays, so if you use the postal service be sure that your package will arrive on or before Friday, June 9.

The UPS store in the Stamp Student Union can help you arrange return shipment during the contest. All Packages Must Be Out Of The Student Union No Later Than 5:00 PM Friday, June 16. Any Items That Remain Will Be Discarded! Please be considerate – if you do not intend to ship your Exhibit entry home, please take it down and dispose of it yourself.

Size Requirements
Due to size limitations, cartons must be able to fit through a standard doorway, approximately 32 inches wide and 79 inches high. Any shipments larger than this limit (oversized cartons) will be kept at Central Receiving. If you need to retrieve your oversized item once you arrive on campus, the address of Central Receiving is: University of Maryland Physical Distribution Center, The Severn Building, 5245 Greenbelt Road, Docks 5 – 10, College Park, MD 20742. The phone number is 301-405-5851. The hours for Central Receiving are Monday through Friday, 8:00 AM – 4:30 PM.

It is the responsibility of the individual shipping the item to transport it to his/her judging site. Allow ample time for delivery. Delivery typically takes a minimum of three to five business days.

TO MINIMIZE CONFUSION ONCE YOU GET TO THE NATIONAL CONTEST, PLEASE USE THE HANDLING LABELS AVAILABLE DURING ONLINE REGISTRATION. ALSO, PUT YOUR NAME(S) ON THE BOXES TO MAKE PACKAGES EASIER TO FIND. HUNDREDS OF OTHER PACKAGES WILL BE THERE IN ADDITION TO YOURS.

Need Some Assistance with Funding?
If you need help raising money, check with your school, PTA, or community groups; sometimes all you have to do is ask. For more fundraising ideas, visit the Funding Your Trip tab on our website: https://nhd.org/register/travelshipping. You will find suggestions of organizations that may help and a sample letter you can use to contact them.
TRAVELING TO NHD

Washington Area Airports

There are numerous options for ground and rail transportation from all three Washington-area airports to the University of Maryland. You can use taxis, shuttle services, Metro buses, and Metro (subway). More details are available on our website: https://nhd.org/register.

Public Transportation
Washington, D.C. and its surrounding suburbs have one of the nation’s best public transportation systems. The subway system and bus system are called Metro. The University of Maryland is located about one mile from the College Park metro station on the Green line. There will be a shuttle from the College Park metro station to the University of Maryland for NHD participants. For more information about Metro, please visit www.wmata.com.

NHD Shuttle at University of Maryland
Free shuttles run on Saturday, June 10 and Sunday, June 11 to get everyone to and from the dorms and registration. Each loop takes approximately 25 minutes. More details about the shuttles and the schedules will be published in the contest program and can also be found on the NHD website. NHD participants are welcome to ride the regular University shuttle bus to/from the College Park Metro at other times.

PARKING ON CAMPUS
The University of Maryland has a complex system for parking on campus. To prevent receiving parking tickets, we ask that you understand and abide by all campus parking regulations. Parking regulations are strictly enforced by the University! National History Day cannot intervene on your behalf. NHD has no control over campus parking or parking rates. For more information, visit the Campus Parking & Transportation page on our website.

For driving directions to the University of Maryland and to view a printable campus map, please go to http://www.cvs.umd.edu/visitors/maps.html.

If you are driving and need a physical street address for a GPS map, the address to Stamp Student Union is: 3972 Campus Drive, College Park, MD 20742. The street address for Elkton Hall (the late check-in dorm) is: 3981 Denton Service Lane, College Park, MD 20742.
OFF-CAMPUS HOUSING

If you prefer not to stay in University housing, you are welcome to take advantage of the numerous hotels in the surrounding areas. The University of Maryland is located in College Park. However, Greenbelt and New Carrollton are cities that have hotels within a 7-mile radius of campus. Silver Spring is within 12 miles of campus. The hotels listed below have partnered with NHD to provide reserved blocks of rooms at special rates for NHD participants. 

*When making a reservation, please pay careful attention to the code you MUST mention for each hotel in order to receive the NHD rate. These codes are listed below the details for each hotel.*

**Sheraton Washington North Hotel**
4095 Powder Mill Road
Beltville, MD 20705
301-937-4422
*Mention: “National History Day June 2017 room block”*

**Residence Inn by Marriott Greenbelt**
6320 Golden Triangle Drive
Greenbelt, MD 20770
301-982-1600
*Mention: “National History Day June 2017 room block”*

**Greenbelt Marriott**
6400 Ivy Lane
Greenbelt, MD 20770
800-228-9290 or 301-441-3700
*Mention: “National History Day June 2017 room block with Greenbelt Marriott”*

**Holiday Inn Greenbelt**
7200 Hanover Drive
Greenbelt, MD 20770
800-280-4188
*Mention: “National History Day June 2017 room block”*

**Holiday Inn College Park**
10000 Baltimore Avenue
College Park, MD 20740
301-345-6700
*Mention: “National History Day June 2017 room block”*

**Courtyard Marriott Greenbelt**
6301 Golden Triangle Drive
Greenbelt, MD 20770
800-321-2211 or 301-441-3311
*Mention: “National History Day June 2017 room block”*

**Doubletree by Hilton Laurel**
15101 Sweitzer Lane
Laurel, MD 20707
301-776-5300 ext. 3779
*Mention: “Maryland National History Day room block”*

**Hampton Inn**
9670 Baltimore Avenue
College Park, MD 20740
301-345-2200
*Mention: “Group Code ONH”*
ON-CAMPUS LODGING AND MEALS

Sign up for housing on campus! Dorm packages include housing, bed linens, a pillow, and three meals a day. There are three dorm packages from which to choose. There are also three meals-only packages. Please select the appropriate one through online registration. More information is available online to help you with roommate requests and health conditions.

You can opt for different accommodations than your parents (i.e. students can stay in the dorms with their friends with a chaperone, while parents stay in a hotel). However, an appropriate chaperone MUST stay with the students.

Please note that in an effort to keep entire affiliate delegations together and accommodate housing requests, dormitory housing will be mixed gender on some floors. Bathroom facilities will remain separate. The university makes every effort to ensure that the designated chaperones are near their students.

Microwaves and refrigerators are not available in individual sleeping rooms. However, you may use any of the refrigerators and microwaves in the common areas of your residence hall, if they are available.

2017 On-Campus Housing & Meal Plan Rates:

**Lodging & Meals Package 1** » $440 per person  
Check In: 06/10/2017, Check Out: 06/15/2017  
Lodging: Saturday, June 10 to Thursday, June 15  
Meals: 4 Dinners, 4 Lunches, 5 Breakfasts

**Meal Package A** » $173 per person  
Check In: 06/10/2017, Check Out: 06/15/2017  
Meals: 4 Dinners, 4 Lunches, 5 Breakfasts

**Lodging & Meals Package 2** » $368 per person  
Check In: 06/11/2017, Check Out: 06/15/2017  
Lodging: Sunday, June 11 to Thursday, June 15  
Meals: 4 Dinners, 3 Lunches, 4 Breakfasts

**Meal Package B** » $148 per person  
Check In: 06/11/2017, Check Out: 06/15/2017  
Meals: 4 Dinners, 3 Lunches, 4 Breakfasts

**Lodging & Meals Package 3** » $285 per person  
Check In: 06/12/2017, Check Out: 06/15/2017  
Lodging: Monday, June 12 to Thursday, June 15  
Meals: 3 Dinners, 2 Lunches, 3 Breakfasts

**Meal Package C** » $118 per person  
Check In: 06/12/2017, Check Out: 06/15/2017  
Meals: 3 Dinners, 2 Lunches, 3 Breakfasts
How to Sign Up for On-Campus Housing Packages within Online Registration
In the “Merchandise” area, under the Housing Package item, select the specific housing package you need from the “Size” dropdown. Next, indicate who the package is for by completing the fields: first name, last name, age, and the relationship of this person to the account holder. If the package is for the account holder, choose “none.” If you would like to request a roommate, please enter the desired roommate’s name into the “Roommate” field. When you have completed all fields, click “Add to cart.” If you are selecting a meal-only package, you will complete these same fields. However, you will leave the “Roommate” field blank.

Housing Check-In On Campus
During the contest, housing check-in at Stamp Student Union will be available Saturday from 2:00 - 8:00 PM, Sunday from 9:00 AM - 8:00 PM, and Monday from 8:00 AM - 3:00 PM. You will receive your room assignment and meal card at this time.

Late On-Campus Housing Check-In
If you arrive on campus after 8:00 PM, you must go to Elkton Hall to receive your room assignment and meal card. The telephone number to the Elkton Hall desk is 301-314-3558.

To check in for the contest, you must go to the Stamp Student Union during regular NHD registration hours.

Special Diets/Dietary Allergies
The University of Maryland’s dining services are reduced dramatically during the summer months. Therefore, many special diets cannot be accommodated. People who need vegetarian or vegan meals, lower fat/cholesterol, or have simple food allergies (such as shellfish, lactose, or dairy allergies) can be accommodated. However, combination food allergies, Celiac disease, Kosher, and other specialized diets cannot be accommodated. Campus housing cannot be purchased without the meal plan.

Children Under 4
There is no charge for children younger than four who stay in a room with their parents. Please note this clearly in the “comments” area when you sign up for on-campus housing during online registration. No bed or linens will be provided for this child.

Double Occupancy
All rooms are double occupancy. If no roommate is indicated, one will be assigned. Assigned roommates will be from the same NHD affiliate.

Chaperones
At least one person must be designated as the chaperone for every 15 students listed for accommodations in the dormitories. If both male and female students are registered with the group, it is strongly recommended that both male and female chaperones be assigned.
**ON-SITE REGISTRATION**

When you come to the National Contest, your first stop will be the Stamp Student Union where you will pick up your on-site information in the Colony Ballroom. If you are staying in the dorms, this is also where you will check in with Housing and receive your dorm assignment.

*Please Note:* On-site NHD Registration and Housing Check-In are two separate processes. Please follow the signs to the appropriate area.

**Notification of Judging Times**
You will receive your judging/interview time when you check in on-site at the National Contest. You can view the general contest schedule in online registration.

**Webcast**
Your friends and family can watch the National History Day Contest Awards Ceremony live! The awards ceremony will be webcast between 8:30 AM - noon (ET) on June 15, 2017. Friends and family can log on to [www.nhd.org](http://www.nhd.org) to access the live webcast.
STUDENT STANDARDS OF CONDUCT

Students are expected to conduct themselves, both in person and online, in a manner that brings credit to themselves, their schools, and the affiliates they represent. Chaperones are responsible for the behavior of the students in their charge.

NHD Rules and Policies for NHD Participants

National History Day is concerned not only for the safety and well-being of students, but also for upholding the wishes of parents, teachers, school principals, and the many supporters who have a vested interest in the students’ participation. As guests at the University of Maryland, you are expected to abide by the same rules the University has established for its students. To ensure that your stay is pleasant and trouble-free, you must observe the following rules:

1. You may not physically harm, threaten to harm, or harass any person, including provoking and/or engaging in physical fights or malicious pranks.
2. Alcoholic beverages or other drugs are expressly prohibited except those prescribed by a doctor.
3. Possession of any weapons, firecrackers, or other flammable materials is prohibited.
4. You may not tamper with the fire system or fire safety equipment. You may not set or fuel a fire of any size.
5. You are responsible for complying with the requests of all chaperones and University of Maryland officials, including cooperating in cases where you are aware of rules being broken by other students.

For Students Staying In Dorms

6. Male students are not permitted to visit female students in their dormitory rooms and vice versa. Socializing may take place in the lounges of the residence halls as well as on the rest of the campus.
7. You may not yell from or hang out of room windows. You may not throw or drop objects from room windows.
8. Curfew is midnight every night and will be strictly enforced. That means you should either be in your room or (with the permission of your chaperone) in the lounge on your floor. If any chaperone asks you to go to your room, you should go.
9. You may not enter other students’ rooms without their invitation or explicit permission.
10. You may not create excessive noise or disruptions that interfere with NHD activities and/or operation of the dormitories. Quiet hours will be observed from 12:00 AM to 7:00 AM every day. During this time, please be especially quiet and considerate to allow others to sleep.
11. You may not bring any animals into the dormitory except when required to assist persons who are physically challenged.
12. You may not cook except in the designated kitchen areas.

Students who violate any of these rules will be subject to punishment, up to and including: being asked to leave the dormitories, immediately being sent home at their parents’ expense, financial restitution, and disqualification from the National History Day contest.

NOTICE -- NOTICE -- NOTICE
Campus police are advised that all students unaccompanied by an adult must be in the residence halls by midnight each night.
EXPECTATIONS OF DORM CHAPERONES

Chaperones must be familiar with the rules and policies for dormitory occupants listed on the preceding Student Standards of Conduct page. Chaperones have the following responsibilities:

- Chaperones are responsible for the behavior of the students in their charge according to the published rules. Hence, chaperones will stay in the same building with their students. They will be generally available while the students are in the residence halls so that any rule infractions by their group can be handled in a timely manner.

- Chaperones are responsible for enforcement of published rules with any NHD student participant throughout the campus community during their stay.

- Should a chaperone encounter problems, the first contact will be the Dorm Coordinator designated by NHD (for that particular building) Dorm coordinator information is available at the check-in desk in LaPlata Hall (301-314-5275).

- Chaperones act as liaisons between NHD and University of Maryland staff. They will be working in cooperation to confront problems as they are encountered in the residence halls.

- Chaperones will be visible on the floor where their students are lodging both at curfew time and afterwards. Chaperones should make sure that students are in their rooms or in the lounge on their floor at curfew time and afterwards and that they observe "quiet hours" from 12:00 AM to 7:00 AM.

- Chaperones will assist the Dorm Coordinator in clearing the lobby, elevators and stairwells, and other public areas at curfew time. This system will be worked out by the Dorm Coordinator and the chaperones at the start of the group’s stay at the University of Maryland.

Chaperones, the Dorm Coordinator and/or University of Maryland staff can make a recommendation to the NHD Executive Director for disciplinary action to be taken against any NHD student, including being asked to leave the dormitories, immediately being sent home at his or her parents' expense, financial restitution, and disqualification from the National History Day contest.
REFUND POLICY

If a participant (student, parent/guardian, teacher, etc.) is unable to attend the National Contest due to unforeseen circumstances, please contact the NHD Finance Manager at 301-314-8570 or lorena@nhd.org.

Every effort will be made to accommodate the cancellation and refund of your housing, meals, or any extra contest fees.

If a cancellation request is received prior to May 31, NHD will provide a full refund for housing, meals, and extra contest fees, minus an administrative fee of $50. Student and Teacher registration fees are non-refundable.

Partial Refund
After May 31, NHD reserves the right to charge the participant a fee equal to 25% of the charged amount.

After June 5, no refund of fees will be provided.

Cancellation/Refund Requests
Please email a request for cancellation/refund to lorena@nhd.org.

Cancellations or refund requests must contain the following:
• first name & last name
• address
• telephone number
• email address
• List of charges that were paid (registration costs, housing, meals, extras). This list of charges must be identical to the information originally submitted in your registration.

Please provide current contact information in case questions arise regarding your cancellation/refund request. Write "National Contest Cancellation/Refund" in the subject line of your email. You may call 301-314-8570 to confirm receipt of email one business day after you send it.
FREQUENTLY ASKED REGISTRATION QUESTIONS

I can’t come to the National Contest. What should I do?
Please inform your affiliate coordinator IMMEDIATELY so that proper arrangements can be made.

After I created my account, I forgot my password. What should I do?
If you have forgotten your password, click the "Log in" button, then click "Reset Password".

Do all the students in a group have to come to nationals?
No, BUT all group members who won at the affiliate level must complete registration and pay any applicable fees.

NOTE FOR A GROUP PERFORMANCE: groups can rewrite the script, but CANNOT add or replace group members.

Do students have to be in Maryland for the whole competition?
No, they just have to be here the day(s) they are judged. Judging for the junior division takes place Monday. Judging for the senior division takes place Tuesday. If the students are juniors in the Performance or Documentary categories, they should be prepared to be here Tuesday evening when finals are held. If the students are seniors in those categories, they should be prepared for finals Wednesday morning.

Do teachers have to create an account in the online registration system?
Yes. Teachers must create an account in the online registration system whether or not they will be attending the contest. They should be sure they are listed with their students' entries.

Do teachers have to register and pay to attend the contest?
Teachers who are attending the contest must register and pay the teacher registration fee.

Can teachers pay the registration fees for their students?
Yes. If the school is paying for student fees, a teacher can purchase students tickets through his/her own account. Teachers who are attending the contest will also purchase their own tickets at this time. Teachers who are not attending the contest do not need to purchase tickets for themselves.

Do parents have to register for the contest if they are not coming?
Parents are expected to assist their child in completing the account creation and registration process. This includes agreeing to several waivers and authorizations within the system. Each student will need at least one parent/guardian listed in his/her registration, even if the parent is not attending the contest. Parents and family members are able to sign up for on-campus housing along with their child, during the registration process. Parents do not need to create a separate account.

When is the latest that students can check in for the contest on site at the University of Maryland?
The check-in process is available Sunday – Tuesday. Monday morning by 9:00 AM is the latest that junior division students can check in. Tuesday morning by 9:00 AM is the latest that senior division students can check in.

Do students have to come to Maryland to be judged? Can NHD do teleconferences or phone interviews?
Students must be here to compete. No teleconferencing or phone interviews will be conducted.
Can students request judging times?
Yes, they can do so during online registration. They can request an early or late time in the "Entry Information" section. Students must give a reason for the request. NOTE: NHD cannot guarantee that all requests will be honored, but will try to accommodate as many as possible.

When can my student find out what time he/she is being judged?
Students will check in at the contest and will get an envelope filled with information. Their judging time and room assignment will be on the front of the envelope. Due to NHD staff workloads in the weeks before the contest, they cannot research this information ahead of time.

Can students change the title of their projects?
Yes. You must make all changes before registration closes. To make changes to the title of your project go to your entry in the online registration system and click "edit." You may make changes on this page.

My student’s name is misspelled in the system. Can I change it?
Yes, these items can be changed or corrected before registration closes. To make edits go to your User Dashboard, then click "Edit my Profile." You may make changes on this page.

Do students have to stay on campus?
No, they do not. Hotels are available throughout the surrounding area.

Can parents be roommates to their children?
Yes, they can. Please be aware that rooms are built for two people; therefore one parent can be the roommate of one child.

Can we get the dorm room without the meal package?
No, it is a package rate only.

I have multiple food allergies/follow a Kosher diet/follow a vegan diet. Can you accommodate my needs?
The University of Maryland has very limited food service for summer programs. Vegetarian or vegan meals, lower fat/cholesterol, or simple food allergies (such as shellfish, lactose, or dairy allergies) can be accommodated. However, combination food allergies, Celiac disease, Kosher, and other specialized diets cannot be accommodated. For participants with these specific needs, it is probably best to stay in a hotel off campus. There is a Kosher deli within easy walking distance of the University.

When do I have to sign up for housing in the dorms for the contest?
You must sign up for on-campus housing and pay for your reservations during the online registration process. The deadline for this is May 16.

I am trying to purchase my student ticket, but I do not have the purchase order information. What do I do?
You will need to get the appropriate purchase order or check number from your teacher. Or, your teacher can process all registration payments for students from your school at once, if your school is paying your fees. Please check with your teacher to find out how you should proceed with registration payment.

Whom do I talk to about purchase orders and checks?
Please speak with the business manager, Lorena Torres. Ms. Torres can be reached at lorena@nhd.org.
Important Dates to Remember for 2017

Online Registration Closing Date  11:59 pm EDT on Tuesday, May 16, 2017
Website Lock-Out Date            11:59 pm EDT on Tuesday, May 16, 2017
Paper Upload Date                11:59 pm EDT on Tuesday, May 16, 2017
Completed Online Medical Form (all students) 11:59 pm EDT on Tuesday, May 16, 2017

Due to NHD Before Contest (must be in the office)
Paper Entries  (hard copies)     May 16, 2017
Scholarship Applications – Including Transcripts May 16, 2017
Requests for Sign Language Interpreter (email to registration@nhd.org) May 16, 2017
Purchase Orders, Checks           May 26, 2017

Shipping Items to the Contest    June 5 - 10, 2017
Ship Items Back Home             June 16, 2017
All items not shipped home by 5:00 PM on Friday, June 16 will be discarded.

We look forward to seeing you at the National History Day Contest in June!
NATIONAL HISTORY DAY IS PLEASED TO THANK ITS
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