

February 24, 2012

Dear National History Day Teachers & Parents,

We are so glad that you will be bringing students for this year's **Eleventh Annual East Tennessee History Day**, a district contest for Tennessee History Day, a state affiliate of National History Day, to be held on the 2nd floor of the Carolyn P. Brown University Center on **Monday, March 5** (for a University Center floor plan, see <http://universitycenter.utk.edu/reservations/floorplans.php>). This year's contest will consist of approximately **237 participating students** throughout East Tennessee. As the contest has expanded, so has this letter. Please read carefully as it should answer most, if not all, of your questions.

The following are some helpful thoughts as you begin planning for East Tennessee History Day:

* **ARRIVAL** -- Have the students at the University Center located on the campus of the University of Tennessee (map can be found on UT website www.utk.edu/maps) between 8:15 and 9:25. **Note: They must be moved in and exhibits set up no later than 9:30.** No need to arrive before 8:15 as registration will not be open.

* **PARKING** -- Cars will park in the University Center garage (enter off Phillip Fulmer Way). We have been given the conference rate of \$5.00 per day, per car. **You must have your parking ticket stamped at the registration table** to receive this rate, so bring your parking ticket in with you. **Please share this information with parent drivers! (If you do not have your ticket stamped, parking rate is \$1.00 for the first hour, 1.00 per additional half-hour.)**

Due to the numbers of students competing, we expect the UC Parking Garage to fill up fast. Therefore, please plan accordingly as the University Parking Attendant will direct you to the Circle Park Information Booth for overflow parking, which will be located at an adjacent surface lot. PLEASE BE PATIENT—Expect lines in the morning and afternoon. (There will also be a long wait when leaving for those who parked in the UC parking garage due to the number of participants, so please keep this in mind as well.)

If students are arriving by bus, please drop the students off first at the University Center on Neyland Drive. Parking is provided for the bus at parking services building off Neyland Drive. You take the first right past the light at Lake Loudon Blvd. This right is Leinard Lane and the parking services building is just ahead on Stephenson.

* **REGISTRATION**—Contest day Registration is located outside the University Ballroom on the main (2nd) floor of the University Center (street level with Cumberland, one level above the garage entrance). **TEACHERS ONLY can register the students and ONLY ONCE ALL STUDENTS ARE PRESENT**, so please make sure you are there first thing with your students (please inform parents of this). If the registered teacher is not present, please make sure that the parent registering the student knows who their student's registered teacher is as the registration desk will ask for the registered teacher. Also, as in last year's contest, we have extended the registration and thus pushed back the start time to accommodate those coming from distant counties; therefore, please try to arrive as early as possible as to avoid a last minute crunch. **Registration will close at 9:30 a.m.**

* **WELCOME CEREMONMY**—The Welcome Ceremony begins at 9:30 a.m. in the University Center Auditorium.

* **JUDGING [FIRST ROUNDS]**—First Round judging begins at 10:00 a.m. No one will be allowed in the Exhibit room until all judging (First and Final Rounds) is complete. The exhibits will be open for public viewing at approximately 1:00 p.m. or immediately following final round judging. Please plan to tour the Exhibits once judging is completed. All must be removed before the Awards Ceremony.

There is ample room for public viewing of performances and most documentaries. Judges, however, have the discretion to limit entry based on seating. All doors will remain closed during documentaries and performances. Room monitors will open the doors between projects.

* **RUN-OFFS—There will be Run-offs in Junior Individual & Group Exhibits, Senior Individual Exhibits, Junior Individual Documentaries, & Senior Individual & Group Documentaries.** We will post ONLY those students who advanced to Run-offs in Documentaries, and these will be posted at the Registration desk at approximately 12:00 p.m. Students advancing to Documentary Final Rounds need to be present at 12:00 p.m. to hear their room assignment and play their documentary. It is advisable that these students have extra Process Paper w/Annotated Bibliographies for judges to see (although it will not count against them). All Final Round documentary projects will be judged on the documentary itself, and there will be no final round student interviews.

* **INTERVIEWS**—All students will be interviewed as part of the judging process (Note: Per NHD rules, Student Interviews do not count toward judging evaluations).

* **LUNCH**—On your own! Please plan on approx. \$10 per student for most restaurants located on the campus. There are also several great places to eat in the University Center (There is also entertainment available in the University Center’s “Down Under” – see <http://web.utk.edu/~univctr/downunder/>). You can also walk the kids down Cumberland Avenue to the numerous restaurants located on the University’s Strip.

* **PARENTS/FAMILY**—Parents and family are welcome; however, please discuss with them the nature of the competition and ask them to direct concerns to Lisa Oakley or myself who should be able to be reached via the registration desk during the contest. **UNDER NO CIRCUMSTANCES** are Parents/family to disrupt judging by broaching issues with the judges during the contest. Parents are allowed to observe their children perform in the performance and documentary rooms, but will not be allowed to sit next to the judges. The judges may ask people to move back if they are too close to them as they conduct their business (some of the documentary rooms are very small due to number of rooms being used for the contest). **We will deal with any questions or concerns at the registration desk; however, the competition must proceed as scheduled.** If you have concerns, you are also welcome to contact Lisa Oakley or myself. Leave a message at the registration table and we will find you if you cannot find us.

* **SCHOOL APPAREL**—In the spirit of fair competition, **students are not permitted to wear any shirts, jackets, etc. with their school’s name or logo on it during the competition.** If any students arrive at registration or are seen wearing apparel with school logos during the contest, they will be asked to turn their clothing inside out or to remove any jackets with school names or logos. In addition, *it is strongly suggested given the professional nature of the contest, that students dress accordingly.*

* **AWARDS CEREMONY**— Please be in your seats in the Auditorium between 1:30-2:00 for preliminary activities. The awards ceremony will begin at approximately 2:00-2:15 p.m. and should run no later than 3:30 p.m. Please make sure to make arrangements so students can stay for the Awards Ceremony. Not only do students have an opportunity to walk on stage to receive medals/awards should they win, there will also be wonderful door prizes (such as Dollywood, Ripley's Aquarium of the Smokies, Knoxville Zoo, and Smokies Baseball tickets and more) that are only eligible to students in the audience.

There will also be an announcement of the Senior level Scholarships.

* Let me know if you have any questions. There are places to visit on campus if your students have time. There are a number of museums such as the Frank H. McClung Museum and the Ewing Gallery of Art in walking distance. There is an information desk with maps and a reference person in the University Center, so you should be able to be creative "as needed."

* We hope to have you ready to leave by 3:30 p.m. **There will be a traffic jam in the University Parking Garage as everyone leaves at the same time (PLEASE BE PATIENT).**

*Students who have submitted papers and websites need to be present for judging.

****PLEASE NOTE ****

*Students **MUST NOT CONGREGATE AND HOLD LOUD DISCUSSIONS IN THE HALLWAYS DURING THE CONTEST.** This has created a disturbance in the past and **WILL NOT BE PERMITTED.** There are lounges in the front of the building where some students may go but they must be respectful to other participants. There is also the Crest Room, located next to the Ballroom. Keep in mind that while this space is tight, it is the room from which Exhibit students are called to enter the Exhibit Ballroom for exhibit interviews (while the University Center is a large building, the contest has grown each year thereby making the space within the University Center not as large as it seems).

*All students competing in the Documentary Category will have a TV/DVD unit in their room. **HAVE YOUR DOCUMENTARY FILM ON A DVD-R. While most formats should work, we have discovered some minor issues with various other formats such as DVD+R, DVD-RW, & DVD+RW, so please have your students burn their documentary on a DVD-R.** Please also have a plan for a back-up, such as a laptop (w/good speakers) or portable DVD player that you know your documentary works on in case there is an issue playing the documentary. It is also good to take an additional precaution and have your project loaded onto a jump drive and even your own laptop. With technology, there always seems to be problems, so best to have a back-up plan for your original back-up plan. **THERE WILL NOT BE LAPTOPS & PROJECTORS available at East Tennessee History Day! *It may be a good idea to arrive a little early and find the room that you will be competing in and test out your documentary ahead of time.***

*Please have your students ready in the room to go ahead of their scheduled time in case a student's project before them fails to show—in this case, judges will move to the next project! If you miss your time, please let the judges know following the next project.

*Hallways and doors will be monitored by volunteers. Rooms will be closed for Documentaries and Performances while projects are being shown. We ask that no one enters a room during a student's performance or while a documentary is being shown!

* Per several e-mails, calls, and comments from others, please make sure that you have 4 copies of your process papers w/annotated bibliographies for each student's project in the first round.

Those who advance in the Documentary Run-off's, it might be helpful to show the judges a copy of your Process Paper w/Annotated Bibliography because the First Round Judges typically keep these papers when ranking the projects. For Exhibits, you may want to bring 5-6 copies of both your Process Paper w/Annotated Bibliography.

Please check our East TN District News webpage at <http://www.tennesseehistoryday.org/EastTNDistrictCompetition.htm> for further information, directions, parking instructions, etc. for History Day. On the district page, you can also download electronic copies of our district newsletter, the *East Tennessee History Day Dispatch*.

Lastly, please watch your Inbox for any additional History Day notices that Lisa Oakley or I may send out during this week. If you should have any questions, please direct them to either Lisa or myself.

Thanks for all your hard work, and good luck to all the students!

Sincerely yours,
William E. Hardy & Lisa N. Oakley
Co-Coordinator, East Tennessee History Day

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