

OMRS CONVENTION - 2024

EXHIBITORS GUIDELINES

Introductory Notes

These guidelines only apply to the production and entry of physical exhibits. Different rules apply to virtual exhibits.

Exhibitors may enter exhibits in both physical and virtual exhibitions at the same Convention.

The guidelines for the virtual exhibition are contained in a separate document.

Aim

The aim of the Convention Exhibition is to encourage as many members as possible to exhibit in order to present their knowledge and share the results of their research with other members.

Exhibition Classes

To enable members to present their exhibits in the way most appropriate to the subject there are four exhibition classes available:

- Open Class
- Single Subject Class
- Research Class
- Non-Competitive Class

Each member is allowed to enter one competitive exhibit at each Convention.

Members may enter as many exhibits as they like in the non-competitive classes.

The scope and judging criteria for each class is given separately below.

Scope of the Exhibition Classes

Open Class – This is the broadest category of competition and covers all aspects of the field of orders, decoration and medals with the exception of those areas covered by the Single Subject and Research Classes.

Single Subject Class – This class is for medal(s), order(s) or decoration(s) awarded to one person. The class covers the award of a single medal or a group of medals to one person or subject.

Research Class - The Research Class addresses the needs of particular types of research which, because of its nature (whether in terms of scale, depth or detail) does not lend itself to the telling of a story, or to artistic displays, however, a display explaining the research and the work behind it is still a requirement of the class.

The Class gives members who undertake this type of research the opportunity to share their research skills and interests. Due to the special nature of this class, the judging criteria differ from the other classes.

Non-Competitive Class – is the class was created to allow members to exhibit collections or archives of material that do not easily lend themselves to exhibition in the competitive classes.

Exhibition in this class does not prohibit members from exhibiting the same, or similar, material in the competitive classes in the future and so is suited to exhibiting work-in-progress or otherwise incomplete projects.

Likewise, material that has been exhibited previously in the competitive classes may be re-shown in the same, or in an up-dated form in the Non-Competitive Class.

This class is also suitable for those members who do not wish to compete but, who nevertheless, want to participate in the exhibition and share their knowledge with other members.

Related societies and professional organisations, such as museums, are also welcome to exhibit in the Non-Competitive Class.

If there is any doubt over which category an exhibit should be shown in, the judges are happy to provide non-binding guidance.

Competitive Classes - Judging Criteria

It is a requirement of entry for all Competitive Classes that, in addition to a title, exhibits **must** have a 'strapline' that clearly describes the subject of the exhibit. **The aim of this is to allow the judges to understand the why the research has been undertaken and what the exhibit will show. The judges will then assess and score the exhibit against the stated strapline.**

Open Class:

In the Open Class the judges are looking for evidence of the nature and depth of research undertaken and the presentation of the research in a clear, attractive and informative format. The breakdown of the maximum number of points for the Open Class is as follows:

- **Research and Documentation - 50 points**
 - Supporting documentation, accurate, comprehensive, appropriate, difficulty of finding information, number of sources used.
- **Presentation/Visual Impact - 25 points**
 - Imaginative, innovative, layout, use of supporting material.
- **Educational Value - 15 points**
 - Importance and impact of event(s)/items(s) displayed or special nature of content.
- **Meeting the stated aims of the exhibit - 10 points**
 - Does the strapline clearly state the aim of the research?
 - Is the stated aim of the research met?

Single Subject Class:

In the Single Class the judges are looking for evidence of the nature and depth of research undertaken and the presentation of the research in a clear, attractive and informative format. The judges are aware that a single medal or group of medals does not necessarily offer the same opportunities for deep research that the other classes offer and the marking scheme and the judges' application of the marking scheme reflects this. The breakdown of the maximum number of points per section for the Single Subject Class is as follows:

- **Research and Documentation - 40 points**
 - Supporting documentation, accurate, comprehensive, appropriate,
 - Difficulty of finding information, number of sources used. Difficulty of finding information – basic biographical information is very easy to obtain off the internet; credit is be given where additional effort has been made to find unusual internet sources, and to use non-internet and/or non-indexed sources and to source and/or reference primary documentation and materials.
 - Note: it is difficult for judges to assess this section without the exhibitor providing a brief résumé of the sources consulted (similar to the bibliography in a book)
- **Presentation/Visual Impact - 30 points**
 - The display should be tidy and smart
 - Imaginative, innovative, and attractive layout, that communicates the aims of the exhibit clearly and logically
 - Use of relevant supporting material
- **Educational Value - 20 points**
 - Exhibit is informative and tells a good story
 - Importance and impact of event(s)/items(s) displayed or special nature of content.
- **Meeting the Stated Aims of the Exhibit - 10 points**
 - Does the strapline clearly state the aim of the research?
 - Is the stated aim of the research met?

Research Class:

The Research Class sets out to demonstrate detailed research and to show appropriate, supporting documentation. The Research Class is weighted to the quality and depth of research. The value of the research and its subsequent availability to the wider research community is also important. A brief résumé of the sources consulted (similar to the bibliography in a book) would be a significant aid to the judges.

- **Research and Documentation - 60 points**
 - Scale of work undertaken
 - Types, sources and numbers of records examined
 - Use of primary and secondary source materials
 - Diversity of source material
 - Difficulty of difficulty of obtaining source material
 - Assembly and analysis of the research materials
 - Level of detail and accuracy of work
 - Testing and validation of assembled research
 - Third party assistance provided & acknowledgement thereof
- **Educational value - 20 points**
 - How does the research conducted improve on what was previously available - examples
 - Value of the research to the orders and medals community
 - The final 'product' should be displayed and be available for use/consultation
 - Plans for making the final product available to the research community should be clearly shown
 - Credit will be given if concrete arrangements are in place for making the research available to the wider community prior to the date of the Convention
- **Presentation - 20 points**
 - The presentation should illustrate the work undertaken with reference to the main points in the Research & Documentation and Educational Value sections.
 - Show supporting documentation (or examples of it, where the volume of material is prohibitively large to show)
 - Exhibits that present the information imaginatively will receive additional credit

Awards

In the Open, Single Subject and Research Classes, gold, silver and bronze medals will be awarded for those exhibits that, in the opinion of the judging panel, achieve the required standards.

A gold award is a sign that an exhibit has achieved all-round outstanding quality and, therefore in order to receive a gold award, the exhibit must obtain a score of at least 65% in each of the categories applicable to the class marking schemes shown above.

The **Member's Prize** is awarded to the exhibit that achieves the most votes as determined by a ballot of the members attending the exhibition.

The **Best in Show** cup and **Best First Time Exhibitor** award (The Henry Pownall Memorial Cup) will be presented irrespective of the number of medals awarded.

Exhibits in the Non-Competitive Class, as the name suggests, are not judged and are not eligible for the award of medals or other prizes and the only recognition for submitting an exhibit in this class will be the presentation of a **Certificate of Attendance**.

Exhibition Rules:

1. Each exhibitor will be allocated one table of 6' (183cm) feet. A plain cloth table covering will be provided. Exhibitors may also provide their own coverings.
2. It is a requirement of entry for all competitive classes that, in addition to a title, an exhibit **must** have a 'strapline' that clearly describes the subject of the exhibit. **The aim of this is to allow the judges to understand the why the research has been undertaken and what the exhibit will show. The judges will then assess and score the exhibit against the stated strapline.**
3. The display **must** be the property of the exhibitor and any item borrowed to complete the display must be clearly indicated.
4. Although professional display techniques (mounting, lettering, cases, supports, etc.,) may be used, the judges will view favourably a high degree of personal effort.
5. All copies, replicas, replacements, specimens or any altered or questionable items must be clearly indicated. Failure to comply with this ruling may result in disqualification.
6. **Any competitive display extending beyond the table length will not be judged as a valid competitive exhibit**, save for those Exhibitors using OMRS supplied hire cases where two cases laid "end to end" on a 6' (183cm) table may, due to their manufacture, overlap the table ends by approximately 1" (2.5cm). The height of the exhibit, including the table, should not exceed 7' (213cm) and the exhibit must be secure, stable and self-supporting – **space for leaning an exhibit against a wall is no longer available.**

The internal dimensions of the OMRS display cases are: 85 (w) x 55 (d) x 6.5 (h) cm.

Larger displays using non-OMRS supplied cases or other display materials may be exhibited on a non-competitive basis – please make your requirements known to the exhibition organiser as soon as possible.

7. The Convention organisers are unable to provide any aids to display, including electrical devices. Nor can it guarantee the availability of power points, which are provided on a “first come, first served basis”, i.e. when a formal booking **and** payment have been received.
8. You are not required to be present to answer questions whilst the judges are assessing your exhibit. However, if you are present during judging please feel free to discuss your exhibit with the judge(s).
9. The judges’ decision is final.
10. Any complaints by Exhibitors should be made to the General Secretary as soon as possible on the day so that they can be considered before the results of the judging are announced.

Judges’ Guidance

The judges, based on past experience, **offer** the following guidance:

- 1) Judges want the exhibition to be an enjoyable, but challenging, experience.
- 2) In competitive classes, particularly the Open and Single Medal classes, give your exhibit a theme and use the materials to tell ‘the story’ and stick to it. An exhibit that informs and educates will score more highly and will be of more benefit to other members than one that is a collected mass of related materials, but without a clear underpinning theme.
- 3) The judges put aside the ‘value’ of the items on display when judging the exhibit. While the orders, decorations and medals on display will be at the heart of an exhibit, it is the research, and the story that this tells and how it is presented that is key to a successful display.
- 4) Given that you may not be present when your exhibit is judged, please make sure that it is obvious which research sources you have used. A brief résumé of the sources consulted (similar to the bibliography in a book) would be a significant aid to the judges.
- 5) Judges have a limited amount of time that they can spend on each exhibit and, if you are present when judging is taking place, it is very helpful if you can guide the judges over the key points of the exhibit and the underlying research as this enables the judges to form quickly a clear understanding of the exhibit’s aims.

Exhibition Setup & Security

Exhibitors will be able to enter the Convention Hall at 08.00 hours to set up their displays and they may be accompanied by **one additional helper**. Although the Society has arranged

reasonable security in the Convention area, it is not responsible for any loss or damage that may occur during the Convention. All exhibitors are advised therefore to make their own security and insurance arrangements.

Timetable for Exhibitors - Saturday

08:00 – Doors open for exhibition set up

09:30 – Briefing for judges

10:00 – Judging commences & exhibition opens to the membership

13:30 – Judging closes

16:00 – Prize Giving & presentation of Society Honours and Awards

All exhibitors, competitive and non-competitive, are respectfully asked not to dismantle their exhibits before the end of the day (17:30) to allow their displays to be fully appreciated by other members once prize giving has been completed.