2016 UNDERGRADUATE RESEARCH FAIR

Guidelines for registering work

1. General Provisions
The Pro-rectory of Research and Post-graduation, in use of its attributions, communicates the guidelines and regulations established for registration, presentation and evaluation of work during the **Undergraduate Research Fair 2016,** which will be held from 04 to 08 October 2016.

The Undergraduate Research Fair (FIC) strengthens scientific research and the applicability and socialization of its results. It establishes an interaction between the academic community of several universities (and those with the outside community), while allowing, through this dialog, an exchange of experiences.

The event brings together undergraduate students and professors who develop activities of initiation to research, offering a space for the socialization of its results. It is therefore an incentive for the presentation of scientific and technological innovations in the various thematic areas.
In this context, it is considered as research the investigative work with a defined methodological approach that presents results and contributions to the advancement of knowledge.

The event is one of the activities of INOVAMUNDI, a program that promotes innovation and the production of research. It seeks to strengthen the innovative image of Feevale University, by organizing and presenting research within a creative and systemic vision of innovation.

2. Objective
The objective of the event is to promote the disclosure and interchange of research results arising from undergraduate activities with the orientation from the faculty, in all thematic areas.

3. Participation
 Undergraduates from Feevale and other institutions of higher education can present work during the event, with the orientation from the professors.
Academics who have completed their undergraduate courses may also present their work at the event, as long as it is originated from their research as undergraduate students.

4. Registration of work
4.1 Registration:
The authors should register for the event using the electronic registration form available on the website (www.feevale.br/fic). **When registering, the work should be submitted as an abstract, according to item 7.**
The period for registering work is from **06 June to 10 August 2016.** The registration will only be valid after sending the abstract, filling in all of the necessary information on the event page and upon payment of the registration fee, meeting the following requirements:

- Fill in the data referring to the work and the main author, namely: name, date of birth, gender, marital status, nationality, place of birth, state, RG, CPF, address, telephone, email, institution, main and secondary areas of work, course, origin of work, and sponsor, if any;

- Fill in data referring to the other authors and advising professors: name, institution and email. Up to 10 (ten) authors and 5 (five) advising professors per work will be accepted;

- Send the work, according to the submission guidelines established in item 7 of this regulation;

- Registration of more than one work per person is allowed;

- Every work should inform one main author and one main advising professor;

- The order of the names of the authors and the advising professors will correspond to the order that will be posted in the publication of the abstracts and certificates;

- Incomplete registrations will be disregarded;

- Each work should be registered, individually by one of the authors. The same work cannot be registered by different authors.

Feevale University is not responsible for registrations via the *Internet* that were not received due to technical computer problems, communication failures and communication line congestion nor in function of other factors that make the transfer of data impossible.
At the end of the registration process, the main author and advising professor will receive an electronic message in their registered *email* address indicating the successful submission of the work.

4.2 Registration confirmation:
The registration will only be confirmed after the registration fee is paid, which can be done by credit card or *bank slips*, which will be issued upon the completion of the registration. The fee can be payed only while the enrollment period is open. Here follow sthe specifications on the fees:
- **Feevale undergraduates:** R$ 40.00 (forty *Reais*) per work registered;
- **Undergraduates from other institutions of higher education:** R$ 45.00 (forty five *Reais*) per work registered;
- **Undergraduate participants of Feevale Scientific Initiation Program, namely, BIC, ICNR, PIBIC/PIBITI CNPq and PROBIC/PROBITI FAPERGS:** exempt – no fees apply.
- **Undergraduate participants of outreach projects, PIBID, PET Saúde:** exempt.
The students from the afore mentioned modalities will only be exempt from the enrollment fee if the author of the work do his/her registration with his/her registration number and password from the respective programs.
The bank invoice for undergraduates from the modalities mentioned will only be exempt if the author of the work does the registration in the system with their enrollment code and library password.
Students from Feevale University must also pay the enrollment fee.
If necessary, it will be possible to issue a duplicate copy of the *bank slip* until the last day of enrollment, with an updated expiration date.
If the payment is not confirmed up to the final date of validity, the registration will be automatically canceled.
Values received regarding registrations will not be reimbursed, even to authors of works that have not been accepted in the classification analysis (item 9), or who withdraw from presenting their work during the event.

4.3 Registration modifications:
Necessary modifications to the data of the registered authors and advising professors and other information related to the work will only be accepted up to the last day of registration and can be made only by the main author via a link made available in the registration confirmation email.

5. Commitment and responsibility
The main author is responsible for the work registered in the event and, when registering, should authorize without burden of any nature:
a) the publication of his or her event abstract in annals or in any other publications originating from the FIC;
b) the disclosure of his or her photographic image and his or her ame on other disclosures, publications, printed material with or without profit, within the limits herein established.
Linguistic correction of the work is the responsibility of its authors; the event's organizational committee is not responsible for correction of published abstracts.
The person registering is responsible for the truth, originality and authenticity of the text and for the correction of information referent to the identification of the authors in the abstract.

6. Thematic area of the work
The themes of the works submitted to the **Undergraduate Research Fair** should be categorized under a **main thematic area,** according to the following list:

- **Health Sciences**
Biomedicine
Biological Sciences
Physical Education
Nursing
Esthetics and Cosmethology
Pharmacy
Physiotherapy
Gastronomy
Hospital Management
Nutrition
Chiropractic

- **Applied Social Sciences**
Administration
Accounting
International Business
Law
Economy
Industrial Production Management
Human Resources Management
Financial Management
Public Management
Digital Games
Journalism
Logistics
Management Processes
Advertising
International Affairs
Public Relations
Public Security
Tourism

- **Science and Technology**
Architecture and Urbanism
Computer Science
Building Construction
Design
Civil Engineering
Production Engineering
Electronic Engineering
Chemical Industrial Engineering
Industrial Mechanical Engineering
Mechanical Engineering
Chemical Engineering
Environmental Management
Information Technology Management
Computer Maintenance Licensure
Industrial Maintenance
Fashion
Information Systems
Internet Systems

- **Humanities, Literature and Arts**
Anthropology
Visual Arts
Art Therapy
Political Science
Interior Design
Graphic Design
Philosophy
Photography
History
Literature
Pedagogy
Psychology
Psychopedagogy
Social Service
Sociology

7. Guidelines for abstract submission
The abstracts should follow the following requirements for presentation and formatting:
- Be written in the national language or, alternatively, in Spanish or English for international presentations;
- Have between 900 and 2500 characters including spaces and counting the following specified elements (recommended in this order): theme, reason, objectives, methodology, partial or final results, final considerations and key words (minimum three and maximum five words), separated by periods and also finalized with periods.

8. Guidelines for virtual poster production
Thinking about the preservation of the environment and with the aim of reducing waste and costs, the authors selected at the Undergraduate Research Fair should create virtual posters for exhibition/availability during the entire event according to the orientations that follow:
a) Formatting:
The virtual posters should be in a JPG or PNG format and have the following dimensions:
I) 1820px (height) x 1000px (width), with a resolution of 96px/in.; or

II) 26,46cm (width) x 48,15cm (height) with a resolution of 96px/in. in files generated by Power Point (standard resolution of the application);

III) the maximum size of the file should be 3MB;

b) Content: in the upper part, highlighted, there should be the title of the work, the name(s) of the author(s), the advising professor(s) and the originating institution of the registered work.

The virtual poster should summarize the essential content of the work and its visual organization should be clear and objective. It should also contain the following elements: theme, reason, objectives, methodology, partial or final results and final considerations.

The results may be presented by means of photos, graphics or charts that should be identified in the virtual poster.

c) The virtual poster should be prepared in a way that facilitates understanding, considering aspects like identification and fonts that are easy to read. It is recommended that you use colors, symbols, and schemes whenever possible, to facilitate the understanding and use of letters with a minimum of a 24 point font for text.

The guide for preparing the virtual posters is available on the event website (www.feevale.br/fic), under the "Presentation" tab at the link "Guide for preparing the virtual poster".

Inserting the virtual poster on the event website is the responsibility of the authors. The period for inserting the virtual poster will be from 31 of August to 23 September 2016.

Feevale University is not responsible for posters that were not received due to technical computer problems, communication failures and communication line congestion nor in function of other factors that make the transfer of data impossible.

If the poster is not uploaded, the student will lose points in this evaluation criterion.

9. Presentation of the work and evaluation classifying analysis
The registered abstracts will be evaluated according to the three stages below:

9.1 Pre-Analysis: The abstracts that do not present a result of a scientific research will be declassified.

9.2 Classifying Analysis: All abstracts will go through a classifying analysis, according to the criteria defined by the evaluating committee. If classified, the abstracts will be displayed in digital posters and in a presentation at a thematic session.

Evaluation Criteria:
- Connection between the content of the abstract and the indicated thematic areas;
- Suitable title according to the content of the work;
- Suitable key-word to the content of the work;
- Linguistically appropriate;

9.3 Merit analysis (thematic sessions and posters)
The work qualified for presentation in the event will be evaluated considering the abstract, the virtual poster and the oral presentation in the thematic sessions. The work should be presented by one of the participants registered as authors, not necessarily by the main author.

The thematic sessions will take place in classrooms or auditoriums at Feevale University, according to the thematic areas of the event. The Examining Board will be composed of two professors. The presenter of each work will have 10 minutes for their presentation and the examiners will have 10 minutes.

For the presentation of each work registered and approved in the preview analysis, audio-visual resources will be made available.

International presentations may be conducted in Portuguese, Spanish or English.

It will not be accepted any requests to change the date, shift or time of the presentations. In the absence of the presenter (main author or one of the secondary authors) at the pre-defined time and place for their oral presentation, the work will be disqualified.

Beyond the thematic sessions, the registered authors will be obliged to upload a virtual poster, related to the work, on the event website, according to the orientations described in item 8 of this regulation.

The following evaluation criteria will be considered in the "Merit Analysis" step:
- Research theme relevant to the area;

-       Clear and coherent objectives according to the proposed theme;
-       Adequate methodology according to the objectives;
-       Partial and final results coherent to the objectives;
-       Ability of analysis and synthesis of the results;
-       Domain of the of the theme during the presentation;
-       Resourcefulness in the presentation;
-       Observance of the limited time of the presentation;
-       Presentation of the main elements of the work: theme, objective, methodology, results, references, and virtual poster;
-       Synthesis and organization abilities in the virtual poster;

10. Event highlights

One work per **thematic area** will be selected as a highlight using the results from the merit analysis. In order to be awarded the highlight, the undergraduate student should sum in the merit analysis a minimum of 48 points, in all of the thematic areas. The classification analysis will be used as criteria for a tiebreaker. Continuing in a tie, the work will be forwarded for re-evaluation by the Evaluation Committee in order to verify having filled the requirements for receiving the highlight.

Event Highlights consist on the publication of the complete unpublished articles and awarding certificates to the authors and advising professors. The articles will be published by Feevale University aiming at promoting and disclosing the academic works of scientific initiation. The articles will be previously evaluated by the FIC Evaluation Committee and, if approved, published.

Sending the complete article implies express acceptance and authorization for publishing such work. In this way, it expresses the author's agreement with the publication of the images contained in the published article.

11. Certificate

Only certificates of participation will be awarded. Two copies will be offered, one for the author and one for the advising professor. The works that are not presented during the event, even having been published in the event's annals, will not be certified.

Additional certificates will be available by request during or after the event at the Feevale Information Desk or by the Student Centre and picked up at the Feevale Information Desk within 10 days after the request. This request requires the payment of a protocoling fee.

We emphasize that the name(s) presented on the certificate will be the same as those in the registration form *online.*

The certificates will be delivered during the thematic session on the event days. The event annals will be uploaded in the event website.

12. Web Conference

Presentation by web conference can be used by participants from institutions outside the state or in another country who cannot be physically present at the event. To use this modality, the participant, after registering in the system, should forward an email to the address: fic@feevale.br, reporting the necessity so that it can be properly forwarded.

The web conference tool used by Feevale University is the Blackboard Collaborate platform. The presenter as well as the listening participants access the tool from the web navigator without the need for specific software. The use of a microphone (internal or external) and headphones is advised.

For access to the system, the following is necessary:

-     Operational System Windows® XP (32 bits with 32 bit JVM (Java Virtual Machine)), Windows Vista, Windows 7 or Windows 8, Mac OS 10.6 or higher or Linux;
-     Updated Internet navigator (Firefox, Internet Explorer, Safari or Google Chrome); for free.
-     Additional requirements: 256 MB RAM, 20 MB free disc space and broadband Internet access.

A broadband Internet connection is necessary since the quality and communication speed will depend on the Internet band on both ends, from the national and international connections.

The participant should do a compatibility test one week before the event on a date scheduled by the organizing committee. The institution is not responsible for eventual connection problems that may make it impossible the student's presentation.

On the day of the presentation, the participant should access the session address 10 minutes before it begins in order to perform the audio and video tests. At the end of the presentation, you should wait for the moderator to mediate questions.

13. Agreement
Registration at the event implies the agreement and acceptance of all of the established clauses and conditions.
If there are omissions in this regulation, they will be analyzed and resolved by the organizational committee of the **Undergraduate Research Fair, along with the Pro-Rector of Graduate Studies and Research**