

2018 SCIENTIFIC RESEARCH INITIATION FAIR

Guidelines for registering

1. General Provisions

The Pro-Rector Office of Research, Graduate Studies and Extension, in use of its attributions, communicates the guidelines and regulations established for papers registration, presentation and evaluation during the **Scientific Research Initiation Fair**, which will be held from 22 to 27 October 2018.

The Scientific Research Initiation Fair 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 community, while allowing 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 paper 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 fosters the productions, sharing and discussion of scientific, technological and social knowledge which are developed in the academic context.

2. Objective

The objective of the event is to promote the exposition and interchange of research results arising from undergraduate activities with professors' orientation, in all thematic areas.

Papers in this event should be characterized as scientific initiation activities, and may originate from:

- research project;
- undergraduate final papers;
- activities carried out in undergraduate curricular components;
- extension projects, teaching projects or community projects surveys.

3. Participation

Undergraduate students from Feevale and other higher education institutions can present their papers at FIC 2018 under the guidance of faculty members.

Academics who have completed their undergraduate courses may also present their papers at the event, if the presented studies have been originated from their research as undergraduate students.

4. Registration

4.1 Registration

Authors must register for the event through the electronic form, available at www.feevale.br/fic. For registration, it is required to submit a summary, according to item 8 (eight). We will not accept submissions by e-mail.

The registration period for papers is from June 25 to August 13, 2018, until 7:00 p.m. Entries will be validated by paying the registration fee and complying with the following requirements:

- a) all the information concerning the paper and the author who is responsible for the registration, namely: name, date of birth, sex, marital status, nationality, naturalness, state, passport number, address, telephone, thematic, course, paper origin and, when in case, financier;
- b) summary forwarding, under the rules of submission established in item 8 (8) of this regulation;
- c) information regarding other authors and advisers, namely: name, institution and e-mail.

Considering the requirements mentioned, the incomplete inscriptions will be disqualified. The participant can register more than one paper in the event, however, multiple registrations of the same material are prohibited.

Feevale University is not responsible for non-received Internet registrations due to technical reasons of computers, communication failures or congestion of communication lines, as well as other factors that make it impossible to transfer data.

At the end of the registration process, the author responsible for the registration and the supervisor will receive an electronic message at his registered e-mail address, indicating the success of the paper submission.

4.2 Authors and advisors

Up to six (6) authors per paper work will be accepted. The authors' order will be made in the electronic form of inscriptions by the person in charge of the registration. Ordering 1 (one) should be attributed to the author responsible for the registration and the other authors should be sequentially ordered.

The person responsible for the registration must register as an author. If your name does not appear in the list of authors, it will not receive the event certificate and the name will not appear in the publications related to the event.

Up to two (2) counselors per paper will be accepted and ordering 1 (one) will indicate the advisor and ordering 2 (two), the co-supervisor.

Authors and advisors name order at the time of registration will correspond to the order that will appear in abstracts publications and the certificates.

4.3 Registration confirmation

Registration will only be confirmed after registration fee payment, which can be made by invoices

issued at the end of the completion of the electronic registration form. The fee can only be paid within

the registration periods. The rates are as follows:

- a) students from other higher education institutions: R\$ 45.00 (forty-five Reais) per enrolled paper;

- b) Feevale undergraduate students: R\$ 40.00 (forty Reais) for enrolled paper;
- c) students participating at Feevale Scientific Initiation Program, namely: BIC, ICNR, PIBIC / PIBITI CNPq and PROBIC / PROBITI FAPERGS; undergraduate students with an external scholarship, linked to a research project, students participating in Extension projects and Community projects, PIBID and PET, Feevale University: no charges.

The exemption will be granted when the author responsible for the registration is linked to one of the modalities, accessing the registration system through the option "I am registered at Feevale and I have a Feevale password".

If the payment is not made, the registration will be automatically canceled.

Registration fees will not be returned to papers authors not accepted in the qualifying analysis (item 9) or who have given up submitting their papers at the event.

4.4 Changes in applications

Necessary changes in the data of the registered authors and supervisors and other information related to

the paper will only be accepted until the last day of the registration and can be carried out only by the author responsible for the registration, through a link available in the registration confirmation email.

5. Submission of international papers

Authors must register for the event through the electronic Google Forms, available at FIC page (www.feevale.br/inovamundi). For registration, it is required to submit a summary, according to item 8 (eight).

The period of registration will be from May 28 to September 17, 2018 until 7p.m. (Brasília time). Entries will be validated only after abstract submission and provided information in the application form.

International papers will have no charges in the registration fee at the event.

Paper summary shall be submitted in accordance with the rules of submission established in item 8 (8) of this regulation.

At the end of the registration process, the author responsible for the registration and the supervisor will receive an electronic message at the registered e-mail address, indicating the success of the submission.

The stages of evaluation will be governed according to items 8, 9 and 10 of this regulation.

International papers presentations will take place via web conference, using Blackboard Collaborate system. A platform access link will be available to subscribers.

Technical information about the web conference system is available in item 13 of this regulation.

6. Commitment and responsibility

The author responsible for registering for the event, at the time of registration, authorizes, without charge of any kind:

- a) the publication of his or her paper in the proceedings of the event or in any other publications originating from the Scientific Research Initiation Fair;
- b) the disclosure of his or her photographic image and his or her name in other disclosures, publications, printed material with or without profit, within the limits herein established.

Linguistic correction is authors responsibility; the event's organizational committee is not responsible for correction of published abstracts.



The registering author 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.

The registering author is responsible for the communication, to the other authors and advisors, about all the information given by the event organization.

7. Thematic areas

The themes submitted to the Scientific Research Initiation Fair should be categorized under a main thematic area, according to the following list.

Main Areas	Thematic Areas
Pure Sciences and Technologies	Architecture and Urbanism Environmental Sciences Computer Sciences Design Fashion Biomedical Engineering Civil Engineering Production Engineering Electrical Engineering Electronic Engineering Mechanical Engineering Chemical Engineering Physics Geosciences Mathematics Oceanography Information Technology
Health Sciences	General Biology Biomedicine Biochemistry Biophysics Botanic Food Sciences Land Sciences Nursery Aesthetics and Cosmetics Pharmacy Physiotherapy and Occupational Therapy Phono audiology Genetics Immunology Medicine Microbiology Dentistry Parasitology Chiropractic Collective Health Veterinary



	Toxicology Virology Zoology
Human and Social Sciences	Public Administration, Business Administration Accounting Anthropology Arts Political Sciences International Relations Communication and Information Law Economics Education Philosophy Geography History Languages Psychology Public Security Social Service Sociology Theology Tourism

For the interdisciplinary papers, the author may choose the classification of a secondary thematic area. However, for purposes of publication and evaluation, the primary thematic area will be prioritized.

8. Guidelines for abstract submission

Abstracts should follow the presentation and formatting requirements that follow:

- be written in national language or, alternatively, in Spanish or English for international presentations;
- between 900 and 2500 characters with the following elements: title (maximum 300 characters), justification, objective(s), methodology, partial or final results and final considerations (it is recommended in that order, without explicitly named in the body of the text);
- insert in the electronic registration form the keywords (minimum three and maximum five words) in alphabetical order, separated by period.

9. Guidelines for virtual poster production

Authors selected for the Scientific Research Initiation Fair should produce virtual posters for exhibition during the event according to the following requirements:

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;

The virtual poster should summarize the essential paper content and its visual organization should be clear and objective. It should also contain the following elements: title, justification, objective(s), methodology, partial and/or results, final considerations and bibliographical references.

b. Content

In the upper part, highlighted, there should be the title of the paper, the name(s) of the author(s), the advising professor(s) and the originating institution of the registered paper.

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

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-size 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 5 to 22 September 2017.

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.

10. Presentation of the work and evaluation classifying analysis

Paper works will be evaluated in the following stages.

10.1 Pre-Analysis

The abstract that do not present a result of a scientific research will be eliminated.

10.1 Classification:

The abovementioned abstracts will undergo a classification analysis, in accordance with the criteria defined by the event evaluation committee, abstract will be eliminated if not according to rules:

- summary that characterizes the result of scientific research (If the paper has been improperly classified as a scientific initiation activity, the scientific committee reserves the right to verify the possibility of framing it in the Extension Seminar.);
- cohesive, coherent and linguistically adequate text.

The abstracts classified should be presented orally in thematic session and by posters.

10.2 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 paper;
- suitable key-word to the content of the paper;
- linguistic adequacy;

10.3 Merit analysis (thematic sessions and posters)

The paper 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 paper should be presented by one of the participants registered as authors, not necessarily by the main author. The paper that is not presented orally will not be classified and will not run for the Highlights of the event.

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 paper will have 10 minutes for their presentation and the examiners will have 10 minutes.

The examining board will be composed by two professors/doctors.

For the presentation of each paper 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 paper will be disqualified.

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

In the merit analysis, the following requirements will be considered.

10.3.1 Evaluation of the abstract:

- the of research relevant to the area;
- clear and coherent objective with the proposed theme;
- methodology adequate to the objectives;
- partial or final results coherent to the objectives;
- capacity of analysis and synthesis of the results.

10.3.2 Evaluation of the oral presentation / Sign Language:

- domain of the theme during the presentation;
- respect to the limit time for the presentation.

10.3.3 Evaluation of the virtual poster:

- presentation of the main elements of the paper: theme, objective, methodology, results and bibliographic references;
- capacity of synthesis and visual organization.

11. Event highlights

A single paper per main thematic area will be selected as a highlight, namely Hard and Technological Sciences, Life Sciences and Human Sciences, using the results from the merit analysis.

To be awarded, the paper should sum in the merit analysis a minimum of 43 points. As criteria for a tiebreaker the classificatory analysis will be used. Should the tie continue, the paper will be forwarded for re-evaluation to the Evaluation Committee to verify having filled the requirements for receiving the award.

Event Highlights consist on the possibility of the publication of the complete work in the *Conhecimento Online* magazine, in the fast-track mode, and in the concession of certificates to the authors and advising professors. Paper works will be published aiming the promotion and sharing of the academic paper of students.

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

An honorary mention will be awarded to one paper by thematic area, after the merit analysis. In all thematic areas, to receive the honorary mention, the paper should sum, in the merit analysis, the minimum of 43 points. As criteria for a tiebreaker the classificatory analysis will be used. Should the tie continue, the work will be forwarded for re-evaluation to the Evaluation Committee to verify having filled the requirements for receiving the honorary mention.

12. Certificate

Only certificates of participation will be issued. Papers that are not presented during the event, even having been published in the event's proceedings, will not be certified.

Certificates will be issued in the on-line format and will be sent to the authors and advising professors after the event, to the email indicated in the registration form, in the date to be determined by the organizing committee.

We point out that the names displayed in the certificate will be according to the ordination informed in the registration form.

13. Web Conference

The web conference presentation may be requested by participants who are not physically present at the event, preferably those from outside institutions that are not located in the Metropolitan Region, Sinos Valley, Paranhama Valley and Serra do Rio Grande do Sul State.

The web conference tool used by Feevale University is the Blackboard Collaborate Ultra. Participants access the tool from the web browser without the need for downloading a software. It is recommended to use a microphone (internal or external) and headphones.

For access to the system, the following is necessary:

- operational system Windows® XP (32 bits com 32 bit JVM (Java Virtual Machine), Windows Vista, Windows 7, Windows 8 e Windows 10, Mac OS 10.6 ou superior e Linux;
- access the system through an updated web browser. Although Collaborate is compatible with all browsers, using Chrome™ provides you with a better experience;
- additional requirements: 256 MB RAM, 60 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, the national and international connections.

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

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

14. Proceedings

The proceedings will be published in the website www.feevale.br/fic during the realization of the event.

15. 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 **Scientific Research Initiation Fair, along with the Pro-Rector Office of Research, Graduate Studies and Extension.**