2024 EXTENSION PROGRAMS

Submission guidelines

1. General provisions

The Pro-Rector Office for Research, Graduate Studies and Extension, in the use of its attributions, sets the guidelines and the established conditions for registration, presentation, and evaluation of papers in the **2024 Extension Programs (Salão de Extensão – SE)**, which will take place from November 11th to 14th, 2024.

The SE brings together actions related to University Extension by presenting processes or results of university extension practices. Within the scope of this event, extension practice is defined as resulting from the educational, cultural, and scientific process that is inseparably articulated with teaching and research for an integral formation and that enables the transformative relationship between the university and society, contributing to overcoming inequality and social exclusion and to the construction of a more just, ethical and democratic society.

The event integrates the activities of Inovamundi, a program that seeks to stimulate the production, dissemination, and discussion of scientific, technological, and social knowledge developed in the university context. The opening lecture will occur on November 6th, and the other activities will take place from November 7th to 14th.

2. Objective

The event aims at fostering a space for the socialization of community actions and the results of these actions, allowing, thus, the exchange of experiences and the dissemination of knowledge produced in the University Extension.

For the presented papers to be categorized as extension projects, they may be derived from the following:

a) extension programs and projects;

b) teaching practices[1] and internships;

c) undergraduate curriculum component activities;

d) final undergraduate papers focused on the social aspect;

e) research projects.

3. Participation

Students from Feevale and other higher education institutions may register and submit

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[1] Field visits and observations are not included.

undergraduate papers under the guidance of professors.

People holding an undergraduate degree may also submit papers, provided they come from their undergraduate activities.

4. Papers submission

4.1 Registration

Authors must register for the event using the electronic form on the website: www.feevale.br/se. One of the forms is in Portuguese for national registrations, and the other is in English for international registrations. As item eight of these guidelines explain, an abstract should be submitted for registration. Papers sent by e-mail will not be accepted. There is no longer the need to submit posters referring to the papers.

The abstract registration period is from **June 20th to September 18th, 2024, until 9 p.m. (Brasília time zone)**. Applications will be validated by meeting the following requirements:

a) filling out the data referring to the abstract and the author responsible for the registration, as follows: name, date of birth, sex, marital status, state, RG, CPF, address, telephone, e-mail, institution, thematic area, course, the title of the paper, the origin of the paper, and, when there is any, financer;

b) submitting the abstract, following the submission rules established in item eight of this guideline;

c) filling in the data regarding other authors and advisors.

Considering the mentioned requirements, incomplete applications will be disqualified. **The participant can only register one abstract in the event.** Multiple registrations of the same abstract in the different events that make up the Inovamundi are forbidden.

Feevale University is not responsible for registrations that are not received due to technical problems with computers, communication failures, congestion of communication signals, or other factors that make it impossible to transfer data.

At the end of the registration process, the responsible author and the advisor will receive an e-mail confirming the abstract submission.

4.2 Authors and advisors

Up to six authors will be accepted per abstract, not including the advisors in this total. The order of the authors' names will be responsibility of the person in charge of the registration, to be appointed in the electronic form. Author number one (the main author) should be responsible for the registration, and the other authors should be sequentially ordered.

The person responsible for the registration must be registered as author. If the name does not appear in the list of authors, the person will not receive a certificate, and the name will not appear in the publications resulting from the event.

Up to two advisors will be accepted for each abstract. The first one (the main advisor) will

indicate the advisor, and the second, the co-advisor, if any.

The order given to the names of the authors and advisors at the time of registration will correspond to the order in which the names will appear on the certificates.

4.3 Intellectual property

The Inovamundi and the Innovation and Technology Transfer Center (Núcleo de Inovação e Transferência de Tecnologia – NITT), along with the authors and advisors involved in the event, will analyze projects that have the potential to become patents. This analysis will occur based on the indication of the author, who must answer "Does this work have the potential for being patented?" in the application form. If the answer is positive, members of the NITT will accompany the paper presented in the merit analysis and, upon fulfillment of all the prerequisites and interests of those involved, the projects will be forwarded to the Brazilian National Institute of Industrial Property (Instituto Nacional da Propriedade Industrial – INPI). In these cases, the presentation session will be private, and the abstract will not be published in the event's proceedings to protect the potential patent.

A patent is a public assignment issued by the State, which guarantees its holder the exclusive right to commercialize his creation. The requirements for the project to be patented are novelty, inventive activity, and industrial application.

4.4 Registration confirmation

Registrations from international institutions are free of charge. You can track your registration status on the Feevale | Portal do Candidato (Candidate Portal) website. Any questions on this item of the guideline should be addressed to the e-mail se@feevale.br.

4.5 Changes in registrations

Necessary changes in the data of registered authors and advisors and other information related to the registration will only be accepted until the last day of registration and can be carried out by the responsible author, through Applicant Center (Central do Candidato), for the login, the CPF of the person responsible for the registration and the password generated during registration should be used. Necessary changes related to the abstract should be solicited to the e-mail se@feevale.br.

5. International papers

International papers are those whose main author or co-author comes from a higher education institution abroad.

The abstract registration period is from **June 20th to September 18th, 2024, until 9 p.m. (Brasília time zone).**

The rules provided for in the regulation will be valid for international abstracts, except for filling in the data referring to the paper and the author responsible for the registration, namely: RG and CPF, according to item 4.1 a) of this regulation.

The international abstracts may be in Portuguese, English, or Spanish. The presentations and evaluations will occur in the language in which the abstract was submitted. The Scientific Committee of Inovamundi will indicate the thematic area of the submitted international paper.

International abstracts will be presented via web conference using Microsoft Teams. A link to access the platform will be made available to subscribers when the date and time of the presentation are announced.

Technical information about the web conferencing system is available in item 12.1 of this guideline.

All communication with the event organizers must be done by the e-mail inovamundi-internacional@feevale.br.

6. Commitment and responsibility

The author responsible for the registering, when doing so, authorizes, without charges of any nature:

a)   the publication of the abstract in the proceedings or any other publications originating from the SE[2];

b)   the disclosure of photographic images and names in other publicity, publications, printed, non-profit or profit-seeking within the established limits.

Proofreading of the abstracts is responsibility of the authors. The organization committee of the event is not responsible for proofreading the published abstracts.

The author is responsible for the veracity and authenticity of the text and for correcting the information regarding the identification of the other authors.

The author responsible for the registration must provide, at the time of registration, a valid e-mail that he or she frequently accompanies, as this will be the communication channel of the event organization with the participant.

The main author is responsible for forwarding to all other authors and advisors the information received from the event organization via e-mails.

7. Thematic areas

The themes of the papers submitted to the SE must be registered in one of the following areas in accordance with the National University Extension Program (Rede Nacional de Extensão – Renex):

a) Communication;
b) Culture;

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[2] If the author responsible for the submission doesn't want the publication, he/she must remove the acceptance on the submission form.

c) Human Rights and Justice;

d) Education;

e) Environment;

f) Health;

g) Technology and Production;

h) Labor.

8. Guidelines for abstract submission

Abstracts should follow the presentation and formatting requirements below:

a) Be written in the national language or, for international presentations, in Spanish or English;

b) be sent in the event template, in .doc or .docx format, according to the file available on the official website and in the registration system (www.feevale.br/se);

c) the size of the file to be attached to the registration form must not exceed 3 MB;

d) contain, in the order presented, the elements specified below:

I. title, with a maximum of 160 characters;

II. name(s) of the author(s) and the advisor(s) and the acronym of their home institution, to the right of the page;

III. the author(s) mini-resumé(s) must appear at the end of the page, with a maximum of 2 lines per author (approximately 200 characters with spaces), start with the maximum title completed, followed by other relevant academic information and, finally, their role in the institution;

IV. keywords, from three to five, separated by a period;

V. abstract must have between 900 and 2500 characters with spaces and contain the following elements: justification, objective(s), methodology, partial or final results, and final considerations (it is recommended in this order, without being explicitly named in the body of the text).

9. Papers presentation and evaluation stages

The papers will be evaluated in two different stages.

9.1 Classification analysis

The abstracts registered will undergo a classification analysis, following the criteria defined by the scientific committee of the event, which are:

a) abstract must be accordingly to item 2; and

b) with the norms of submission of item 8.

Abstracts that do not meet these criteria will be disqualified. In its turn, the classifieds must be orally presented in a thematic session.

9.2 Merit analysis (thematic sessions)

The papers accepted for presentation at the event will be evaluated based on their abstract and the oral/sign language presentation in the thematic sessions.

The paper must be presented by one of the students registered as an author but not necessarily by the author responsible for the registration. Works that are not orally presented will not be certified and will not be eligible for the highlight award.

The thematic sessions will be held, in person, in classrooms, or in Feevale auditoriums, organized according to the thematic areas of the event, with the availability of audiovisual resources. The presenter of each paper will have a maximum of 10 minutes for presenting, and the evaluating panel will have another 10 minutes for discussions.

The panel will comprise two evaluators, professionals specialized in the area, professors, and/or doctoral students from Feevale or other institutions.

Requests to change the presentations' date, time, or schedule will not be accepted. In case of the absence of the presenter (author responsible for the registration or one of the secondary authors) at the predefined time and place for the oral/sign language presentation, the paper will be disqualified; thus, the authors will not receive a certificate nor will be eligible for the highlight award.

For the merit analysis, the criteria presented below will be considered.

9.2.1 Abstract evaluation

a) Topic relevant to the area;
b) clear objectives consistent with the proposed theme;
c) methodology appropriate to the objectives;
d) partial or final results coherent with the objectives;
e) ability to analyze and summarize the results.

9.2.2   Oral/sign language presentation evaluation

a) Mastery of the theme during the presentation;
b) clarity of presentation;
c) observance of the time limit of the presentation;
d) ability to debate with the evaluating board.

10. Awards

10.1 Event highlights

The highlight award is the recognition of the works with the best performance according to the merit analysis. Thus, one paper per study area will be selected: Communication, Culture, Human Rights and Justice, Education, Environment, Health, Technology and Production and

Labor. To be nominated by the evaluating panel, the paper must reach the minimum score of 80 (eighty) points in merit (one nomination per session).

The tie-breaker criteria will be as follows, in successive order:

1) highest score in the abstract evaluation;

2) highest score in the oral/sign language presentation;

3) association of the paper presented with a research/extension project with external funding;

4) association of the paper presented with a research/extension project with institutional funding;

5) the student has an external funding scholarship;

6) the student is an institutional scholarship holder of scientific initiation, extension or master's degree from any source;

7) the research is associated with a master's or doctorate project, in cases of a tie in the item before.

10.2 First place award

Among the highlights, the best paper will be awarded. To define the first place, a session will be held to present the outstanding papers for new evaluators. The following criteria will be considered in the second evaluation:

a) mastery of the topic during the presentation;

b) clarity of presentation;

c) adequate use of presentation time;

d) ability to argue with the evaluation panel;

e) uniqueness of the paper; and

f) relevance to scientific, technological, cultural, and/or social development.

The student awarded 1st place in the 2024 SE can choose between two awards: a 60% (sixty percent) discount on a Stricto Sensu Postgraduate course or a 100% (one hundred percent) on a Lato Sensu Postgraduate course from Feevale University. The period to use the award is two years from the award date, maximum. If the award winner chooses not to proceed, he or she must sign a term giving up receiving the award, which will be granted to the second author of the paper, according to the order registered in the registration system. If the second author also declines, it will pass to the third author, and so on.

11. Certificates

Certificates will be issued only to authors who have submitted and presented papers at the event.

The certificates will be issued in an online format. They will be sent to the e-mail appointed

in the registration form to the authors and advisors up to 60 days after the event, on a date to be determined by the Organization Committee.

The main author will be responsible for forwarding the certificate to the other registered authors.

The name(s) presented on the certificate will be the same informed on the registration form and in the same order.

12. Web conference

The presentation via web conference may be requested by participants who cannot be physically present at the event, preferably those coming from external institutions from other States or who are not located in the Metropolitan Region, Vale do Sinos, Paranhana, and Serra of Rio Grande do Sul.

To use this modality, after registering in the system, the participant must send an e-mail to se@feevale.br, informing this need, for evaluation. If the request is granted, the appropriate referrals will be made.

The deadline for requesting a presentation by web conference is September 18th, 2024.

12.1 Technical requirements for web conference

The tool used for the web conferences by Feevale University is Microsoft Teams. Both the presenter and the listeners will have an access link. A microphone (internal or external) and headphones or earphones are required. The web conference access link will be made available to the participants by e-mail, along with the disclosure of the date and time of their presentations.

To access the system, it will be necessary to:

a)   Desktop operating system: Windows® 10, Mac OS 10.14 or higher versions. Mobile: Android™ 9, iOS® 12 and iPadOS or higher versions;

b)   To access the system through an updated web browser. Although Microsoft Teams is compatible with Microsoft Edge®, Chrome™, Firefox® and Safari®, using Microsoft Edge® gives the participant a better experience;

c)   Additional requirements: 4 GB RAM, 1.5 GB free disk space, broadband internet connection.

On the presentation day, it is recommended that the participant:

a) checks the time of the presentation considering the time zone. Thefollowing website may be used: www.timeanddate.com/worldclock/;

b) accesses the link provided for the web conference at least 15 minutes before the presentation;

c) uses the Microsoft Edge® browser since it has better compatibility with Microsoft Teams;

d) uses headphones with a microphone (earphones can be used) to avoid microphonics;

e) prepares a PowerPoint presentation without animated transitions, which will be made available for the evaluators via the web conference system;

f) be in a quiet location with a good broadband internet connection.

13. Proceedings

Abstracts that are accepted in the classification analysis and that authorized the publication in the registration form will be published in the event proceedings.

The proceedings will be published on the event website (www.feevale.br/se).

14. Agreement

Registration implies the agreement and acceptance of all conditions established in the previous items.

The **Inovamundi** Organization Committee, the Scientific Committee, and the Pro-**Rector Office for Research, Graduate Studies and Extension** will analyze cases not mentioned.

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