

VI Scientific and Pedagogical Innovation and Sustainability Seminars

October 10th and 11th, 2024 – Online

RULES FOR PRESENTATION OF WORKS

1. Participation

1.1 The VI Scientific and Pedagogical Innovation and Sustainability Seminars, accepts the submission of **teaching cases**. For information on submission and registration procedures, visit the event website ([Click here](#)).

1.2 In order to present their work, at least one of the authors must be registered for the event. The works must be submitted for consideration by the Scientific Committee of the VI Scientific and Pedagogical Innovation and Sustainability Seminars within the deadlines set out in this regulation.

2. Content and languages

2.1 Teaching cases submitted to the VI Scientific and Pedagogical Innovation and Sustainability Seminars must preferably address the themes of the event “Innovation and Sustainability” or related to them.

2.2 At the VI Scientific and Pedagogical Innovation and Sustainability Seminars, the official languages are Portuguese, Spanish and English.

3. Authors

3.1 Up to 3 (three) teaching cases may be submitted per author, but each author may present upto 2 (two) works.

3.2 Certificates will not be issued for works that are not presented orally.

3.3 The work certificate presented will be issued digitally.

4. Paper submission rules

4.1 Submission of the teaching cases must be carried out via the website.

4.2 When submitting the teaching cases, the format and structure of the *template* available on the event website must be strictly observed.

4.3 When submitting the teaching cases, the author must:

- Fill in the following fields on the platform: title of the work, summary, keywords and list of authors;

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- Send a WORD file containing a maximum of 16 pages, following the requirements of the template;
- Use Times New Roman font, size 12 and single line spacing in submitted files;
- Citations must follow APA format.

4.4 The Scientific Committee will consider the work **NOT APPROVED** when finding the name(s) of the author(s) in any parts of the work or hidden identification.

5. Assessment criteria

- 5.1 The evaluation of works will be carried out using the *double blind review system*.
- 5.2 Evaluators will analyze the work based on the specified criteria.

6. Selection and classification

- 6.1 Works presented for evaluation must be original and unpublished. Work that has not been published in journals is considered in this way.
- 6.2 The works will be judged on their quality in accordance with the provisions of item 5.2. After the selection carried out by the Scientific Committee, it will distribute the works for presentation in each Thematic Group (GT), being able to eliminate those works with lower evaluation to benefit the feasibility of the relevant presentations and discussions.
- 6.3 Other procedures not provided for in the Standards will be defined by the Scientific Committee and communicated, in a timely manner, to the authors of the approved works. Any doubts not covered by these rules can be resolved directly through the event's communication channels.

7. Presentation and material available in each room

- 7.1 Authors must check the schedule (event website) for the GT room, time and order of presentation.
- 7.2 Each room will be coordinated by moderator(s) responsible for: a) controlling the time for presentations; and b) mediation of the debate, analysis and considerations of those present in each GT.
- 7.3 The order of oral presentations will be defined according to the criteria defined

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jointly by the Scientific Committee.

7.4 The presentation time allocated for each work will be 20 minutes, following the previously established order of presentation. A *template* for the presentation will be available on the event website.

8. Deadline for submitting work and publishing results

8.1 Work must be sent to the Scientific Committee **via the event website** between May 20 and July 31, 2024.

8.2 The Scientific Committee of the VI Scientific and Pedagogical Innovation and Sustainability Seminars is not responsible for any problems with sending files when submitting works.

8.3 The results of the evaluated works will be announced on September 20, 2024 on the event website. More information will be published on the event website.

9. Publication of approved works

9.1 All works presented will have their abstracts published in the Annals of the VI Scientific and Pedagogical Innovation and Sustainability Seminars.

9.2 By sending the work for consideration by the Scientific Committee, the authors agree to transfer the copyright of their articles for the exclusive purpose of publication in the event proceedings and on the websites of the institutions that are part of the organization of this congress. All rights to ideas, theses and arguments will be reserved exclusively to the authors.

9.3 Questions or controversial issues not included in these rules may be addressed directly with the Scientific Committee.

10. Schedule and General Provisions

10.1 The schedule of submission dates, publication of results, registrations and event activities will follow the calendar presented in Table 1. Any changes will be communicated and updated directly on the event website.

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Table 1 – Event Schedule

Important dates
Opening of submissions (05/20/2024)
Deadline for project submission (07/31/2024)
Evaluation of submitted works (until 15/09/2024)
Disclosure of Results (09/20/2024)
Registration deadline for presentation of approved works (until 09/30/2024)
Event held (10 and 11/10/2024)

10.2 Cases omitted from these rules will be decided by the Organizing Committee and Scientific Committee of the VI Scientific and Pedagogical Innovation and Sustainability Seminars.

**Scientific Committee of the
VI Scientific and Pedagogical Innovation and Sustainability Seminars**