Pro-Rector's Office of Teaching of Postgraduate Studies and Search
Program Institutional of Initiation Scientific and Initiation in Technological Development and Innovation
IV Seminar of Initiation Scientific, Technological and Innovation

INSTRUCTIONS GENERAL

Students of graduation from the UFR who do **not** participate in the Programs Institutions of Scientific, Technological and Innovation Initiation and other Universities

Registration:

UFR undergraduate students who **do not** participate in the Institutional Programs of Scientific Initiation and Initiation in Technological Development and Innovation and undergraduate students from other higher education institutions **must register for the IV Seminar of Scientific, Technological, and Innovation Initiation at SUAP through the webpage https://forms.gle/qkvxxrr1kmRtUMxR8**.

Submission of the Abstracts:

You, students of graduation from the UFR who have not participated in the Institutional Programs of Scientific Initiation and Initiation in Technological Development and Innovation, and students of graduation of other Institutions of Teaching Superior, should submit your abstracts through the Google Forms Platform from **02/Sep/2024 to 30/Sep/2024**. Including the Letter of Consent signed by the Supervisor, available in Annex III, is mandatory.

To submit your abstracts, follow the guidelines:

- To read the tutorial on registrations (Annex I);
- It is mandatory to use the summary model provided by the Pro-Rectory of Graduate Studies and Research (Annex II) and also available at https://ufr.edu.br/propgp/wp-content/uploads/2024/09/EN-Model_Abstract_IC_2024_IV-Seminar.docx
- After filling in the data, attach the summary (doc format) in Word;
- The submission features what your authors agree with regarding the rules of the event.

Presentation of the Works

THE presentation of the works of the students graduating from the UFR who are not participating in the Institutional Programs of Scientific Initiation and Initiation in Technological Development and Innovation and undergraduate students from other Higher Education Institutions is optional. Students who choose to present the work must submit, together with the submission of the abstract, one video of up to three minutes. The standards for the elaboration of video are available in ANNEX IV or via the link https://ufr.edu.br/propgp/wp-content/uploads/2024/09/EN-Video-instructions-Send-IV-Seminar-IC.docx .

SUBMISSION OF ABSTRACTS

INSTRUCTIONS

The student should subscribe to node IV Scientific, Technological and Innovation Initiation Seminar and Abstracts must be submitted via the Google Forms Platform (https://forms.gle/qkvxxrr1kmRtUMxR8), following the steps described below:

1 After accessing Google Forms, enter your email full name and select the option "UFR student who participates in institutional scientific, technological and innovation initiation programs (scholarship holders and volunteers)" or "**Other students" from UFR and other Universities**", and then click on "next";

2 Click on the Major Knowledge Area in which the work fits, and then click on "next";

3 Attach the summary and the letter of consent signed by the supervisor, and then click on "next";

4 Click in sending;

5 Submission of summary completed.

MODEL OF SUMMARY

University Federal of Rondonópolis/Vice-Rector's Office of Teaching of
Postgraduate Studies and Research IV Seminar on Scientific, Technological and Innovation Initiation

TITLE DO WORK
(centralised, in letters capital letters and in bold)

Full name of the student; Full name of supervisor; Full name of collaborator (if applicable) [3]

The Abstract should be written in a single paragraph, 250 to 300 words, in Arial font, size 12; single line spacing; A4 paper; left and top margin: 3 cm; right and bottom margin: 2 cm. The text should be continuous without being separated by topics. However, it must contain all the information that allows understanding of the work (introduction, objective(s), methodology, results and conclusions). It cannot include graphs, tables, images or references.
Keywords: minimum three and maximum 5

The advisor is responsible for checking the information inserted and making any necessary corrections before submitting the abstract.

Before submitting the abstract, this model's guidelines (in red) must be replaced by the appropriate information and deleted.
THE file of a summary must be saved in a format doc in Word.

MODEL OF CONSENT

University Federal of Rondonópolis/Vice-Rector's Office of Teaching of Postgraduate Studies and Research IV Seminar on Scientific, Technological and Innovation Initiation

CONSENT DO ADVISOR

I declare to you for due purposes and effects that I am aware of and agree with the submission of the Abstract entitled
_____" by the student, under my guidance, node IV UFR Scientific and Technological Initiation Seminar.

_____
Name of Advisor and signature

Instructions to elaboration of video to presentations of work node IV UFR Scientific and Technological Initiation Seminar

Students of graduation from the UFR who have **not** participated in the institutional programs of scientific and technological initiation and students of

graduation from **other Universities**

Period of submission: September'02/2024 t o September'30/2024

Guidelines for the Elaboration of Video

Sending the video is optional. If the student wishes to send it, they must observe the following rules:

- Time of presentation of video of until 3 minutes;
- The video should be submitted through Google Forms;
- Develop interesting ways to disseminate the results of the research carried out. Among the free editing programs that make it easier to create a presentation is Canva, which allows online video editing; however, there are other programs for creating presentations;
- To make it easier for the community to understand the work, use language that is easy to interpret;
- When presenting the video, provide the title of the work, your name and that of your advisor;
- It is essential to indicate which sustainable development goals, which make up the UN 2030 Agenda, your work is related to;
- After recording and editing, the student must access their YouTube channel (or create a channel for themselves on the platform*) and post their video in an "unlisted" format on YouTube. The link generated by the platform must be provided when registering for the event, along with Google Forms;
- t is recommended that the camera be placed stable to avoid shaking during recording. Use one tripod or adequate support to guarantee the stability of the video. Also, ensure the camera is focused correctly to provide a sharp, clear image.
- Make sure you record in a well-lit environment free from audible background noise.
- When recording, try to speak clearly and in an appropriate tone of voice so that your message is easily understood. Avoid sudden movements or unnecessary distractions that could divert the viewer's attention from the main content of the video.
- Finally, review the video before uploading it to ensure all information is correct. Make sure the necessary has been addressed in a complete and needed manner. That will help ensure the quality and effectiveness of the video when evaluated.

IMPORTANT:

The link to the video should remain available until 12 November 2024. After that term, you may proceed with your removal from YouTube if you wish.

*Simple tutorial for creating a YouTube channel and posting videos in an "unlisted" visibility format on the platform: https://www.youtube.com/watch?v=9tYXUhzeDR0;

Other tips for recording, case it is via cell phone:
- To clean the lens of your cell phone, Activate aeroplane mode;
- To search for one local with little noise to carry out the recording;
- Record your video in landscape (horizontal) mode so that when you stream it via computer or TV, it does not have black bars on both sides;
- No, to use of images of third parties;
- If you use soundtracks and images, we recommend using YouTube's library of trail sounds and free photos or images you made/captured.

Information:
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