



Conselho Regional de Administração do Pará

O Sistema CFA/CRA's tem como missão promover a Ciência da Administração valorizando as competências profissionais, a sustentabilidade das organizações e o desenvolvimento do país.



Superintendência

Travessa Quintino Bocaiúva, 2301 Sala 2303 - Ed. Rogélio Fernandez Business Center - Bairro Cremação - Belém-PA-CEP 66045-315

Telefone: (91) 3202-7889 - www.crapa.org.br

RULES FOR SUBMISSION OF JUNIOR AND FULL SCIENTIFIC ARTICLES

The XVII INTERNATIONAL ADMINISTRATION FORUM (FIA), promoted by the Federal Administration Council and the Regional Administration Council of Pará, will have as the central theme of its debates: "The Science of Administration under the Aegis of ethics, Sustainability and Governance".

The event will be held on September 26, 27 and 28, 2022, in the city of Belém/Pará.

This International Meeting of Administration Professionals is designed to discuss emerging themes in management, as well as deepen the knowledge and expertise of the professionals attending the event.

The public will participate in lectures and discussions about the Science of Administration under the aegis of ethics, sustainability and governance.

After having been to Miami, Madrid, Lisbon, Coimbra, Acapulco, Montreal, Turin, Geneva, and Brazil, in the cities of Porto Alegre, Florianópolis, Rio de Janeiro, Fortaleza, Goiânia, Gramado and Palmas, this year the event will be held in Belém (PA), at the HANGAR Conventions & Fairsof Amazônia. The entire structure for sending and presenting scientific papers will be prepared to be either in person or online.

1. THE MODALITY AND THE THEMES

1.1 The works submitted to the XVII FIA will be accepted in the modality "scientific article" and must deal with issues related to the event's theme.

When submitting an article to the system, authors may choose between two categories:

- a) Professional: professors, masters, doctor's degree and management professionals
- b) Academic: students or graduates who have completed all course credits in 2021 or 2022.

1.2 Of the themes and their descriptors:

- Administration: Management in Organizations, Administration of Administration Fields, Entrepreneurship, Ethics and Morals in Administration, Entrepreneurship in Administration Courses, Leadership, Organizational Learning, Strategic Planning, Marketing, Finance, Operations and Logistics, People Management, Production, Culture and Organizational Climate, Process Management.

- Innovation in organizations: Facilitating and Restrictive Factors of Innovation Capacity, Types of Innovation: Product, Process, Marketing, Theoretical Models of Innovation, R&D in Innovation, Open Innovation, Innovation and Learning, Measures and Indicators of Innovation, Innovation and Competitive Advantage, Innovative Models in Attracting and Retaining Students, Innovative Practices in the resumes of Management Courses.

- Sustainability in organizations: Sustainable Policies and Practices, Sustainable Models,

Principles of Sustainability in Organizations, Facilitating and Restrictive Factors to Sustainability, Benefits of a Sustainable Company and Social and Corporate Responsibility, Sustainability Indicators in Organizations, Sustainability and Competitiveness, Green Company, Sustainability Management Tools and Sustainability in Administration Course Curricula.

- Governance: ESG, Strategic Planning, Transparency, Organizational Consulting, Control and Auditing, Corporate Governance.

2. THE AWARD

2.1 The classified and presented papers that achieve first place in each thematic area will receive a Certificate of Merit, issued by the event coordination.

2.2 The other articles classified and presented at the event will be awarded certificates.

2.3 The CFA/CRA's System is assured all rights provided in article 111 of Law 8.666/93, including

- I - the free assignment of publication rights, implying the faculty of having any of the classified works published;
- II - the reproduction - in any place, time, media or language - of the whole article or part of it, at the discretion of the CFA/CRA's System;
- III - all other copyrights.

2.4 In the event the work is published:

I - the identification of the author or authors of the work shall always appear, in any edition or reproduction.

3- PROCEDURES FOR SUBMITTING ARTICLES

3.1 Those interested in submitting their article(s) for consideration by the Scientific Committee of the XVII FIA should do so through the submission system, at [hUps://fia.org.br](https://fia.org.br), where the announcement and the mandatory "template" for sending the full article are available. You must also fill in the abstract in the system.

- Article: upload the article in full and without identification. In the submission site of the scientific papers there will be a "template" of mandatory use.

-Abstract of the article: filling in the mandatory field pre-established in the submission system, without identification.

3.2 When submitting the full article, the author should not perform any type of identification of his authorship, under penalty of declassification and should use the mandatory "template".

3.3 The system will indicate the only area where the author should perform his identification and that of the other co-authors.

3.4. Articles should have a maximum of 4 (four) authors, with submission of up to 2 (two) articles per author.

3.4.1. The author(s) of the student category should register in the initial submission form the full name(s) of up to three undergraduate student authors with their supervisor (mandatory) or graduating student(s), which may total four, who have completed all course credits in 2021.

3.5. The article must be submitted respecting, also, all the guidelines contained in item 4. of this regulation.

3.6. At the submission stage, it is mandatory to register the main author in order to have access to the paper submission system, but it is not necessary to pay the registration fee for the event.

3.7 The paper registration will be linked to the main author, who must enter the names of all other co-authors.

3.8. All those submitting scientific papers must register using the "Authors of Scientific Papers" category, regardless of whether they also fit into another category of the event.

3.9 The authors who see their articles classified for presentation at the XVII FIA will receive the communication by e-mail and should register by the date established in item 10.3, that is, September 10, 2022.

3.10. The author of a classified paper must confirm his or her presentation, or indicate one of the other co-authors, for a face-to-face or online presentation, by September 15, 2022. Confirmation of the presentation will take place upon payment of the registration fee for those who will make the oral presentation at the event.

3.11. At the time of submission, the author must indicate which of the themes listed in item 1.2 the article to be submitted is related to.

4. **ARTICLE FORMAT AND ABSTRACT**

4.1. The submitted papers must obey the "template" available at the event available on the event's website and composed of the following items:

- Title;
- Abstract/Keyword/
- Introduction;
- Theoretical framework;
- Methodology used
- Analysis and Discussion of Results;
- Final Considerations;
- Bibliographical References.

4.2. The submitted papers must have the following configurations:

- Minimum 10 and maximum 20 pages, including all the items cited in the "template";
- Size: A4 (29.7 x 21 cm);
- Top and bottom margins 3 cm, left and right margins 2 cm; Paragraphs begin with 1.25 cm indentation from the margin;
- Font, Times New Roman, size 12 and black color;
- Justified alignment;
- Spacing 1.5 throughout;
- Use one space before and after each title and subtitle, figures, charts and tables, if any;
- Language Portuguese or Spanish;
- File in PDF format with a maximum size of 4 Mb.

4.3 The abstract referred to in these regulations refers to that which is within the submission system and must have between 100 and 250 words.

4.4 The author must obey the steps available through the article submission filling platform, composed of the following items:

- Main Author;
- E-mail Main Author;
- Institution;
- 1st Co-author;
- E-mail 1st Co-author;
- Institution;

- 2nd Co-author
- E-mail 2nd Co-author;
- Institution;
- 3rd Co-author;
- E-mail 3rd Co-author;
- Institution;
- Topic; (choose one only)

- + Management
- + Innovation in Organizations
- + Sustainability in Organizations
- + Entrepreneurship

- Title of the article;
- Abstract, 100 to 250 words;
- Download the full article (without identification)

5. EVALUATION AND CLASSIFICATION CRITERIA

5.1 Each article will be submitted to two evaluators using the "blind review" system in order to ensure the anonymity of the article and preserve the result of the process.

5.2. The articles will be linked to the event registration number and the names of the authors of the selected papers will only be disclosed after the end of the evaluation process of the XVII FIA Scientific Committee.

5.3 The approved papers should be presented in a PRESENCE or ONLINE format, to be defined in agreement with the authors.

5.4 The articles will be evaluated considering the following criteria:

(a) Adherence to the central theme of the event and contemporary approach, easy to read and understand;

b) Clarity in the formulation of the objectives and evidence of its fulfillment in the development of the text and in the conclusions presented;

c) Adequacy between data and methodology applied;

d) Validity and substantiation of the conclusions presented;

e) Contribution and relevance of the article to future research and practical applications.

5.5. The evaluators will use the criteria specified above and a points table to definish the classification of the papers to be selected, as well as those that will be awarded.

5.6 There will be no dissemination of the scores or of the final position of the classificatees, except for the award winners.

5.7 No appeals will be accepted against decisions made by the XVII FIA Scientific Committee.

5.8. In case of a tie among possible award winners, the tie-breaker criterion will be the highest score obtained in letter "e" of item 5.4 of these regulations. If the tie persists, the highest score obtained in letter "d" will be considered, and so on, until reaching letter "a" if necessary. If the tie prevails, a third member of the XVII FIA Scientific Committee will evaluate the tie.

6. DISQUALIFICATION

6.1 Articles will be disqualified if:

- Do not deal with the themes established in item 1 of these regulations;
- Do not comply with the formatting stipulated in item 4 of these regulations;
- Have any type of identification of the author(s) and co-author(s) in the body text of the abstract in the submission system or in any part of the submitted article;
- They fail to meet any of the deadlines established in item 10 of these regulations.

7. THE EVALUATION COMMITTEE

7.1 All papers received will be analyzed and evaluated by the Scientific Committee of the XVII FIA, constituted exclusively for this purpose and formed by the following Regional Coordinators:

- Adm. Cláudia de Salles Stadtlober, PhD (Federal Councilor RS).
- Adm. Hinton Hennington Portilho Bentes Neto, Specialist (Councillor CRAPA)
- Adm. Isabela Regina Fornari Muller, Ph.D. (Federal Counselor SC)
- Adm. Mauro Leonidas, Master (PA Federal Counselor)
- Adm. Pedro Carlos ReLalefsky Loureiro, Master (CRAPA Board Member)

7.2 Other evaluators may be appointed to compose the present Evaluating Committee as a result of the volume of articles submitted and of national or international partnerships.

8. THE PRESENTATION OF THE SCIENTIFIC ARTICLE

8.1 The presentation of papers will be a sine qua non obligation of the author and/or co-author(s) and either PRESENTAL or ONLINE. If at least one of the authors is unable to be present for the oral presentation, the paper will be disqualified and will not receive a certificate. The confirmation will take place upon payment of the registration fee for those making the oral presentation at the event.

8.2 The oral and totally online presentations of papers must adopt the following criteria:

- Maximum of 10 minutes for the presentation;
- Maximum 05 minutes for questions from the audience and discussion.

8.3 The start and end times of the presentation will strictly adhere to the distributed schedule.

8.4 Authors should enter the ONLINE room, destined for presentation, 20 minutes before their time and communicate their arrival to the coordinator.

8.5 The event coordinator will make a presentation template available.

9. OF THE CERTIFICATES

The following electronic certificates will be issued after the event:

- 9.1 paper author certificate.
- 9.2 presenter's certificate.
- 9.3 merit certificate.
- 9.4 reviewer certificate.
- 9.5 area coordinator certificate.
- 9.6 mediator certificate.

10. DEADLINES

10.1 Submission of the articles: papers must be submitted through: <https://fia.org.br> from July 1,

2022 to August 16 at 11:59 pm (Brasília time).

Attention: registration in the event is a preliminary condition for submitting article(s) as established in item 3.6.

10.2 Approval of papers: the decision on the acceptance or not of the paper will be communicated to each author by 08/30/2022.

10.3 Registration of the author and/or co-author(s): the deadline for registration for the event is 09/10/2022, with information on who will present the paper. Registration until the date set forth in this announcement is a mandatory condition for presentation.

11. FINAL PROVISIONS

11.1 The Organizing Committee of the XVII FIA disclaims any responsibility for lodging, transportation and/or any other costs related to the preparation of material for presentation of authors and co-authors who have their papers approved for presentation at the event.

11.2. The authors, co-authors and supervising professors of the presented and approved papers will not be able to charge any expenses, fees, reimbursements; nor claim copyrights or image rights for the exhibitions and dissemination that the CFA/CRAs System will give to these papers, either in printed or digital format.

11.3 Papers written by members of the Scientific Committee of the XVII FIA, advisors or employees of the CFA/CRAs System, as well as employees of companies sponsoring the XVII FIA are not eligible for the award.

11.4 The submission of an article signifies the candidate's full and unrestricted acceptance of all the requirements and provisions of these Regulations.

11.5 When submitting articles to the XVII FIA, the authors assume full responsibility for the authorship of their works, declaring themselves aware of the legislation that governs and protects copyrights.

11.6 The responsibility for informing the existence or not of co-author(s) of the papers submitted to the XVII FIA is exclusive to the author, who must inform at the time of submission and in a field directed by the event platform system, according to item 4.4, the data of all possible co-authors of the submitted work. The Federal Administration Council and the Pará Regional Administration Council will not be held responsible for awards given to a single author, in the event of the existence of uninformed co-authors, with the offender being subject to civil and criminal liability to the competent authorities.

11.7 For any further clarifications, please send an e-mail to artigosfia@crapa.org.br.

11.8. Cases of omission will be analyzed by the XVII FIA Scientific Committee and, as a last instance, by the XVII FIA Management Committee.

Belém (PA), June 30, 2022.

Scientific Committee Coordinators:

- Adm. Cláudia de Salles Stadtlober, Doutora (Conselheira Federal RS)

[hUp://laUes.cnpq.br/4730010148724067](http://laUes.cnpq.br/4730010148724067)

- Adm. Hinton Hennington Portilho Bentes Neto, Especialista (Conselheiro CRA-

PA) [hUp://laUes.cnpq.br/5891301244993677](http://laUes.cnpq.br/5891301244993677)

- Adm. Isabela Regina Fornari Muller, Doutora (Conselheira Federal SC)

[hUp://laUes.cnpq.br/4728557347778620](http://laUes.cnpq.br/4728557347778620)

- Adm. Mauro Leonidas, Mestre (Conselheiro Federal PA)
hUp://laUes.cnpq.br/5530567272349431

- Adm. Pedro Carlos ReLalefsky Loureiro, Mestre (Conselheiro CRA-PA)
hUp://laUes.cnpq.br/7716378005404271



ento assinado eletronicamente por Adm^a. Isabela Regina
r, Conselheiro(a), em 30/06/2022, às 18:59, conforme horário oficial de Brasília.



ento assinado eletronicamente por Adm. Hinton Hennington Portlho Bentes
neiro(a), em 30/06/2022, às 19:03, conforme horário oficial de Brasília.



ento assinado eletronicamente por Adm^a. Cláudia de Salles Stadtlober, Diretor(a), em 30/06/2022, às
me horário oficial de Brasília.



ento assinado eletronicamente por Adm. Pedro Carlos ReLalefsky Loureiro, Conselheiro(a), em 30/0
14, conforme horário oficial de Brasília.



ento assinado eletronicamente por Adm. Mauro dos Santos Leonidas, Conselheiro(a), em 30/06/2022, às
me horário oficial de Brasília.



autenticidade deste documento pode ser conferida no site sei.cfa.org.br/conferir, informando o
padrão 1401680 e o código CRC9B635C4A.