



REGULATION – 15th FETEPS

Centro Paula Souza Technology Fair (Feira Tecnológica do Centro Paula Souza - Feteps) is the event designed for the exhibition and sharing of projects developed by students from Centro Paula Souza and other partner institutions, with the potential for entrepreneurship, creativity, innovation, social transformation, and application of technology.

The diversity and quality of the works reflect, in a very significant way, the pedagogical projects of high school, technical courses, and technological higher education, and have, among their objectives, the development of an entrepreneurial, creative, innovative, and scientific-technological vision.

Through FETEPS, CPS aims to integrate the best projects into the society. The projects were created by students in Vocational and Technological Education (VTE) under the guidance of their teachers. This involves presenting the solutions they have developed, connecting students and teachers with productive sectors, with the goal of enhancing employability and fostering the economic development of the state.

1. The 15th FETEPS will be held according to its schedule available at <http://feteps.cpsctec.com.br/>
2. Registration and Teams:
 - 2.1 Secondary, technical, and higher education students from Centro Paula Souza or other institutions (public and private) can register projects for the 15th FETEPS.
 - 2.2 Each project registered can have a maximum of three students with





the participation of one teacher advisor.

2.2.1 Graduated students can be part of the team provided that they have completed their studies in the academic year of 2023.

2.3 Projects presented on previous FETEPS editions will not be accepted. In case of a research that constitutes a sequence of a project presented previously in FETEPS, a form must be filled out as a mandatory document.

2.4 All projects must have the guidance of an advisor. A co-advisor can be added optionally.

2.5 The advisors of Centro Paula Souza must be coordinators, teachers, school advisors or teaching assistants from Centro Paula Souza. Co-advisors can be professionals from Centro Paula Souza or other institutions.

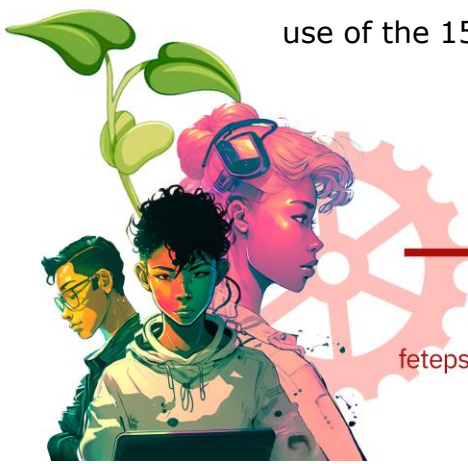
2.6 Registrations sent via email, internal mail, or regular mail will not be accepted.

2.7 Teams must be formed by:

- 1 (one) advisor - mandatory;
- 1 (one) co-advisor - optional;
- (three) students - maximum.

2.8 The teams can be formed by students, advisors, and co-advisors from different grades, modules, courses, fields, and educational institutions.

2.9 Personal data provided on the registration form will be for the exclusive use of the 15th FETEPS Organization.





2.10 There is no limit to the number of projects that can be submitted per educational institution.

3. Projects must be submitted on the platform by the student, who will be responsible for registering the other team members, including the advisor and, if applicable, the co-advisor.

3.1 The projects must be submitted online through the web site <http://feteps.cpsctec.com.br/>, following the guidelines available on the platform.

3.2 Projects registered must strictly follow the guidelines available on the platform.

3.3 Only projects that use the standard template available on the website <http://feteps.cpsctec.com.br/> below the "Information" ("Informações") section will be accepted.

3.4 The authorship and truthfulness of the information registered on the platform, in addition to the information disclosed during the Fair and provided to the event organizers, will be of sole responsibility of the participants.

3.5 The projects must be registered according to the 17 Sustainable Development Goals (SDGs), justifying the connection with the project's proposal and the related outcomes aimed at achieving the chosen goal.

The 17 SDGs are:

1. No Poverty
2. Zero Hunger and Sustainable Agriculture
3. Good Health and Well-being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation





7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation and Infrastructure
10. Reduced Inequality
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life on Land
16. Peace, Justice and Strong Institutions
17. Partnerships for the Goals

3.6 The description of each goal, as well as the targets, can be accessed through the following website: <https://brasil.un.org/pt-br/sdgs>

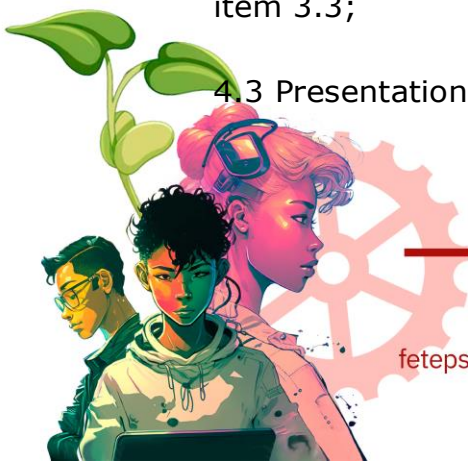
THE MINIMUM REQUIREMENTS FOR SUBMISSION

4. Complete identification (profile) of all project team members (students and advisors) on the platform.

4.1 Project Abstract and Keywords

4.2 Upload of the project in a PDF file, in article format according to the item 3.3;

4.3 Presentation link (YouTube), in pitch format.





4.4 Documents about the project which are part of the Scientific Commission.

4.5 Form of Project in Continuity, according to item 2.4 of the regulation, when applicable.

PROJECT VALIDATION

5. The project will be considered registered for presentation at the fair, only after the validation of all stages in the system.

FORMATTING GUIDELINES FOR PROJECT SUBMISSION

6. The formatting standards are available on the template manual.

6.4 In case of any copied content detected, configuring plagiarism, the project will not be selected and it will be subjected to the penalties of the Law.

ETHICS COMMITTEE

7. Projects involving human beings, animals, handling of potentially hazardous biological agents, controlled substances and/or equipment will be previously analyzed by the Ethics Committee.





7.1 This procedure aims to ensure that the development of the research is in accordance with the standards established by Brazilian and international legislation. Details of these rules can be found in the Security Rules available on the FETEPS website.

7.2 It will not be allowed demonstration of:

- a) dissected specimens or parts;
- b) preserved vertebrate or invertebrate animals (including embryos);
- c) usage of living organisms;
- d) plants that produce illicit and toxic substances;
- e) human parts;
- f) specimens or parts of specimens preserved by taxidermy;
- g) animals or body fluids;
- h) poison;
- i) illicit drugs;
- j) controlled substances;
- k) hazardous substances and materials;
- l) dry ice or other type of sublimated solid;
- m) fire or highly flammable materials;
- n) any equipment (electronics or mechanics) that does not follow safety rules;
- o) firearms and/or cold weapons;
- p) or any other apparatus considered unsafe by the FETEPS Organizing Committee.

7.3 The projects must be developed safely and under supervision, following the rules established in the regulation.





**CLASSIFICATION OF PROJECTS FOR PRESENTATION AT THE ON-SITE
FAIR**

8. The submitted projects will be evaluated by the Appraisal Committee composed of Centro Paula Souza teachers and professionals from the productive sectors, based on the following criteria:

- alignment with SDGs;
- clarity in writing;
- clear and concise presentation;
- problem-solving;
- creativity;
- innovation;
- coherence;
- project feasibility in practice;
- prototype results;
- sustainability.

8.1 Teams that violate any provisions from this regulation will be disqualified of the process.

8.2 The 100 (one hundred) best projects from Centro Paula Souza and the 20 (twenty) best projects from other institutions will be selected.





8.3 The Appraisal Committee's decision will be final.

8.4 Requests for reviews and appeals will not be accepted.

8.5 The Organization Committee reserves the right to not provide personalized feedback regarding the registered projects, whether they are approved or not.

8.6 The announcement of the finalist projects will follow the schedule and will be available on the website: <http://www.feteps.cpscetec.com.br/>

8.7 If any project is disqualified, the next highest-ranked project will be called upon, in accordance with the ranking list.

PRESENTATION AT THE ON-SITE FAIR

9. The on-site fair will take place in the city of São Paulo, SP, between the months of June and August 2024, with the date yet to be confirmed.

9.1 The selected projects must exhibit their work at standard-sized booths (3.0 m x 2.0 m), equipped with a counter, stools, a round table, a TV, and sockets.

9.1.1 Any additional requirements should be requested with a minimum of 3 months' notice.

9.2 The presence of students from the selected projects during the exhibition period is mandatory. They are responsible for presenting their work and for the safekeeping of all materials.

9.3 For the on-site exhibition, there must be a minimum of 1 (one) student and 1 (one) advisor and/or co-advisor.

9.4 Projects cannot be presented solely by the advisor or co-advisor.

9.5 If there is not a minimum of 1 (one) student, the project will be disqualified.





9.6 Exhibiting students and teachers must wear identification badges and t-shirts provided by the organizing committee during the event days.

9.7 The placement of banners and any other objects and accessories in the booths that have not been approved by the Organizing Committee will not be allowed.

9.8 The assembly of the projects must be carried out in the booths designated by the Fair's Organizing Committee, as previously announced, and at the scheduled time.

9.9 Each team will be responsible for the assembly, organization, and disassembly of their materials in the booths.

9.10 At the end of each day, the team responsible for the project will ensure the safekeeping of the equipment and/or materials in a location pre-established by the Organizing Committee.

9.11 The transportation of students to the project exhibition in São Paulo will be the responsibility of each educational unit.

9.12 Centro Paula Souza will be responsible for the accommodation of exhibiting students and those designated as project members in the registration, as well as one advising professor and, if applicable, one co-advisor.

9.13 The change of team members for the on-site fair is not allowed."

9.14 The exhibitors (students and teachers) must strictly adhere to the exhibitor's manual that will be made available to the projects selected for the on-site fair.

9.15 The food served for tasting must comply with the hygiene and food safety standards stipulated in the following legislations:

9.15.1 São Paulo Municipal Legislation / Legislação Municipal:





PORTARIA 2619/11 - SMS – Publicada em DOC 06/12/2011, página 23.

9.15.2 State Legislation / Legislação Estadual: Portaria CVS 5, de 09 de abril de 2013.

9.15.3 Federal Law / Legislação Federal: RESOLUÇÃO Nº 216, DE 15 DE SETEMBRO DE 2004 – Ministério da Saúde - Dispõe sobre Regulamento Técnico de Boas Práticas para Serviços de Alimentação.

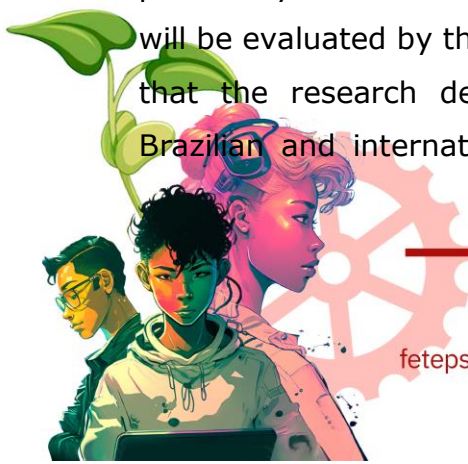
9.15.4 In these cases, the project supervisor must sign a technical responsibility agreement, ensuring the quality standards of the product offered.

9.16 Projects whose students and supervising teacher/co-supervisor do not attend the event or present inappropriate behavior that compromises the development of the event will be disqualified.

9.17 The classified projects that are not presented during the on-site fair will be removed from the publications regarding the fair, and in their place, an explanatory note will be published, along with the respective identification of those members, leaving the college or school unable to submit projects for the next FETEPS.

PROCEDURES FOR CLASSIFIED PROJECTS

10. Projects involving human beings, vertebrate animals, manipulation of potentially hazardous biological agents, substances, and/or controlled equipment will be evaluated by the FETEPS Ethics Committee. This procedure aims to ensure that the research development complies with the standards established by Brazilian and international legislation. The norms involving human beings and





vertebrate animals follow Resolution CNS No. 466, of December 12, 2012, and the determinations of Law No. 11.794, of October 8, 2008 (Resolução CNS no 466, de 12 de dezembro de 2012 e as determinações da Lei no 11.794, de 8 de outubro de 2008).

10.1 The Ethics Committee will be responsible for evaluating:

- the compliance with ethical and legal rules and determinations regarding research with human beings and animals;
- the information filled in the forms, signatures, and project completion dates;
- adherence to the rules on potentially hazardous controlled biological agents or substances.

10.2 Projects falling under this item must submit specific forms that demonstrate compliance with the established norms. In their absence, the project will be disqualified.

10.2.1 The Committee may request changes to adapt the project to the FETEPS rules or disqualify it if changes are not possible.

FINAL EVALUATION AND AWARDS

11. During the on-site fair, projects will be evaluated by a committee of expert teachers and professionals from productive sectors.

11.1 The evaluation criteria will be: innovation, entrepreneurial characteristics, creativity, applicability, market viability, technology application, transformation potential, social and environmental responsibility, problem-solving, and team presentation.

11.2 The top 05 (five) projects will be awarded according to the scores assigned





by the evaluators.

11.3 The awards ceremony will take place on the last day of the on-site fair exhibition.

11.4 Other awards may take place concurrently with the awarding of the top 05 (five) ranked projects.

ORGANIZATION

12. FETEPS is organized by the Organizing Committee, which deliberates on all actions of the Appraisal and Ethics Committees.

GENERAL GUIDELINES

13. The Organizing Committee will not be responsible for failures in the submission of projects and videos resulting from technical problems of computers, communication failures, congestion of communication lines or other factors that make data transfer impossible.

14. All communication will occur through the e-mail registered in the system, including the project submission.





15. Messages regarding to the evaluation status of the project will be sent automatically in the user area on the platform;

16. The projects evaluated during the assessment will have their assessments respected, according to the criteria evaluated by the Appraisal Committee. Appeals will not be accepted once the research presentation aspects have been detailed in this regulation.

17. The personal data provided on the registration site will be used exclusively for the Organization of the 15th FETEPS and are protected in accordance with the Brazilian General Law for the Protection of Personal Data (LGPD - Lei Geral de Proteção de Dados Pessoais), Number 13.709, of August 14, 2018.

18. The General Coordination of the 15th FETEPS reserves the right to include, adapt or modify the rules of this Regulation and other rules of the Fair, with disclosure at <http://feteps.cpsctec.com.br/>.

19. Cases not covered in these guidelines shall be submitted to the analysis by the Organizing Committee of the 15th FETEPS, being its decisions mandatory.

GENERAL COORDINATION
15° FETEPS

