TITLE OF EXPERIENCE REPORT OR CASE REPORT

Authors´ Data ***(the below structure should be informed for each author)***

Author's full name

Titling, Institutional Membership, ORCID[[1]](#endnote-1), Email

**EXECUTIVE SUMMARY (**maximum 250 words**)**

(Describe a brief executive summary of the experience/case carried out. These should relate to the themes of the event, such as Case of Corporate University / School of Government / Knowledge Governance / Knowledge Management / Innovation Governance, etc.). We will entitle in the following sections the thematic focus of the experience/case report as a THEME.

Keywords: Use three to five words, separated by periods and in lowercase letters.

TITLE TRANSLATED INTO ENGLISH

(Describe a brief executive summary of the experience/case carried out. These should relate to the themes of the event, such as Case of Corporate University / School of Government / Knowledge Governance / Knowledge Management / Innovation Governance, etc.). We will entitle in the following sections the thematic focus of the experience/case report as a THEME.

Keywords: Translated Keywords.

# ORGANIZATIONAL CONTEXT

Briefly describe the organizational context (which domain belongs to, the purpose of the organization and the main challenges in attaining the goals).

For section headings, such as ORGANIZATIONAL CONTEXT, use Times New Roman 14, Bold, left-aligned, HIGH-BOX. The body of the text should be written in Times New Roman 12 Normal, line spacing of 1.5 with justified text and the margins are: right with 3 cm, left with 2 cm, upper with 3 cm and lower with 2 cm.

# ORGANIZATIONAL PROBLEMS

Outline the generic organizational problems that the THEME may contribute to the results.

# KNOWLEDGE PROBLEMS

Define (describe) specific knowledge problems.

# KNOWLEDGE STRATEGY

# Describe the strategy used in the organization to solve the problem (s). Demonstrate using figures, graphs, infographics, data and information, the analyses performed, the focus (if was any organization, board or area, a process, etc.); describe the chosen paths and the goals to be achieved.

# ACTIONS PLANNING

Describe using figures, graphs, infographics, data and information, the approach (practices) of the chosen THEME; define actors, tools and adopted methodologies; if the focus was on the content or in the interaction between people, among others

# INITIATIVES AND PRACTICES

Present the initiatives and practices of the THEME and how they were applied in the organization; describe who was involved in, when, in which time, what were the difficulties encountered, among other relevant details to the understanding of the case.

# RESULTS

Demonstrate using figures, graphs, infographics, data and information, the results achieved, as well as the contribution to the established goals and for the solution of the organizational problems.

# LEARNED LESSONS

Show how the lived experience might contribute to the learning and dissemination of the THEME in other areas or other organizations; which problems might arise, what could be done in another way to achieve a better result, recommendations for future applications, etc.

**REFERENCES (if any)**

Match the sources quoted in the text according to the APA standards. References should be listed alphabetically. For references, use font Times New Roman 12, Normal, with left alignment. The spacing between lines is the single one, and between one reference and another, there must also be a single space.

Examples:

**In the text:**

Alves Filho, Cerra, e Bonadio (2004) OU (Alves Filho, Cerra, & Bonadio, 2004)

Subsequent quotes: Alves Filho et al. (2004) OU (Alves Filho et al., 2004)

(Giddens, 1978) OU Giddens (1978).

Moody e White (2003) OU (Moody & White, 2003).

**On the references list:**

Alves Filho, A. G., Cerra, A. L., Maia, J. L., Sacomano Neto, M., & Bonadio, P. V. G. (2004). Pressupostos do gerenciamento da cadeia de suprimentos: evidências de estudos sobre a indústria automobilística*. Gestão & Produção*, 11(3), 275-288.

Giddens, A. (1978). *Novas regras do método sociológico*. Rio de Janeiro: Zahar.

Moody, J., & White, D. R. (2003) Structural cohesion and embeddedness: a hierarchical concept of social groups. *American Sociological Review*, 68(1), 103- 127.

1. <https://orcid.org/> [↑](#endnote-ref-1)