



## INSTRUÇÕES DE USO DO SISTEMA EasyChair PARA A INSCRIÇÃO DE TRABALHOS PARA SBQP 2015

**PASSO 1 - Abra seu navegador e entre no link abaixo:**

<https://easychair.org/conferences/?conf=sbqp2015>

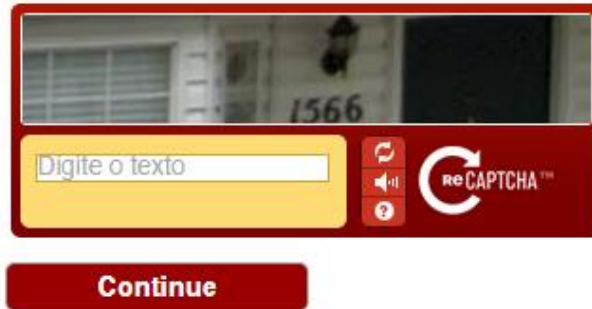
**PASSO 2 – Criando uma conta no EasyChair e efetuando login:**

Se esta for a primeira vez usando o EasyChair, clique em **Create an account**. Caso você já tenha uma conta, faça o login com seu usuário e senha e pule para o passo 8.

The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo with the tagline 'The conference system'. On the right is a small icon of a chair. The main heading is 'Log in to EasyChair for SBQP 2015'. Below this is a cookie consent message: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' The login form contains two input fields: 'User name:' and 'Password:'. Below these fields is a red 'Log in' button. At the bottom of the form, there are three links: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'.

### PASSO 3 – Criando uma conta: Preenchendo o ReCAPTCHA

O primeiro passo para a criação de uma Nova Conta é preencher o campo com as duas palavras que aparecem na imagem. Em seguida, clique em **Continue**.



### PASSO 4 – Criando uma conta: Preenchendo o formulário

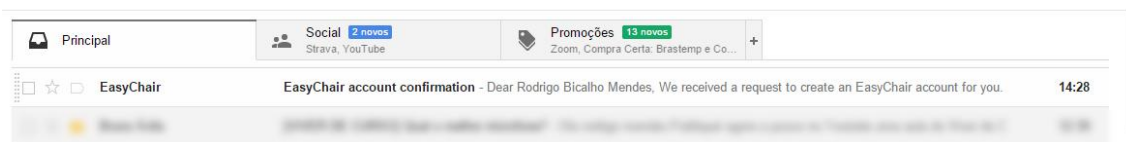
Preencha o formulário com seu nome (first name), sobrenome (last name) , endereço de e-mail, confirme o endereço de e-mail e clique em **Continue**.

First name <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retype email address (*):	<input type="text"/>


**Continue**


## PASSO 5 – Criando uma conta: Confirmação da conta de e-mail

Um e-mail será enviado ao endereço disponibilizado. Clique no link presente no e-mail para confirmar a criação da conta.



### EasyChair account confirmation Entrada x

 **EasyChair** <noreply@easychair.org>  
para mim ▾

 inglês ▾ > português ▾ [Traduzir mensagem](#)

Dear Rodrigo Bicalho Mendes,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://easychair.org/account/create.cgi?code=sFcSotu2CRmK8jSWZi2Q>

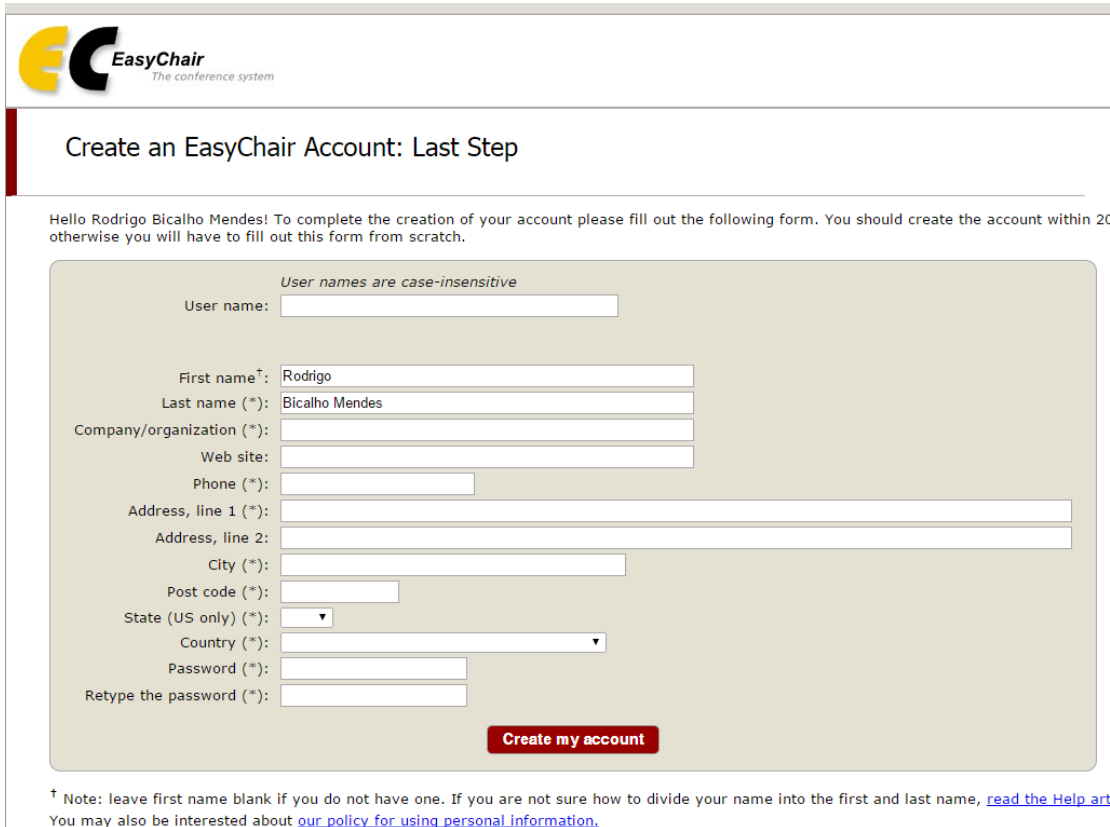
Best regards,  
EasyChair.

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Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

## PASSO 6 – Criando uma conta: Redirecionamento de link

Este link será direcionado a outro formulário solicitando o resto de suas informações. Após preenchê-lo, clique em **Create my account**.



**EasyChair**  
The conference system

### Create an EasyChair Account: Last Step

Hello Rodrigo Bicalho Mendes! To complete the creation of your account please fill out the following form. You should create the account within 20 otherwise you will have to fill out this form from scratch.

*User names are case-insensitive*

User name:

First name†:

Last name (\*):

Company/organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

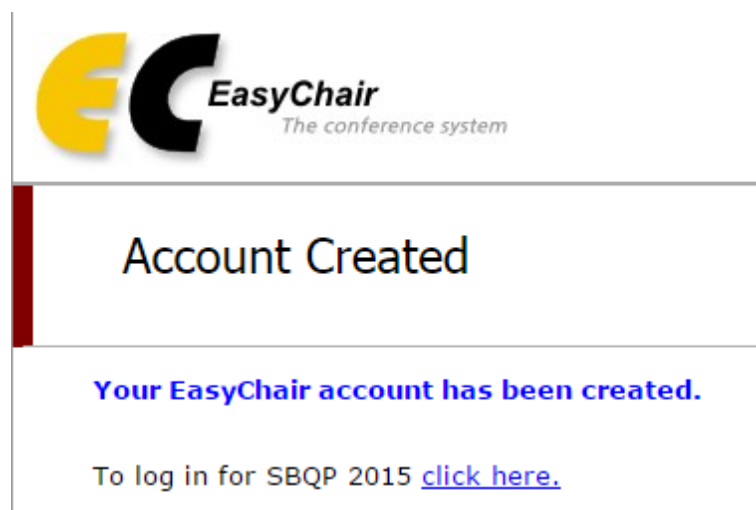
Country (\*):

Password (\*):

Retype the password (\*):

**Create my account**

† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help art](#)  
You may also be interested about [our policy for using personal information](#).



**EasyChair**  
The conference system

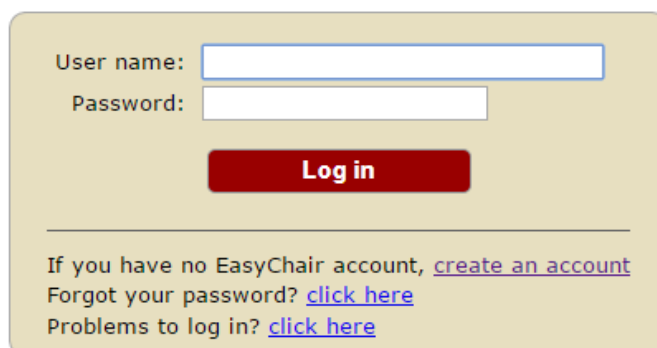
## Account Created

**Your EasyChair account has been created.**

To log in for SBQP 2015 [click here](#).

## PASSO 7 – Logar no EasyChair

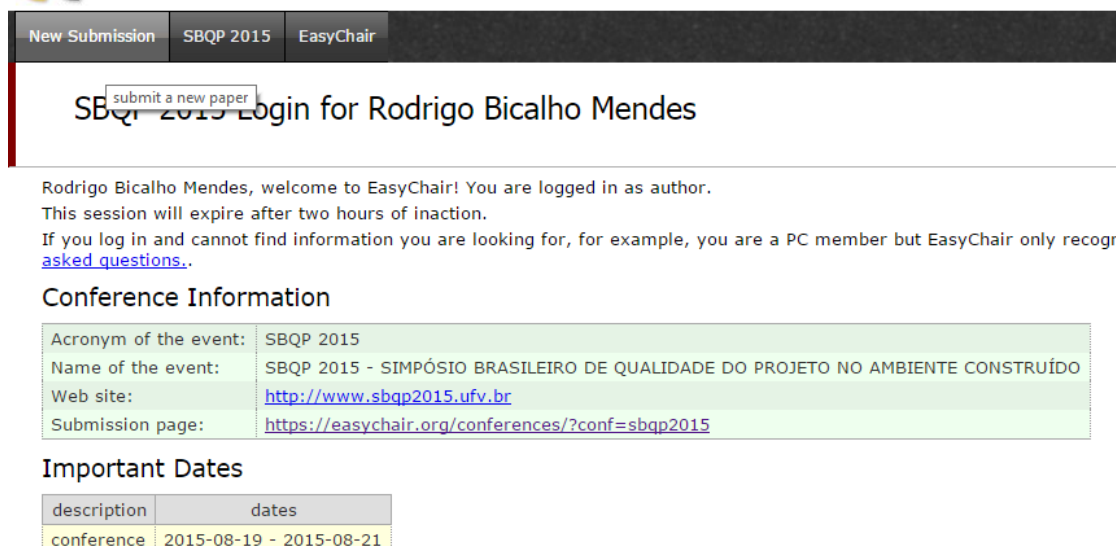
Após criar a conta, você precisará entrar no site da conferência novamente através do link citado no passo 1. Entre com seu nome de usuário (user name) e senha (password) e clique em **Log in**.



The image shows a login form with a light beige background. It contains two input fields: 'User name:' and 'Password:'. Below the fields is a red button with the text 'Log in'. Underneath the button, there are three lines of text with blue hyperlinks: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'.

## PASSO 8 – Submeter um novo trabalho no SBQP 2015

Clique no link **New Submission** localizado no canto superior esquerdo da página.

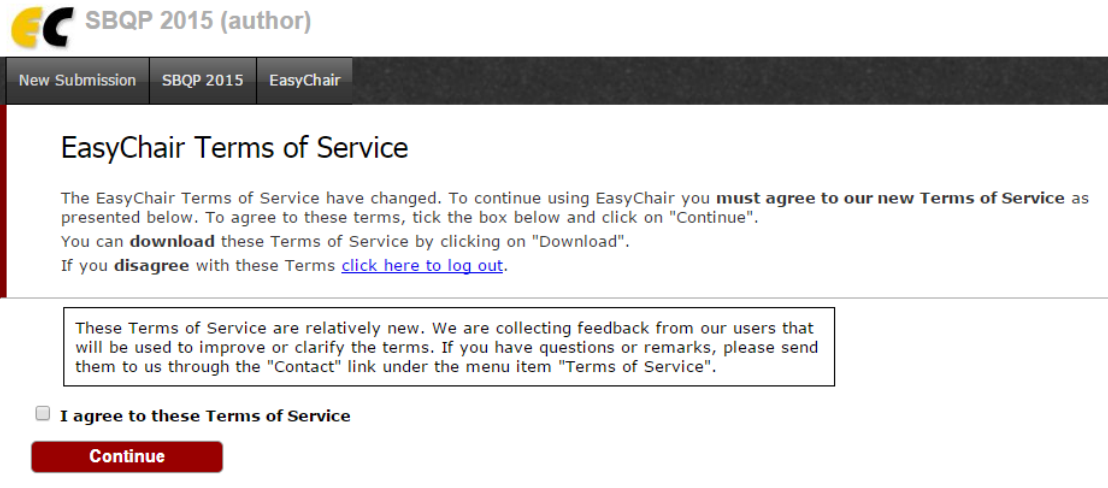


The image shows a screenshot of the EasyChair user interface. At the top, there is a navigation bar with 'New Submission', 'SBQP 2015', and 'EasyChair' buttons. Below the navigation bar, there is a 'submit a new paper' button and a 'Login for Rodrigo Bicalho Mendes' link. The main content area displays a welcome message: 'Rodrigo Bicalho Mendes, welcome to EasyChair! You are logged in as author. This session will expire after two hours of inaction. If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recogni [asked questions](#).' Below this is a 'Conference Information' section with a table of event details. At the bottom, there is an 'Important Dates' section with a table of dates.

description	dates
conference	2015-08-19 - 2015-08-21

## PASSO 9 – Termos de Serviço

Você terá que aceitar os **Termos de Serviço** do Easy Chair. Clique na caixa próxima a **I agree to these Terms of Service** e clique em **Continue**.



**EC** SBQP 2015 (author)

New Submission SBQP 2015 EasyChair

### EasyChair Terms of Service

The EasyChair Terms of Service have changed. To continue using EasyChair you **must agree to our new Terms of Service** as presented below. To agree to these terms, tick the box below and click on "Continue".

You can **download** these Terms of Service by clicking on "Download".

If you **disagree** with these Terms [click here to log out](#).

These Terms of Service are relatively new. We are collecting feedback from our users that will be used to improve or clarify the terms. If you have questions or remarks, please send them to us through the "Contact" link under the menu item "Terms of Service".

**I agree to these Terms of Service**

**Continue**

EasyChair Terms of Service

Thank you for choosing EasyChair!

(1) Terms and Conditions of Service

1.1 Cool Press Ltd ("we" or "us" or "Cool Press") provides EasyChair Conference Management services (the "Service") that allow you to

## PASSO 10 – Continuando o processo de submissão de trabalho

Clique no link **New Submission** novamente.



**EC** SBQP 2015 (author)

New Submission SBQP 2015 EasyChair

submit a new paper

### EasyChair Terms of Service

Thank you! You can now continue to use EasyChair!

## PASSO 11 – Submeter trabalho

Siga as instruções, passo a passo, em seguida, use o botão "Enviar" na parte inferior do formulário. Os campos obrigatórios estão marcados com (\*).

Adicione os outros autores na seção abaixo.

Os campos com asterisco (\*) precisam ser preenchidos obrigatoriamente. Informe o nome (firstname), sobrenome (last name), endereço de email, país (country) e instituição (organization) do autor do trabalho. O líder do painel será responsável por fornecer as informações a respeito de cada autor participante do painel, incluindo moderadores ou comentaristas. Apenas o líder do painel deve selecionar a opção de **Corresponding author**.

<b>Author 1</b> ( <a href="#">click here to add yourself</a> ) ( <a href="#">click here to add an associate</a> )	
First name <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text" value="▼"/>
Organization (*):	<input type="text"/>
Web site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

<b>Author 2</b> ( <a href="#">click here to add yourself</a> ) ( <a href="#">click here to add an associate</a> )	
First name <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text" value="▼"/>
Organization (*):	<input type="text"/>
Web site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

<b>Author 3</b> ( <a href="#">click here to add yourself</a> ) ( <a href="#">click here to add an associate</a> )	
First name <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text" value="▼"/>
Organization (*):	<input type="text"/>
Web site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

## **PASSO 12 – Título, Abstract e outras Informações**

Preencha os campos do título (Title), resumo (Abstract) e palavras-chave (Keywords).

Exemplo, para envio de painel, a primeira palavra-chave deve ser painel. Se o painel tiver moderadores, favor indicar na primeira linha do campo Abstract. Os resumos de todos os trabalhos do painel devem ser enviados em um único documento (PDF, .doc ou .docx).

Existe a opção para enviar um arquivo com os trabalhos completos, o que pode ser feito agora ou posteriormente. Caso envie apenas o resumo, clique na caixa próxima ao texto **Abstract Only**. Para Informações a respeito da elaboração de resumos, vide texto “Diretrizes para a formulação de resumos para apresentação de trabalhos a serem apresentados no SBQP 2015” localizado no final deste documento.



### Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (*):	<input type="text"/>
Abstract (*):	<input type="text"/>

### Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify

Keywords (*):	<input type="text"/>
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### Uploads

The following part of the submission form was added by SBQP 2015. It has neither been checked nor endorsed by EasyChair

**Paper (\*).** Upload your paper. The paper must be in one of the following formats:

- Word open XML document (file extension .docx)
- Word document (file extension .doc)

Nenhum arquivo selecionado

### Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

## PASSO 13 – Aguarde o envio

Após preencher todos os campos desta página, clique em **Submit**. Após clicar em Submit, tenha paciência, pois o sistema pode demorar alguns minutos para completar o envio.

### Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Mais informações acesse: <http://www.sbgp2015.ufv.br/>