Comitê Brasileiro de Túneis

# MANUAL PARA INSCRIÇÃO E SUBMISSÃO DE RESUMOS DO
# PRÊMIO PROF. FIGUEIREDO FERRAZ 2021

1.      Acesse o site: https://easychair.org/cfp/pff21. Clique em "Create an account", para criar sua conta.



2.      Clique na opção "Não sou um robô", para aceitar os termos de uso.

3. Insira os dados para criar sua conta.



4. Depois de inserir os dados, será enviado um link no e-mail cadastrado para verificar o candidato.

5. Acesse o link enviado ao seu e-mail. Caso não encontre na caixa de entrada, verifique na caixa de *Spam*.

6. Faça a criação do seu usuário.



To use EasyChair, you must agree to its Terms of Service *(view terms)*, *(download terms)*.

☑ I agree to EasyChair Terms of Service

Enter your personal data.

First name†: * `Primeiro Nome`

Last name: * `Sobrenome`

Organization: * `Empresa`

Country/region: * `Brazil`

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page `Página Pessoal na Web`

Enter your account information. Note that user names are case-insensitive

**User name Usuário is taken!**

User name: * `Usuário`

Password: * `••••••••`

Retype the password: * `••••••••••`

**Create my account**

7. Depois da confirmação, o próximo passo é logar novamente para entrar e fazer a submissão.

## Account Created

**Your EasyChair account has been created!**

To log in and access PFF-21 pages click here.

8. Clique em "Make a new submission" e faça a submissão do resumo.

**PFF-21 (Prêmio Figueiredo Ferraz 2021)**

You are logged in to PFF-21 (Prêmio Figueiredo Ferraz 2021).

Use the links below to access PFF-21.

**Author**

- make a new submission

9. Adicione os autores do documento.

**Author Information**

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

**Author 1** (click here to add yourself)

| First name[†]: * | Primeiro Nome |
| Last name: * | Sobrenome |
| Email: * | e-mail |
| Country/region: * | Brazil |
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☑ corresponding author

10. Caso tenha mais de três autores, clique aqui para adicionar.

**Click here to add more authors**

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, read the Help article about names.

11. Insira o título, resumo com texto simples sem elementos HTML, e palavras-chaves.

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

| | |
|---|---|
| Title: * | Title |
| Abstract: * | Insira o resumo com texto simples sem elementos HTML. |

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

| | |
|---|---|
| Keywords: * | Palavras-chaves. |

12. Selecione o arquivo, faça a submissão do arquivo e envie.

**Files**

The following part of the submission form was added by PFF-21. It has neither been checked nor endorsed by EasyChair

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

[Escolher arquivo] 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!**

[Submit]

# Boa sorte!