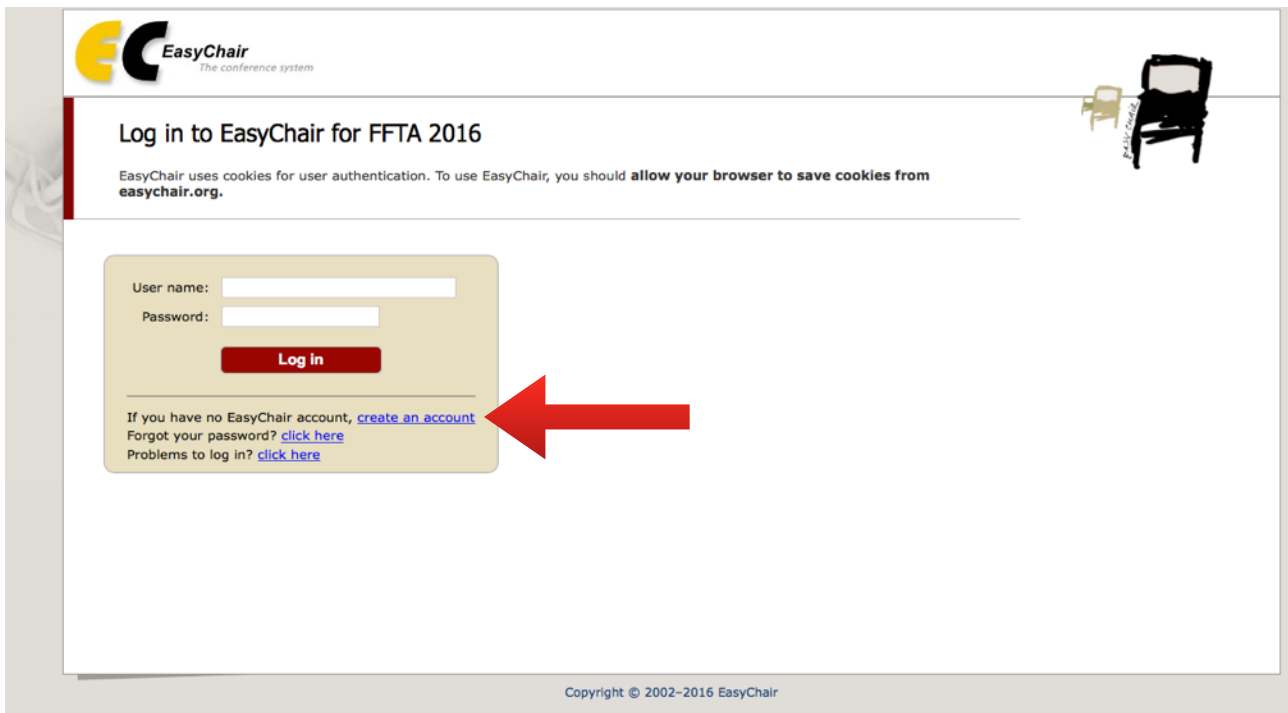


## TUTORIAL DE SUBMISSÃO DE TRABALHOS NA PLATAFORMA EASYCHAIR

Para submeter o seu trabalho no V Fórum de Tecnologia Assistiva do Estado do Pará (FFTA 2016), acesse a plataforma EasyChair por este link: <https://easychair.org/conferences/?conf=ffta2016>.

**PASSO 1 - Cadastro na plataforma EasyChair:** Se você ainda não possui cadastro, clique em “*create an account*”, senão, avance para o PASSO 2 deste tutorial.



EasyChair  
The conference system

Log in to EasyChair for FFTA 2016

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:

Password:

Log in

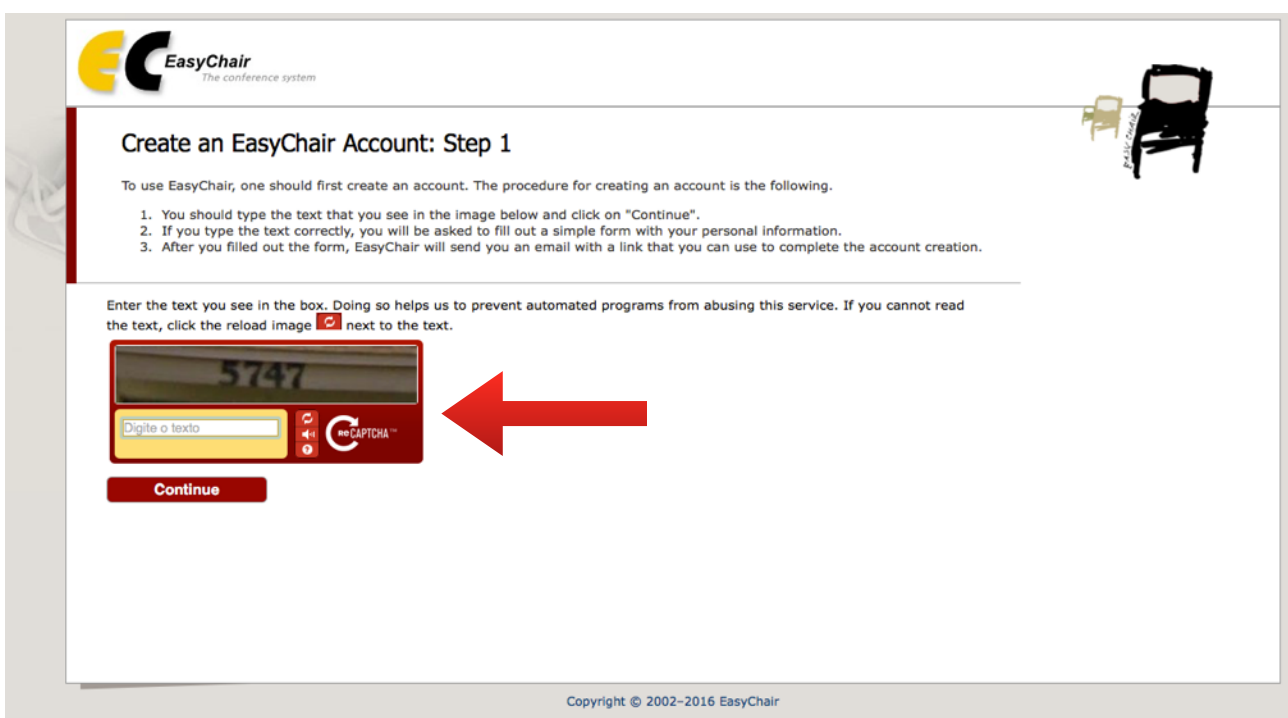
If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

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Preencha corretamente o código *captcha* apresentado na imagem e clique em “*Continue*”.




EasyChair  
The conference system



Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on “Continue”.
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

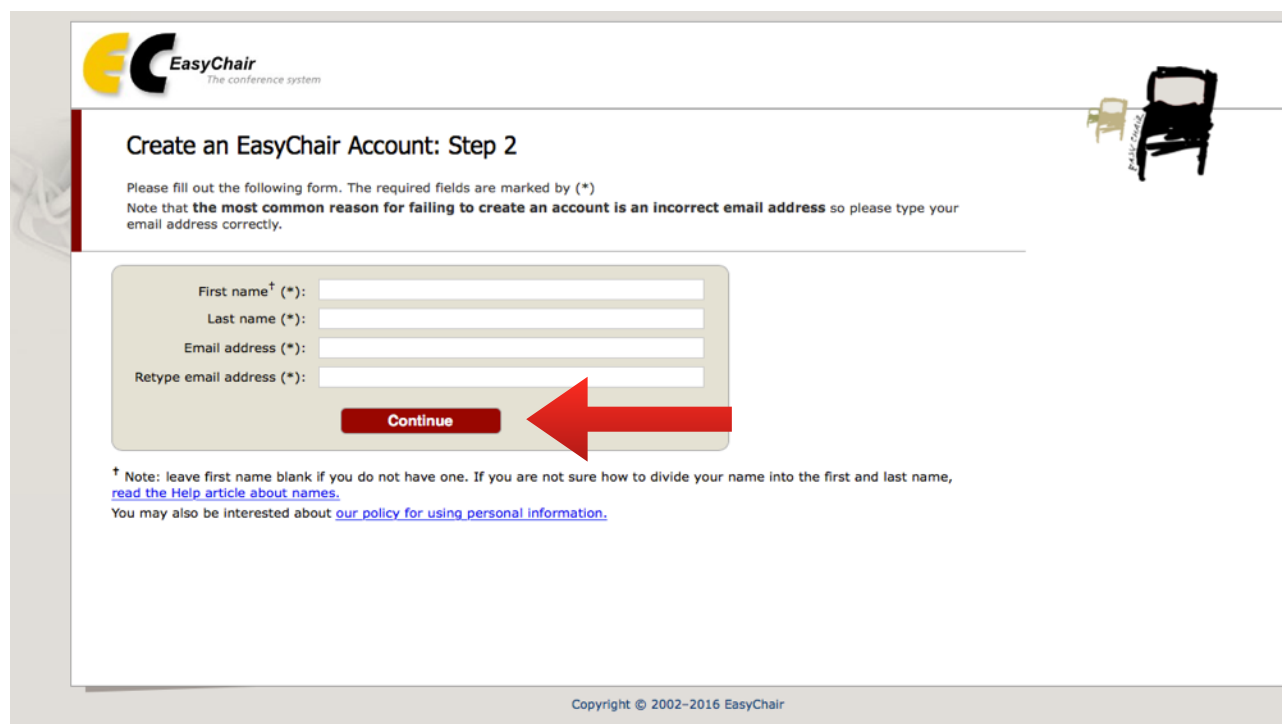
5747

Digite o texto  

Continue

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Informe seu primeiro nome no campo “*First name*”, último nome no campo “*Last name*”, *e-mail*, repita o endereço de *e-mail* no campo “*Retype email address*” e clique em “*Continue*”.



**Create an EasyChair Account: Step 2**

Please fill out the following form. The required fields are marked by (\*)  
Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

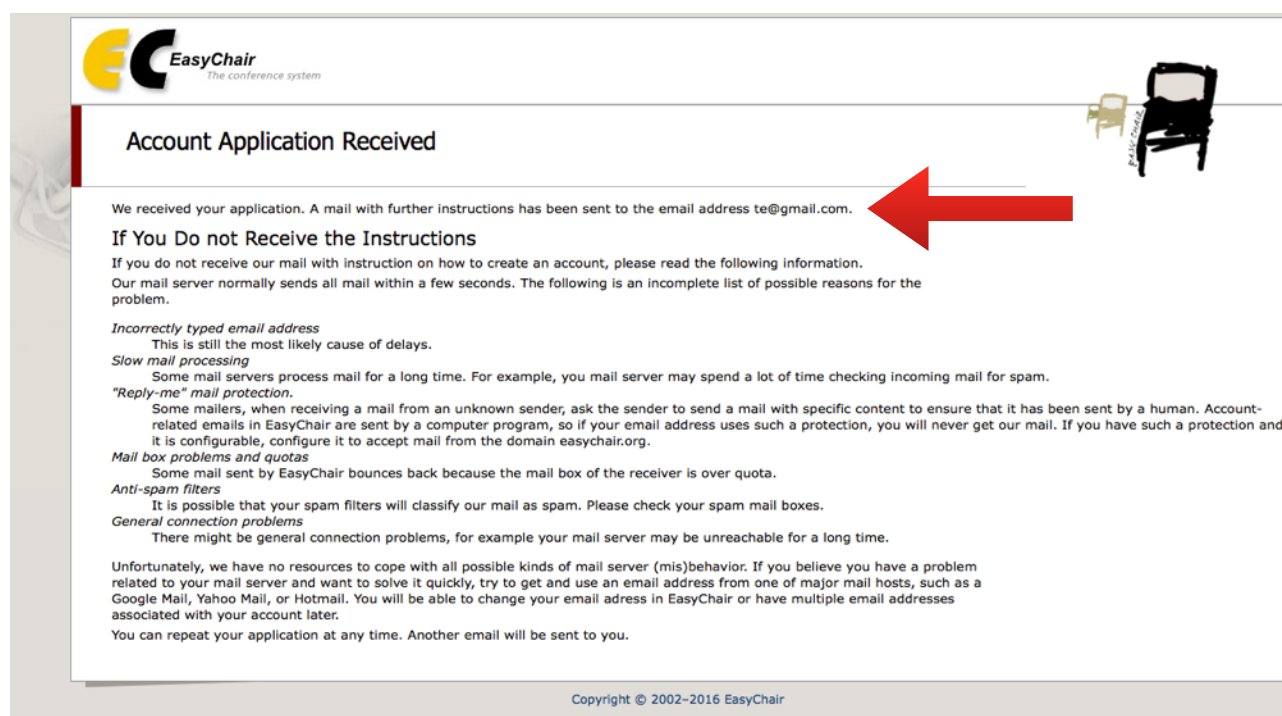
First name<sup>†</sup> (\*):   
Last name (\*):   
Email address (\*):   
Retype email address (\*):

**Continue**

<sup>†</sup> 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 article about names](#).  
You may also be interested about [our policy for using personal information](#).

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Logo em seguida, você receberá um *e-mail* do EasyChair com um *link* para ativar sua conta. Se o *e-mail* não estiver na sua caixa de entrada principal, verifique na caixa de *spam*. No caso do Gmail, a mensagem pode estar nas caixas “Atualizações”, “Promoções” ou “Social”. O *e-mail* pode levar até 30 minutos para chegar, se ultrapassar este tempo, repita o **PASSO 1**.



**Account Application Received**

We received your application. A mail with further instructions has been sent to the email address te@gmail.com.

**If You Do not Receive the Instructions**

If you do not receive our mail with instruction on how to create an account, please read the following information.  
Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

**Incorrectly typed email address**  
This is still the most likely cause of delays.

**Slow mail processing**  
Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

**"Reply-me" mail protection.**  
Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

**Mail box problems and quotas**  
Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

**Anti-spam filters**  
It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

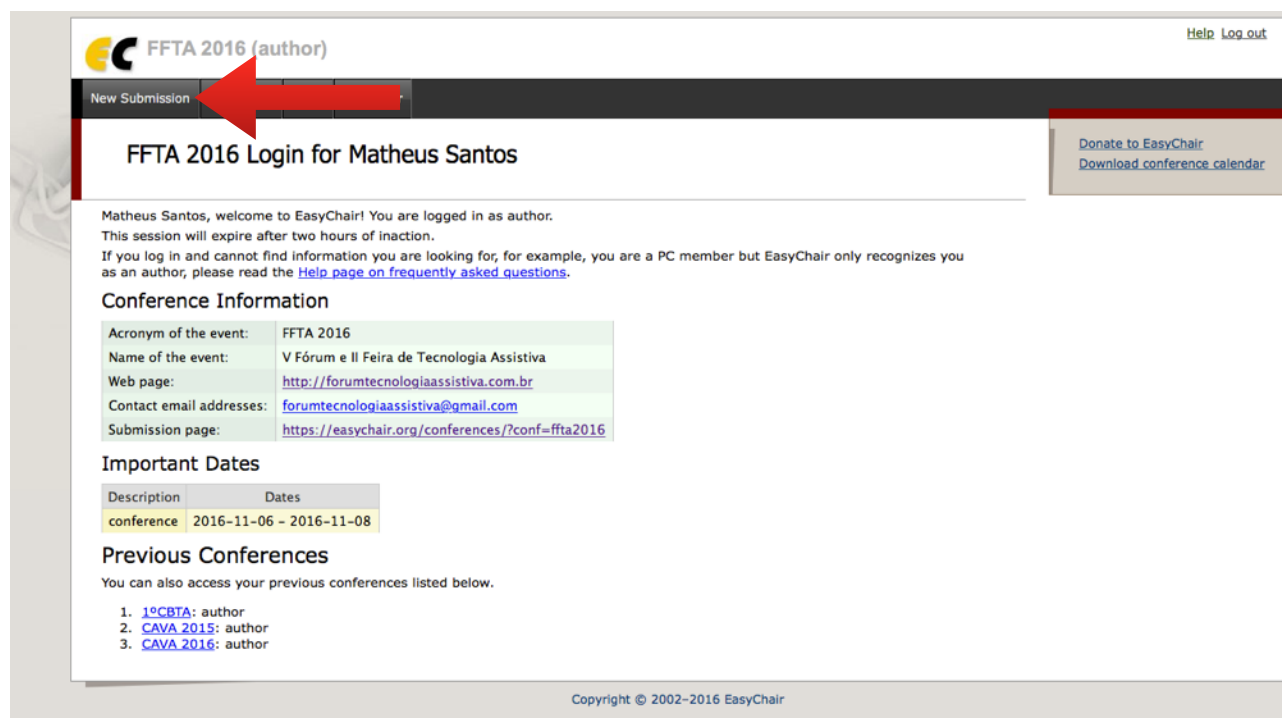
**General connection problems**  
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

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**PASSO 2 - Submissão de trabalho para o V FFTA 2016:** se você já possui cadastro na plataforma EasyChair, entre na sua conta através deste *link*: <https://easychair.org/conferences/?conf=ffta2016>, senão, leia o PASSO 1 deste tutorial. Clique em “*New submission*” para preencher o formulário de submissão da plataforma EasyChair.



FFTA 2016 (author) [Help](#) [Log out](#)

New Submission

FFTA 2016 Login for Matheus Santos

Donate to EasyChair  
Download conference calendar

Matheus Santos, 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 recognizes you as an author, please read the [Help page on frequently asked questions](#).

**Conference Information**

Acronym of the event:	FFTA 2016
Name of the event:	V Fórum e II Feira de Tecnologia Assistiva
Web page:	<a href="http://forumtecnologiaassistiva.com.br">http://forumtecnologiaassistiva.com.br</a>
Contact email addresses:	<a href="mailto:forumtecnologiaassistiva@gmail.com">forumtecnologiaassistiva@gmail.com</a>
Submission page:	<a href="https://easychair.org/conferences/?conf=ffta2016">https://easychair.org/conferences/?conf=ffta2016</a>

**Important Dates**

Description	Dates
conference	2016-11-06 - 2016-11-08

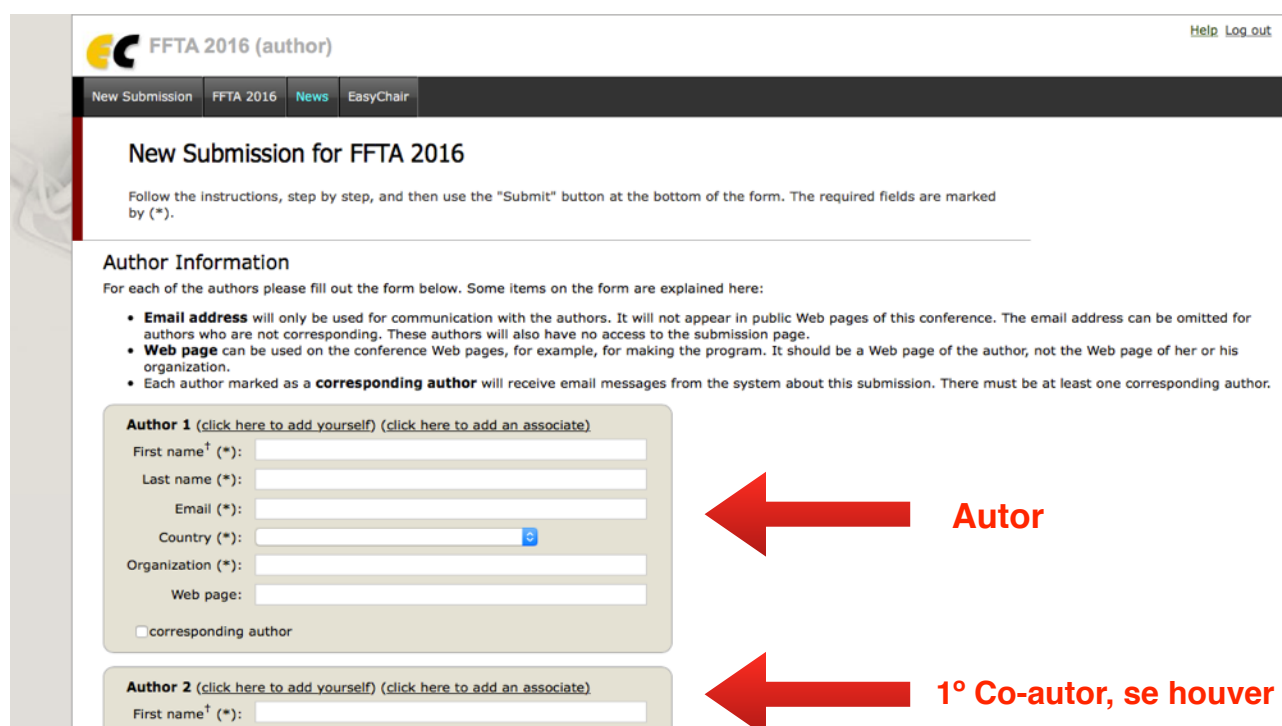
**Previous Conferences**

You can also access your previous conferences listed below.

1. [1ºCBTA](#): author
2. [CAVA 2015](#): author
3. [CAVA 2016](#): author

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Preencha atentamente o formulário de acordo com a quantidade de autores. O autor principal deve ser o primeiro e os co-autores informados em seguida, na mesma ordem descrita no seu trabalho. Informe o primeiro nome do autor no campo “*First name*”, último nome no campo “*Last name*”, e-mail, selecione o país de residência em “*Country*”, instituição/empresa no campo “*Organization*” e caso possuir, informe a página na *internet* no campo “*Web page*”.



FFTA 2016 (author) [Help](#) [Log out](#)

New Submission FFTA 2016 News EasyChair

**New Submission for FFTA 2016**

Follow the instructions, step by step, and then use the “Submit” button at the bottom of the form. The required fields are marked by (\*).

**Author Information**

For each of the authors 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 authors who are not corresponding. 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](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web page:

☐ corresponding author

**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):

Informe os dados dos demais autores do trabalho. Se houver mais de 3 autores, clique em “Click here to add more authors”. Preencha os campos “Title” e “Abstract” com o título e resumo em Português do seu trabalho, respectivamente, exatamente como descrito no seu arquivo PDF.

**Author 3** (click here to add yourself) (click here to add an associate)

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web page:

☐ corresponding author

**Click here to add more authors** ← **Clique aqui para adicionar mais autores, caso houver**

<sup>†</sup> 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.](#)

**Title and Abstract**

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

Title (\*):

Abstract (\*):

← **2º Co-autor, se houver**

← **Título do trabalho**

← **Resumo em português**

No campo “Keywords”, preencha as palavras chave do seu trabalho, conforme descrito no arquivo que será enviado por você. Informe apenas uma palavra chave por linha. Por fim, na seção “Upload”, clique no botão “Selecionar arquivo” (ou *upload*, dependendo do seu navegador de *internet*) para enviar seu trabalho. Clique em “Submit” para submeter todas as informações e dar início ao processo de avaliação. **ATENÇÃO: o sistema aceita apenas papers no formato PDF para submissão, conforme descrito no arquivo “Instruções” do site <http://forumtecnologiaassistiva.com.br>.**

**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 (\*):

← **Informe as palavras chave do seu trabalho, uma por linha**

**Uploads**

The following part of the submission form was added by FFTA 2016. It has neither been checked nor endorsed by EasyChair

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

nenhum arquivo selecionado

← **Clique no botão “Selecionar arquivo” para enviar seu trabalho**

**Ready?**

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

← **Clique em “Submit” para submeter seu trabalho**

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