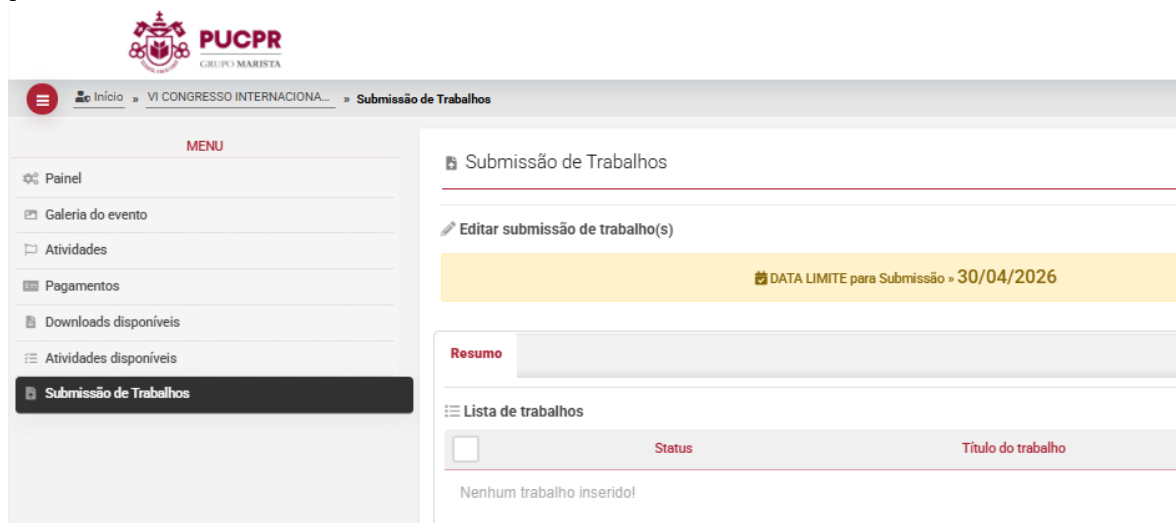




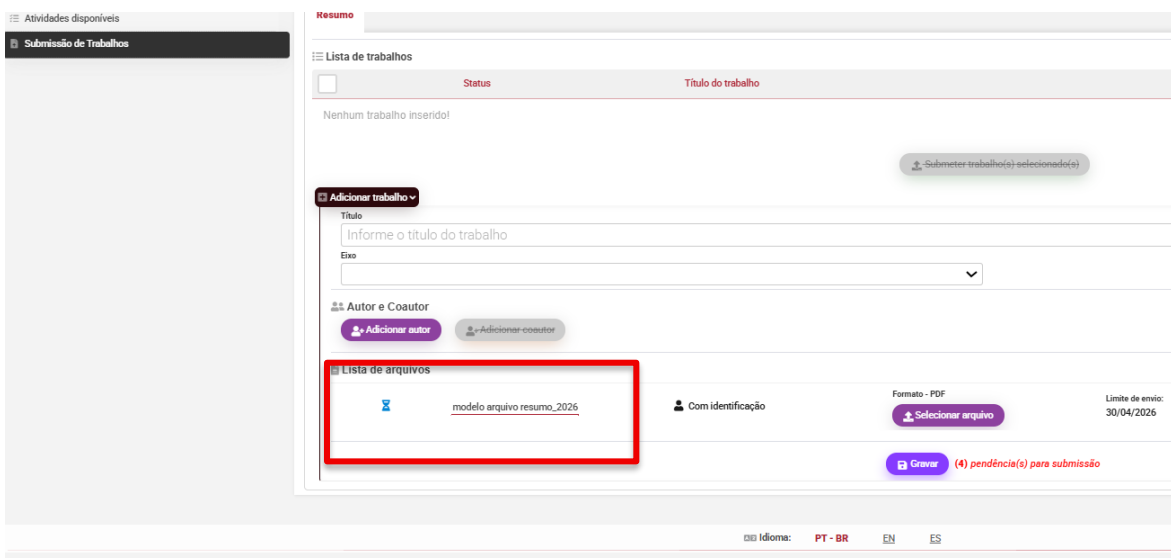
## Tutorial de Submissão de Trabalhos

### VERSÃO EM PORTUGUÊS

1. Acesse o menu lateral e clique em 'Submissão de Trabalhos'. Verifique a data limite para submissão.



2. Caso não tenha o modelo do resumo, acessar o arquivo disponível na página de submissão de trabalhos “Modelo arquivo resumo\_2026”



3. Clique em 'Adicionar trabalho' e preencha título, eixo temático, autores e coautores.

The screenshot shows the 'Adicionar trabalho' form. The form has a title field with the placeholder 'Informe o título do trabalho', an 'Eixo' dropdown menu, and a section for 'Autor e Coautor' with two buttons: 'Adicionar autor' and 'Adicionar coautor'. A red box highlights the entire form area.

4. Para adicionar coautor(a/es/as):

a) clique no botão “Adicionar coautor”

A close-up of the 'Adicionar coautor' button, which is a black button with a white plus icon and the text 'Adicionar coautor'. It is highlighted with a red box.

**⚠ Atenção: Antes de submeter o trabalho, certifique-se de que os nomes estejam corretamente incluídos na lista de autores no início do arquivo em PDF do resumo que será submetido, pois esse documento será utilizado para a elaboração dos anais do congresso.**

b) Será aberta uma nova janela para que você pesquise pelo nome ou e-mail, e depois clique em “Adicionar coautor”

The screenshot shows the 'Adicionar coautor' search window. It has a search bar with radio buttons for 'Nome' (selected) and 'E-mail'. Below the search bar is a search input field. To the right are 'Pesquisar' and 'Limpar pesquisa' buttons. Below the search bar is a table with columns 'Nome' and 'E-mail', and the text 'Nenhum registro encontrado!'. At the bottom are 'Adicionar coautor' and 'Fechar' buttons. A red box highlights the search bar area.

c) Caso o(a) coautor(a) não esteja cadastrado(a) no sistema, será exibida, na mesma janela, a opção “Criar coautor”.

The screenshot shows the 'Adicionar coautor' search window with the search input field containing 'Nononono nononono'. The 'Criar coautor' button is highlighted with a red box.

d) Para criar o cadastro do(a) coautor(a), será necessário informar o CPF ou documento de identificação para estrangeiros, além do nome completo e e-mail. Clique em “salvar”.

Adicionar coautor

CPF  OU Documento estrangeiro

Nome

Email

[Enviar arquivo](#) [Salvar](#) [Cancelar](#)

5. Após a inclusão de todos(as) coautor (es/as), faça upload do arquivo em PDF e clique em 'Gravar'.

Atividades disponíveis

Submissão de Trabalhos

Resumo

Lista de trabalhos

Nenhum trabalho inserido

Adicionar trabalho

Informe o título do trabalho

Selecione o arquivo

Autor e Coautor

Adicionar autor Adicionar coautor

Lista de arquivos

Com identificação

Formato - PDF

Selecione arquivo

Gravar (4) pendência(s) para submissão

Limite de envio: 30/04/2026

Idioma: PT - BR EN ES

6. Para alterar o idioma da plataforma, utilize o menu no rodapé da página.

Atividades disponíveis

Submissão de Trabalhos

Resumo

Lista de trabalhos

Nenhum trabalho inserido

Adicionar trabalho

Informe o título do trabalho

Autor e Coautor

Adicionar autor Adicionar coautor

Lista de arquivos

Com identificação

Formato - PDF

Selecione arquivo

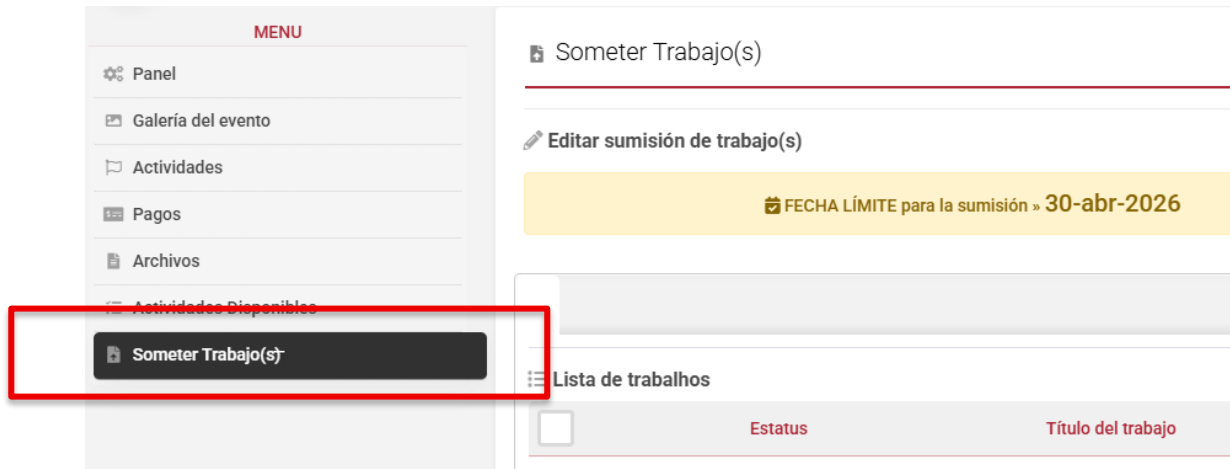
Gravar (4) pendência(s) para submissão

Limite de envio: 30/04/2026

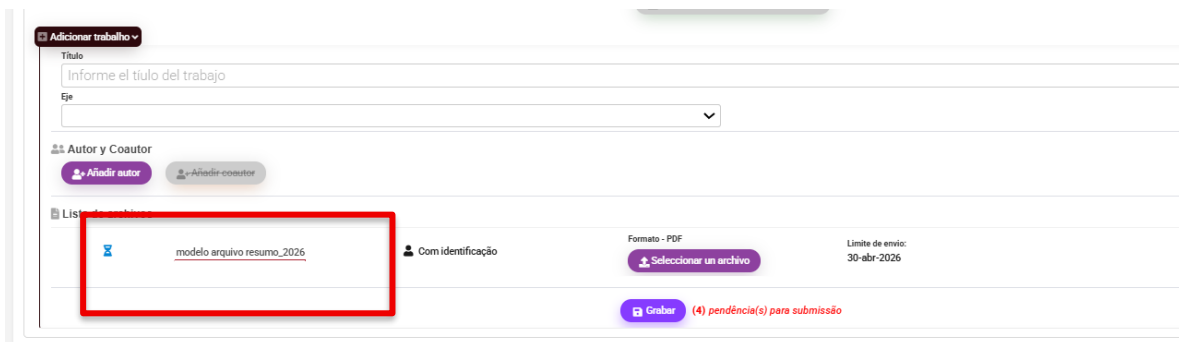
Idioma: PT - BR EN ES

## VERSIÓN EN ESPAÑOL

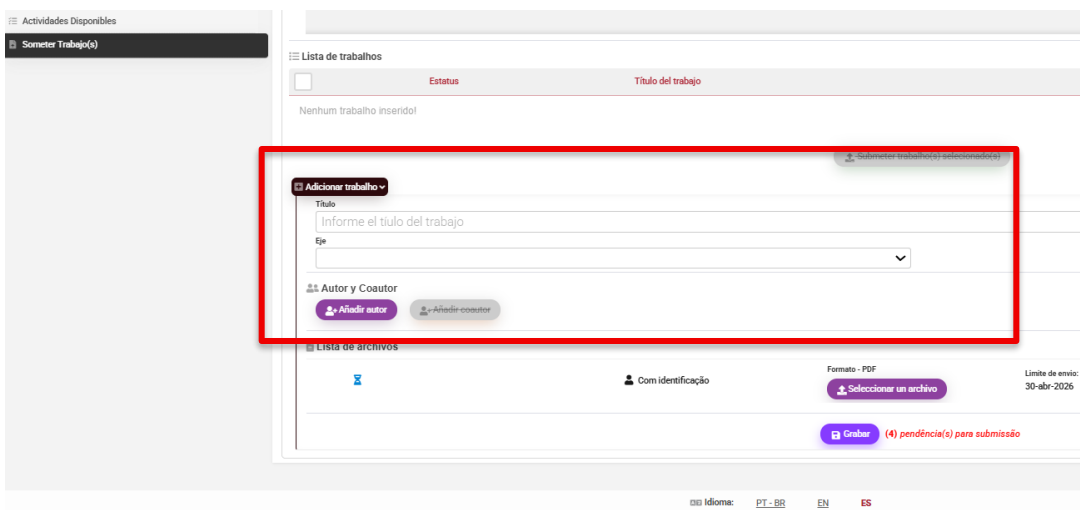
1. Acceda al menú lateral y haga clic en **“Someter Trabajo(s)”**. Verifique la fecha límite de envío.



2. Si no dispone del modelo del resumen, acceda al archivo disponible en la página de envío de trabajos **“Modelo archivo resumen\_2026”**.



3. Haga clic en 'Adicionar trabalho' y complete el título, eje temático y autores.



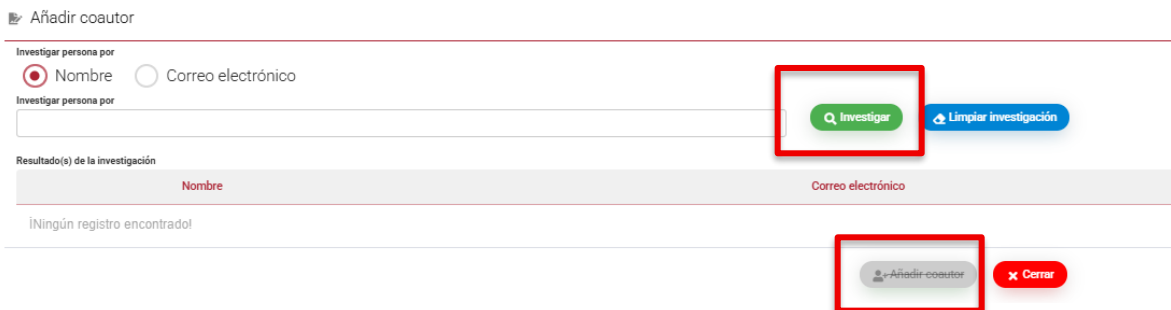
4. Para agregar coautor(es/as):

a) Haga clic en el botón “Añadir coautor”.

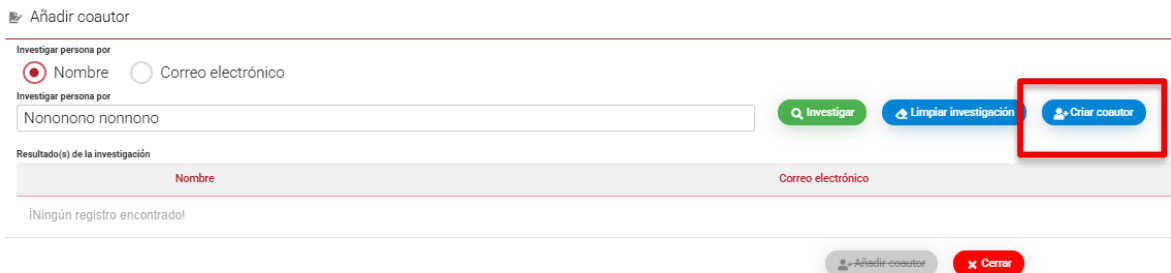


**⚠ Atención: Antes de enviar el trabajo, asegúrese de que los nombres estén correctamente incluidos en la lista de autores al inicio del archivo en PDF del resumen que será enviado, ya que este documento será utilizado para la elaboración de las actas del congreso.**

b) Se abrirá una nueva ventana para que busque por nombre o correo electrónico y, posteriormente, haga clic en “Añadir coautor”.



c) Si el/la coautor(a) no está registrado(a) en el sistema, se mostrará, en la misma ventana, la opción “Crear coautor”.



d) Para crear el registro del/de la coautor(a), será necesario informar el CPF o documento de identificación para extranjeros, además del nombre completo y correo electrónico. Haga clic en “Salvar”.



5. Después de incluir a todos(as) los/las coautores(as), cargue el archivo en PDF y haga clic en “Gravar”.

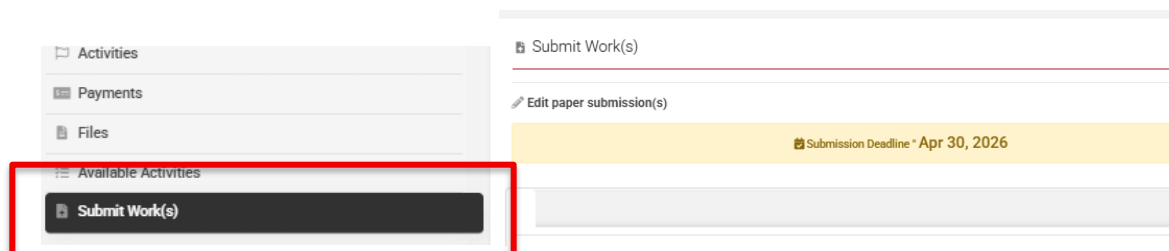
The screenshot shows a web interface for submitting a work. On the left, there is a sidebar with 'Someter Trabajo(s)' selected. The main area is titled 'Lista de trabajos' and contains a form for adding a new work. The form includes fields for 'Titulo' (Title), 'Eje' (Topic), and 'Autor y Coautor' (Author and Co-author). Below these fields is a 'Lista de archivos' (List of files) section. A red box highlights the 'Gravar' button, which is labeled '(4) pendência(s) para submissão'. Other buttons include 'Selecionar un archivo' (Select a file) and 'Submeter trabalho(s) selecionado(s)' (Submit selected work(s)). At the bottom right, there is a language menu with options for 'PT - BR', 'EN', and 'ES'.

6. Para cambiar el idioma de la plataforma, utilice el menú al final de la página.

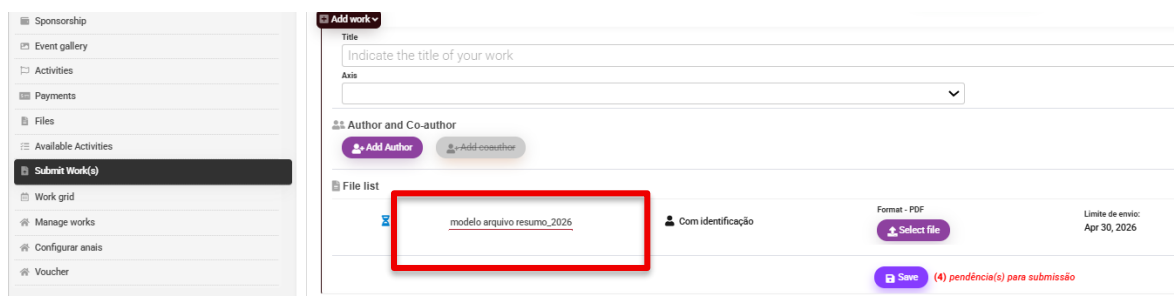
This screenshot is identical to the one above, showing the same submission form. However, a red box highlights the language menu at the bottom of the page, which includes the text 'Idioma:' followed by the options 'PT - BR', 'EN', and 'ES'.

## ENGLISH VERSION

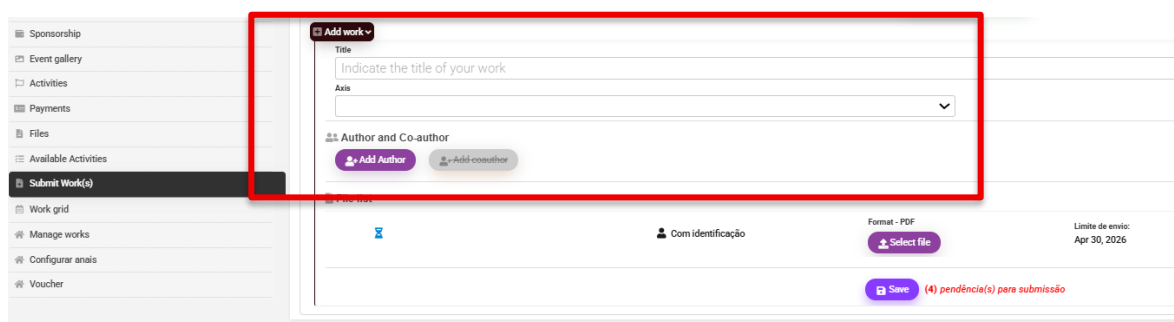
1. Access the side menu and click on **“Submit Work(s).”** Check the submission deadline.



2. If you do not have the abstract template, access the file available on the submission page **“Modelo arquivo resumo\_2026.”**

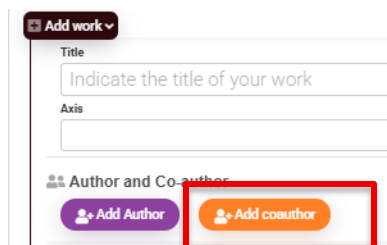


3. Click on 'Adicionar trabalho' and fill in the title, thematic area, and authors.



4. To add co-author(s):

a) Click on the **“Add co-author”** button.



**⚠ Attention: Before submitting your work, please make sure that the names are correctly included in the list of authors at the beginning of the abstract PDF file that will be submitted, as this document will be used for the preparation of the conference proceedings.**

b) A new window will open for you to search by name or email, then click **“Add co-author.”**

The screenshot shows the 'Add coauthor' window. At the top, there are radio buttons for 'Name' (selected) and 'Email'. Below is a search input field. To the right of the input field are two buttons: a green 'Search' button and a blue 'clean search' button. Below the search field is a table header with columns 'Name' and 'Email'. The table content shows 'No registration found!'. At the bottom right, there is a grey button with a person icon and the text '+ Add coauthor', and a red 'Close' button next to it. Both the 'Search' button and the '+ Add coauthor' button are highlighted with red boxes.

c) If the co-author is not registered in the system, the option **“Criar coautor”** will be displayed in the same window.

This screenshot is similar to the previous one, but the search input field contains the text 'Nonononono Nononono'. In addition to the 'Search' and 'clean search' buttons, a blue button with a person icon and the text '+ Create co-author' is now visible and highlighted with a red box. The table below still shows 'No registration found!'. At the bottom right, the '+ Add coauthor' button and 'Close' button are also present.

d) To create the co-author’s registration, you will need to provide a CPF (for Brazilian authors) or a foreign identification document (passport number), as well as full name and email address. Click **“Save.”**

The screenshot shows the registration form for a co-author. It has a header 'Add coauthor' and a 'Send file' button. The form fields include: 'Individual Taxpayer Registration Number' (with a note 'OR' and 'Passport number' next to it), 'Name', and 'Email'. At the bottom, there are 'save' and 'Cancel' buttons.

5. After including all co-authors, upload the PDF file and click **“Save.”**

The screenshot shows the 'Add work' submission form. On the left is a sidebar menu with 'Submit Work(s)' highlighted. The main form has fields for 'Title' (with a placeholder 'Indicate the title of your work') and 'Axis'. Below these is the 'Author and Co-author' section with '+ Add Author' and '+ Add coauthor' buttons. The 'File list' section shows a file upload area with a 'Format - PDF' button, a 'Select file' button, and a 'Save' button. A red box highlights the 'Format - PDF', 'Select file', and 'Save' buttons. At the bottom right, there is a 'Limite de envio: Apr 30, 2026' and a red notification '(4) pendência(s) para submissão'.

6. To change the platform language, use the footer menu.

The image shows a web interface for submitting work. On the left is a sidebar menu with items: Sponsorship, Event gallery, Activities, Payments, Files, Available Activities, **Submit Work(s)**, Work grid, Manage works, Configurar anais, and Voucher. The main area is titled "Add work" and contains a form with fields for "Title" (with placeholder "Indicate the title of your work"), "Axis" (a dropdown menu), and "Author and Co-author" (with "Add Author" and "Add coauthor" buttons). Below is a "File list" section with a "Com identificação" button, a "Format - PDF" section with a "Select file" button, and a "Save" button with a red notification "(4) pendência(s) para submissão". The footer at the bottom right shows a language selection menu: "Language: PT-BR EN ES", which is highlighted with a red rectangle.