

STEPS FOR PAPERS SUBMISSION TO ABM EVENTS

Papers to the ABM events should be submitted and approved by the following steps:

Step 1 – Paper Submission

Paper should be submitted via event's site, during the period of call for paper.

- To supply the complete paper, author should choose the Knowledge Areas and then the Subject to which wants to send its contribution;
- The paper **must attend** to the Template indicated when choosing the Subject, beyond attending to the [standards for paper submission](#);
- Provide full name and contact from all authors, as well as fill in, correctly, all fields of the submission system – **the information provided in this step, will be used to feed the event's schedule and the Proceedings**. The contact author will be informed of the **registration confirmation** and the **paper code number** by e-mail.

Step 2 – Paper Evaluation

The Technical Committee will evaluate the papers, including its attendance to the submission standards and to the Template. The evaluation is done according to the [criteria](#) established by ABM. The responsible contact author will be informed about the definitive **approval of the paper for publication**. Possible additional solicitations or corrections will be informed by e-mail and, only in this case, authors will be able to send the complete paper again, by the system informed at the review solicitation. The papers presented in the event, that reach at least 70% of the maximum score, and who have at least one author that is an ABM member, will be able to compete for Technical Recognition Awards sponsored by ABM member companies.

Step 3 – Presentation Submission (.ppt)

For all events, **it is mandatory to send the oral presentation in ppt in advance to ABM**, following guidelines that will be published, and the **slides must be in English**.

Step 4 – Presentation and Publication

Only **the presented papers** will integrate the event's proceedings, that will be sent, in future communication, to the participants of the event and the ABM members.

Poster session papers that are not with the presenter at the stipulated time for presentation, will be considered as NO SHOW and will therefore not be published in the event's Proceedings.