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AUTHOR'S GUIDE - CONGRESS

RIO Oil & GAS EXPO AND CONFERENCE 2022



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1. WELCOME

Welcome to the process of submitting papers to **Rio Oil & Gas Expo and Conference 2022**. Your technical contribution is very important to the success of the event.

This guide aims to guide you throughout the process of submission of technical papers for evaluation of the **ROG 2022** Technical Committee. The event will take place in a hybrid format at Pier Mauá, from September 26 to 29, 2022. The language of the congress will be Portuguese and English, with simultaneous translation for the presentations.

The selection of technical papers consists of two phases: sending extended abstract and sending final text. **The papers must contain a relevant technical contribution of interest to the industry and may not contain any commercial and/or advertising material.**

Authors who are interested in submitting their technical papers to the congress, must register in the author's area and **send their extended abstract (1- 2 pages) by ~~October 7~~. Deadline extended for November 7, 2021**

If you have participated as an author in the 2020 edition, simply access with the registered email.

Olá, ITARGET TECNOLOGIA
Bem-Vindo!
Seja bem-vindo ao sistema de envio de trabalhos para a **Rio Oil & Gas Expo and Conference 2022**. Sua contribuição técnica é muito importante para o sucesso do evento.
O evento ocorrerá em formato híbrido no Pier Mauá, dos dias 26 a 29 de setembro de 2021.
Esperemos contar com a sua participação!

Área do autor

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Link: <https://icongresso.ibp.itarget.com.br/estacao/index/login/evento/4>



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2. Extended Abstract Submission

The registration of the paper is carried out by filling out a form in the author's area, where the basic data of the authors of the paper and general data of the paper will be requested, and finally, the abstract file will be uploaded, according to *the event's template*. The *extended abstract template* can be downloaded on the main page of the author's area or in the submission form. The authors of the paper must name a **contact author**, responsible for communicating with the IBP Congress area throughout the process. This author must access the author's area and click **Send Extended Abstract** to have access to the registration form of the paper and upload the file.

2.1. Data of the Authors of the Paper

The first part of the form consists of filling in the basic data of the authors of the paper. It is important to note that:

- Each paper can have up to **10** authors listed on the registration form.
- A main author should be registered, who has made the greater contribution to the development of technical paper, and the other co-authors, numbered by level of contribution in the development of the project.
- The authors indicated in the paper should be those who wrote the text and actively participated in the development of the project. Other collaborators of the paper can be mentioned in the acknowledgement section.
- A presenter author and a contact author should also be appointed. It is possible that the same author performs both functions.
- **We remind you that it is important to fill out the correct e-mail of all authors, because the system automatically generates a login to follow the process by the other authors of the paper.**

Contact Author: Responsible for communication with the congress area throughout the process, for the registration of the paper, upload of the abstract and the final text. Only this author can perform an update on the paper information via the author's area.

Presenter Author: responsible for performing the presentation of the paper, in person or by video.

Confirmation receipt and final selection result will be sent to the email provided below .

Email
acompanhamentoitg@gmail.com

Lead author Presenter:

Author Data

Nationality: * E-mail * Author's name: *

Institution Data

Institution * Country: * State (Brazil) * City *

Assign this institution to:

[Add New Author](#)

2.2. Paper Data

The second part of the form consists of filling in the general paper data:

- Country of the paper;
- Language: texts in Portuguese and English are allowed;
- Title:
 - In Portuguese and in English, if the text is in Portuguese.
 - Only in English, if the text is in English.
 - Only the initial in caps lock, except acronyms.
E.g.: Domestic production and import NG/LNG
- Thematic Axis and Theme - Mandatory;
- Featured Axis and Theme - Optional;
- Presentation format: Presential or Digital
- Attribute:
 - Generated Knowledge (Development, Research or Technical)
 - Generated Business (Case Study, Projects, Startup or Technology).
- Short Abstract:
 - In Portuguese and in English, if the text is in Portuguese.
 - Only in English, if the text is in English.
 - From 1,000 to 1,600 characters.
 - It must be written in a single paragraph, justified and without skipping lines.
- Keywords:
 - In Portuguese and in English, if the text is in Portuguese.
 - Only in English, if the text is in English.
 - Three to five keywords.



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2.3. Extended Abstract Upload

At the end of filling out the form, the contact author will upload the extended abstract file.

Be sure to pre-place the text in the templates of the event **template** by following the rules of the document. The **template** can be downloaded on the form or on the homepage of the author's area. **Only PDF files will be accepted.**

MAKE SURE THAT ALL DATA IS UP TO DATE BEFORE CLICKING SUBMIT SYNOPSIS. AFTER SUBMISSION, YOUR SYNOPSIS WILL BE DIRECTED TO THE EVALUATING COMMITTEE AND UPDATES CAN ONLY BE CARRIED OUT IN THE SUBMISSION OF THE FINAL TEXT.

2.4. Extended Abstract Evaluation

The selection of papers for inclusion in the final program will be based on the analysis of the Technical Committee, sovereign in its decisions. We note that the Technical Committee reserves the right to refuse the abstract if it does not meet the expectation of the event.

The evaluation will be carried out by two evaluators, experts in the thematic area and appointed by the Technical Committee, following the criteria below:

EVALUATION CRITERIA - EXTENDED ABSTRACT (2 pages)
Content quality and subject update
Relevance of the contribution to the Oil&Gas industry and alternative energies: presentation of proposals that bring innovation and improvements to the practices of the segment, originality, etc.
Clarity, organization and quality of the text

The following points will also be observed during the evaluation of your paper:

- Clarity as to the method used to reach the conclusions presented in the abstract;
- Theoretical deepening (minimum of 5 references);
- Writing and normalization of the paper: correct typing, punctuation, spelling and use of editorial standards.
- Originality and novelty of paper (addressing new issues, with perspectives not so explored)
- Do not assume an ideological, opinionated, aggressive and prejudiced position in your paper.



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After evaluation, synopses may be considered:

- **Approved;**
- **Refused;**

Information on the identity of the evaluators is restricted to the coordination of the IBP congress.

3. Final Text Submission

Authors who have the extended abstract approved by the Rio Oil & Gas 2022 Technical Committee must submit the full text (5-10 pages) by **March 7, 2022**.

The contact author must access the author's area again and click on "Send Paper" to access the form, update the paper's registration, fill in the references and upload the final text, according to the template to be made available in the system.

3.1. Registration Update

By accessing the form for sending the final text, the contact author will be able to update the authors' data and the paper's data, as long as the guidelines in items 2.1. and 2.2. are respected.

3.2. Bibliographic References

Bibliographic references must be entered by the contact author only in the form. At the end of the process, they will be transferred to the final paper file by the system. It is important that the insertion of references follow the instructions to meet the standard requested by the search bases.

When inserting each reference, the author must pay attention to the following fields

- **AUTHOR**

- The names of all authors must be inserted in the following order: "last name, comma and other abbreviated names".

Example: Sousa, H.N.

- If the author is an institution, the name must be written in full.

Example: Brazilian Institute of Oil and Gas



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- Only the first letters of the names of the author or institution in capital letters.

- For references of works with more than 7 authors, the name of the first seven must be included. For other authors, the expression “et al.” must be added, which means “and others”.

- PAGES: inform which page range the article is in the original publication (Example: 13-30) or the “article identification code”, if any (Example: 0310).
- DATE: It is mandatory to indicate the year in the references, even if estimated. If the day and month of publication of the work is not known, indicate as “01/01/YEAR OF PUBLICATION”.
- PLACE: indicate the place of publication of the work. (Example: Rio de Janeiro).
- ISSUE: indicate the issue number of the magazine, newspaper or congress.

At the end of filling out the reference, an alert will appear to confirm that all fields have been filled in, just click ADD. If you have forgotten any data, click REVIEW.

3.3. Final Text Upload

At the end of filling out the form, the contact author will upload the text.

Be sure to place the text in the event template's templates beforehand, following the rules of the document. The template can be downloaded in the form or on the homepage of the author's area.

Only word files will be accepted.

At the end of the paper registration process, the system will transform the information filled in the form, unifying the header and bibliographic references in a single PDF file. This document will be accessed by the evaluator for review. **Thus, for your paper to be evaluated, pay attention to the correct filling of the fields and the use of the template is essential.**

MAKE SURE ALL DATA IS UP TO DATE BEFORE CLICKING SUBMIT PAPER. AFTER SUBMISSION, YOUR PAPER WILL BE DIRECTED TO THE EVALUATION COMMITTEE AND UPDATES CANNOT BE MADE.



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Attention: The form can be saved as a draft throughout the process until the final date of receipt of the final text, but it will only be considered for evaluation after clicking on SUBMIT PAPER. This action is the sole responsibility of the author and IBP is not responsible for drafts that were not saved and submitted correctly.

3.1. Final Text Evaluation

The selection of papers for inclusion in the final program will be based on the analysis of the Technical Committee, sovereign in its decisions. We note that the Technical Committee reserves the right to refuse the final work if it does not meet the expectations of the event and does not agree with the synopsis sent.

The evaluation will be carried out by two evaluators, specialists in the subject area and appointed by the Technical Committee, following the criteria below:

EVALUATION CRITERIA - FINAL TEXT
Content quality and subject update
Relevance of the contribution to the Oil&Gas and alternative energy industry: presentation of proposals that bring improvements to practices of the segment, originality etc.
Clear separation between facts/data and interpretations and clarity of text
Text organization; illustrations and tables (readable, complete and correct); bibliographical references and credits)

The points below will also be noted when evaluating your work:

- Clarity as to the method used to reach the conclusions presented in the work;
- Theoretical deepening (minimum of 5 references);
- Writing and standardization of work: correct typing, punctuation, spelling and use of editorial standards.
- Originality and originality of the work (addressing new issues, with perspectives not so explored)
- Do not take an ideological, opinionated, aggressive and prejudiced position in your work.

After evaluation, the final texts can be considered:

- **Approved;**
- **Rejected;**
- **Request for review;**

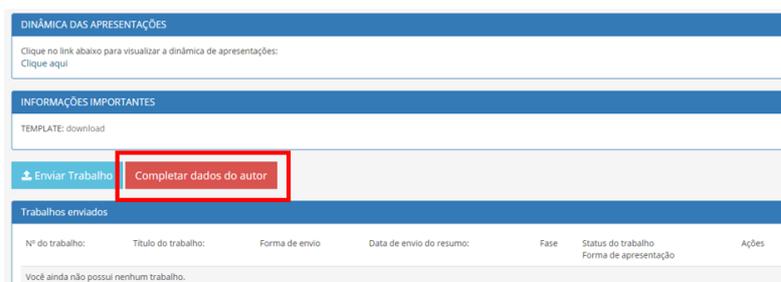
Papers that have the status "request for review" must have their content corrected, according to the evaluator's justifications and within the deadline stipulated in the schedule.

4. Author's Individual Registration

The authors registered by the contact author will have a login generated automatically, with the paper linked to their registration, and will receive the link in the email to perform the registration of the password.

The authors who participated in the 2020 edition will already have login in the author's area. If you do not remember the password, just click on "Forgot my password" to recover through the email registered in the system.

All authors must individually access their respective areas and complete their individual registration data.



When accessing the author's area, the author must click on "Complete Registration Data" to inform his/her personal data. This form must be completed by November 7th.

We ask for special attention in completing the ORCID, code used to identify authors in the publication record.

Orcid registration must be made at the link: <https://www.orcid.org/register>

After completing the registration, copy the link of your ORCID ID (URL format) and paste in the "ORCID" field of your form. Example: <https://orcid.org/0000-0000-0000-00X>

THE COMPLETION OF ORCID IS MANDATORY FOR ALL AUTHORS, THEREFORE, ONLY PAPERS IN WHICH THE ORCID ID OF ALL AUTHORS IS FILLED IN WILL BE APPROVED.

The author must also accept the term of authorization to use image for presentation at the congress.

The conformity and veracity of the data are the sole responsibility of the author.

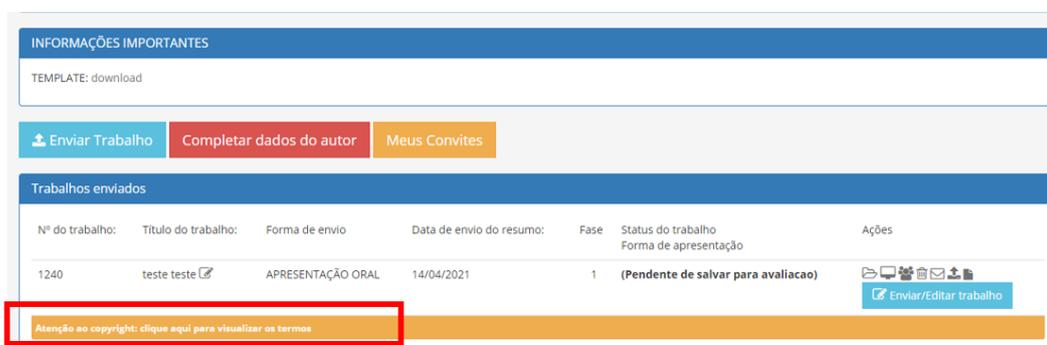
5. Copyright Authorization

All authors must access their Author's Area individually to read carefully and agree to the terms of **copyright** (publication authorization) of each paper linked to their name.

This action is mandatory and should be carried out by August 8, 2022.

Papers that do not have their copyright accepted by all authors will NOT receive the DOI and will NOT be published.

Click on the “Attention to copyright” icon to view the terms and agree. When performing the action, the icon will change to green.



INFORMAÇÕES IMPORTANTES

TEMPLATE: download

Enviar Trabalho Completar dados do autor Meus Convites

Trabalhos enviados

Nº do trabalho:	Título do trabalho:	Forma de envio	Data de envio do resumo:	Fase	Status do trabalho Forma de apresentação	Ações
1240	teste teste	APRESENTAÇÃO ORAL	14/04/2021	1	(Pendente de salvar para avaliação)	 Enviar/Editar trabalho

Atenção ao copyright: clique aqui para visualizar os termos

6. Publication

The papers included in the final program of the congress will be published in the IBP Digital Library, with ISSN registration. They will be registered in the CrossRef database to receive the DOI code and can also be indexed on national and international scientific bases.

The DOI registration will be made prior to the event and, after the publication of the paper, no further modifications in the registration of the paper or authors will be allowed.

7. Event Registration

All authors must register as delegates if they participate in the Rio Oil & Gas Conference. **In order for the approved paper to be included in the final program and published in the scientific databases, it is necessary that at least the presenting author of the project registers, within the period informed in the paper submission schedule.**

- Registration values and information on how to register will be made available on the event website.



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8. Awards

During Rio Oil & Gas, Honorable Mentions are given to the works best evaluated by the Technical Committee, in each thematic axis.

The Plínio Cantanhede Award will also be awarded, which is intended for the best work presented at the congress and which has the greatest technical contribution to the O&G Industry.

9. Schedule

Action	Deadline
Extended Abstract Submission	October 7, 2021 Deadline extended for November 7, 2021
Disclosure of the abstract evaluation result and request for the final text	December 7, 2021
Final Text Submission	March 7, 2022
Disclosure of the paper evaluation result and request for review	April 7, 2022
Revised Text Submission	April 29, 2022
Complete individual author registration and confirm copyright	April 29, 2022
Disclosure of the date/time/format of presentation	June 7, 2022
Authors Registration	July 7, 2022
Receipt of Work Presentation (PPT/PDF/Video)	July 30, 2022