



ICQCC 2024

Sri Lanka

International Convention on
Quality Control Circles

ICQCC 2024 – SRI LANKA

DOCUMENT SUBMISSION GUIDELINES

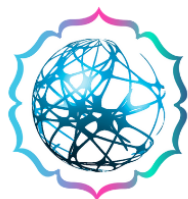
All participating projects are required to submit the following materials:

- a) Abstract (in PDF format): The submission deadline is 1st June, 2024.
 - b) Full paper (in PDF format, with no page limit): The submission deadline is 31st July, 2024.
 - c) Presentation materials (in PPT format): The submission deadline is 31st July, 2024.
- ❖ Please note that the 49th ICQCC offers only English presentations. All abstracts, and full papers, Power Points should be submitted only in English.
 - ❖ File Naming Format: Country/Region + Name of team/circle

a) Abstract

1. The abstract should not exceed 300 words.
2. Please refrain from including any figures or tables in the abstract.
3. The requirements and template for the abstract are as follows:

ITEM		FONT	FONT SIZE	MARGINS
1.	Presentation Title:	Times New Roman	14 pt Bold	Top and Bottom: 28mm Right and Left: 25mm
2.	Name of Team/circle :		11 pt	
3.	Name of Company/Organization :			
4.	Names of Presenters :			
5.	Project Start Date:			
6.	Project End Date:			
7.	Brief Introduction			
8.	Abstract of Project Report (within 300 words)			



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ABSTRACT SUBMISSION

ICQCC 2024-Sri Lanka

Presentation Title :	
Name of Team/Circle :	
Name of Company/Organization :	
Names of Presenters:	
Project Start Date:	Project End Date:
Brief Introduction and Profile of the Team and the Company/Organization (Within 300 words): **Please attach a horizontal team/circle photo	
Abstract of Project Report (within 300 words)	

b) Full Paper

1. Full paper should include the following eight sections, listed in sequential order.
2. Full paper will constitute the main content of the presentation, so please ensure that the text is clear and easy to read.
3. The requirements and template for the full paper are as follows:

ITEM		FONT	FONT SIZE	MARGINS
1.	Presentation Title	Times New Roman	14 pt Bold	Size: A4 Top and Bottom: 28mm Right and Left: 25mm
2.	Sub-Title (if any)		12 pt Bold	
3.	Name of the Circle		11 pt Bold	
4.	Name of the Presenter(s)			
5.	Presenter's Affiliation and Job Title			
6.	Company/Organization			
7.	Country/ Region			
8.	Full Text		11 pt	



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FULL PAPER SUBMISSION

ICQCC 2024 – SRI LANKA

Presentation Title :

Sub-Title (if any)

Name of Team/Circle:

Name of the Presenter(s) :

Presenter's Affiliation & Job Title:

Company/Organization:

Country/ Region :

Full text:



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c) Presentation Materials (in PPT Format)

1. Please submit the presentation slides in PPT format and have a backup file ready on the day of the presentation.
2. Format guidelines for the presentation slides:
 - I. Font: Times New Roman
 - II. Font size: No specific requirement
 - III. There is no set limit on the number of slides, but please ensure that the presentation is strictly limited to 15 minutes + 5 minutes Q&A for QCC/CFT/QIP, whilst LSS would be 20 minutes + 5 minutes Q&A. Typically, a well-executed presentation can be accomplished with 25 to 35 slides (excluding attachments and appendices) as a reference for your team.
3. Composition of the slides :

The first page should serve as the cover page and include the following information

- 1) Title and subtitle of the presentation
 - 2) Name of Team/circle
 - 3) Names of the presenters or team members
 - 4) Roles or responsibilities of the presenters or team members
 - 5) Company or organization name
 - 6) Country/region
4. Page/slide Arrangement
- 1) The second page should be the table of contents.
 - 2) Starting from the third page, you can begin with the specific content.
 - 3) Please remember to include slide number on each slide.