



**15 ASIA PACIFIC QUALITY ORGANIZATION CONFERENCE
XXXVII NATIONAL QUALITY CONTROL CONGRESS
28th Quality Circles National Convention
1st Asia Pacific Team Work Group
18th International ISO 9000 IMECCA's Forum
11th ISO 14000 & 3rd OHSAS 18000 IMECCA's Intl.Forums
MEXICO, October 7 to 10, 2009**



INSTRUCTIONS FOR THE PRESENTATION OF PAPERS

1. ROLE OF SPEAKERS

The International and National Conferences organized by IMECCA are excellent opportunities to exchange experiences and to promote new achievements in this field. However, to make this communication really efficient it is necessary that all the congress delegates are willing to have an active participation. The persons interested in being speakers should consider that their participation will not be limited only to the presentation of their paper and to answer the questions they are asked. In order that their contribution becomes really significant they ought, at least, attend the other presentations related with their topic so that they can discuss and enrich the subject area. It is specially important that the speakers attend the discussion panel belonging to their subject area. Speakers should also participate in the Coordination Meeting to be held previously to the Congress opening. This year will take place on Oct.6 from 7 to 8:30 P.M. followed by the welcome cocktail.

The ASIA PACIFIC QUALITY ORGANIZATION CONFERENCE is the forum where the Quality Professionals and Practitioners from the Asia Pacific Region which includes the countries of Asia and the Pacific as well as the countries in America facing the Pacific Ocean meet and interchange experiences to enhance the developing of the Quality Science in the region. This conference is the framework where the Winners and distinguished organizations of the International Asia Pacific Quality Awards present their Quality Model.

The National Quality Control Congress, the 4th elder National Quality event worldwide, will have this year its 37th edition taking place jointly with the 28th National Quality Circles Convention. In recent years, the National Quality Control Congress has acquired an even greater significance because it takes place jointly since 1992 with the MEXICO ASIA PACIFIC SEMINAR ON TOTAL QUALITY and the IMECCA'S INTERNATIONAL FORUM ON ISO 9000, and since 1999 with the IMECCA'S INTERNATIONAL FORUM ON ISO 14000. This year we will continue organizing the OHSAS 18000 International Forum.

The realization of these events is opened to participants from all over the world.

2. PROCEDURE FOR PAPER REGISTRATION

There is an early registration of papers so that the technical program can be balanced and special efforts are made to enrich the areas avoiding overlapping or areas with few papers. All persons interested in presenting papers should send via email an abstract and the author's resume before June 30, 2009. It is suggested to register the papers as soon as possible since the earlier the papers are received the better the chance to be accepted.

Authors whose papers are accepted for presentation at the congress will be notified 10 days after the receipt of the abstract. Some modifications can be suggested or it will be recommended to prepare a paper on another topic. It is highly recommended that the speakers are in close contact with the Technical Committee to ease the coordination and integration of a balanced technical program. The deadline to receive the complete approved papers is July 31, 2009.

3. ABSTRACT SPECIFICATION

The abstract must clearly state the purpose of the paper and the basic ideas contained in it. It must be of one page long and must meet the same typing specifications of the full text, as indicated below, in point 5.

4. FINAL PAPER

Full text of papers written in English and/or Spanish in word microsoft shall be sent via internet at the address: mexico@imecca.org.mx, with copy to: imecca@prodigy.net.mx according to the specifications indicated in point 5.

Along with the final paper, the power point presentation and a one page abstract must be submitted so that it can be used to prepare the summaries that will be handed out to congress participants to facilitate their choice of sessions.

Also, a brief biographical sketch in half a page must be sent in order to use it for presenting the speakers during the Congress presentations. The Congress provide video projector and laptop, additional audiovisual equipment may be provided by the speaker.

In order to be accepted the papers must contribute to the development and application of the Quality, Environment, Safety and Occupational Health and Productivity Science and Techniques.

5. PAPERS SPECIFICATIONS.

5.1. Contents

The papers shall deal with a personal experience on the application of a known technique, the description of a new methodology or the presentation of a hypothesis. The papers must be positively oriented; the criticism must be constructive; no negative comments against an institution, a company or a person are accepted. Besides, commercial presentations are forbidden. Hence, the name of a company should not be mentioned more than five times. Widely known topics must be avoided as they do not contribute to the knowledge.

5.2. Structure of the Papers

The papers for the congress should be submitted in two files, one the full text in words and the other, the power point transparencies presentation.

The full text may have the following parts: 1) Summary 2) Introduction 3) General Theory 4) Practical Applications 5) Conclusions 6) References or Bibliography.

5.3. Group Project Presentations.

They are presentations on a project solved by a quality circle, natural, effective, selfmanaged or Six Sigma Group and other team approach.

Presentation contents should include: 1) Problem identification. 2) Procedure followed to determine the solutions. 3) Results obtained in the actual practice.

5.4. Typing

Papers should be typed using word-microsoft software. If it is necessary for the figures, a desktop publishing software as Corel Draw or Publisher or Power Point can be used and added as an image.

Format paper. A2 paper size. 21.5 X 28 cm

Paper sheet Margins: Left 2.5 cm. Right: 2.5 cm. Top: 3.5 cm. Bottom: 1.5 cm.

Font: Arial or Tahoma

Font sizes:

Heading 1. Main Title of the paper: 18 pt. Bold

Heading 2. Author's name: 16pt. Bold

Heading 3. Three lines: Position, company and country. 14 pt. Normal

Rest of the text: 12 pt. Normal

Spacing:

Heading 1. Main Title of the paper: 1 pt.

Heading 2. Author's name: 0.8 pt

Heading 3. Position, company and country: 0.8 pt.

Rest of the text: 0.6 pt

Double space between paragraphs

Line spacing exactly:

Heading 1. Main Title of the paper: 22 pt.

Heading 2. Author's name: 22 pt

Heading 3. Position, company and country: 22 pt.

Rest of the text: 16 pt

Aligning.

Heading 1. Main Title of the paper: Centred

Heading 2. Author's name: Centred

Heading 3. Position, company and country: Centred

Rest of the text: Justified. No indentation.

Paper must be ready to be printed and reproduced with all figures already inserted. Pages must be numbered at the bottom right hand corner of the page. The paper should be approximately 12 pages long and should not exceed 16 pages.

The text of the paper in Word of Microsoft and the presentation in power point shall be sent via internet to our electronic address: mexico@imecca.org.mx with copy to imecca@prodigy.net.mx

5.5. Charts, Graphs, Drawings and Photographs

All charts and drawings must be mounted in the text so that the proper amount of space can be allocated. The lettering in the drawings can not be very small, as a clearly reading should be eased. If photographs will be included, please use medium resolutions original prints and insert them in the respective pages.

If you have to use scanned computer printouts, be sure they are very clean, dark printing and reproducible since they usually are poor for reading.

5.6. Time of Presentation.

The paper should be structured in such a way that it is presented in 30 minutes, considering that there will be 10 minutes more for questions & answers.

6. VISUAL AIDS

The power point transparencies should have letters with a minimum size of 28 points. Arial, Tahoma or equivalent and must be numbered. They should be only a guide and they should not be read all the time. It is encouraged to use a video projector and a computer for the presentation.

7. AUDIOVISUAL EQUIPMENT

Video projector and laptop with windows XP and Power Point will be available. It is not recommended to use overhead projector, slide projector or VHS video recorder but rather CD's with Multimedia. When delivering the complete paper it may be indicated the equipment needed for the presentation. It is not permitted to use opaque sheet projector. Special equipment have to be taken to the site by the speaker. In case of requiring special software or equipment. It is advisable speaker to bring his own computer and video projector, if possible.

8. SPEAKERS DISCOUNT

As an encouragement to speakers, they will be granted a 60% discount in the participation fee. So, the speakers will only pay \$ 260 U.S. Dlls. This discount is only applicable to one person per paper accepted. In case there is a second author of a paper, he/she will get a 40% discount, and so he will pay \$ 390 Dlls. Additional authors will pay full fee. \$ 650 U.S. Dlls.

9. QUALITY CIRCLES AND OTHER PRESENTING GROUPS REGISTRATION

The quality circles will pay the fee of \$ 700 U.S. Dlls. (tax included) which covers the participation of up to five members of the Circle making a presentation. Additional members will pay a proportional fee of \$140 U.S. Dlls.

10. SPEAKERS MEETING.

It is scheduled a speakers meeting on Oct. 6 from 19:00 to 20:30 Hr previously to the welcome Cocktail in the venue hotel. In the meeting, speakers will meet with the sessions chairmen and all aspects of presentation will be coordinated. It is recommended to avoid last minute schedule changes or limitations.

Note: The papers presented at the congress become the property of the Mexican Institute for Quality Control (IMECCA,A.C.) having the right to reproduce them and publish them with the sole obligation of indicating the name of the author. All documents for paper registration should be sent to the following address:

MEXICAN INSTITUTE FOR QUALITY CONTROL
Mariano Escobedo 396 -1st Floor, Anzures, México,D.F. 11590
Phone. 011-525-5452593 and 525-2501099 Fax 011-525-254-1047.
Email: imecca@interflow.com.mx

Example of heading:

You may use the format paper which has already a box that meets the margins given in this instruction.

