Bangladesh Society for Total Quality Management

Dhaka, Bangladesh

**International Convention on QC Circles 2020**

Unlocking Imagination through QCC

**Paper Submission Guidelines**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Full Text | : | maximum 12 pages (including Abstract in the beginning), text or slides, tables, pictures etc |
| 2 | File Format | : | pdf |
| 3 | Font | : | 12, New Times Roman |
| 4 | Paper Size | : | A4 |
| 5 | Margin | : | 28mm margins for top and bottom, 25mmfor right and left |
| 6 | Last Date of Receipt | : | **10th October, 2020** |
| 7 | Language | : | English |
| 8 | How to submit? | : | Either by courier in a CD-ROM or through e-mail, up to 10MB,  |
| 9 | Where to submit? |  | BSTQM, SEL Centre (6th Floor), 29 West Panthapath, Dhaka-1205, BangladeshE-mail:bstqmsecretariat@gmail.com, info@icqcc2020.com or icqcc2020@gmail.com |
| 10 | Proceedings | : | Convention proceedings will be condensed to a CD-ROM for distribution |

**5. Layout**

1. a) Abstract
2. ➢Include the following 8items in order, on1 page by referring to Format A, as in the appendix.
3. ➢Do not include figures and tables in the abstract.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Font | Font size | Margins |
| 1. | Presentation title | Times New Roman | 14 pt Bold | Top and bottom: 28mmRight and left: 25mm |
| Sub-title (if any) | 12 pt Bold |
| 2 | Name of the circle | 11 pt Bold |
| 3 | Name of the presenter(s) |
| 4 | Presenter’s affiliation |
| 5 | Presenter’s job title |
| 6 | Company/organization |
| 7 | Country |
| 8 | Abstract (approx. 400-500 words) |

1. b) Full text
2. ➢At the top of page 1, include the following 5 items in order.
3. ➢At the bottom of page 1, place the presenter’s introduction.
4. ➢Figures and tables should be no more than 3 on a single page. Display clearly and enlarge, if necessary, to facilitate easy understanding.

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| --- | --- | --- | --- |
| Item | Font | Font size | Margins |
| 1. | Presentation title | Times New Roman | 14 pt Bold | Top and bottom: 28mmRight and left: 25mm |
| 2 | Sub-title (if any) | 12 pt Bold |
| 3 | Name of the presenter(s) | 11 pt Bold |
| 4 | Presenter’s affiliation & job title |
| 5 |  Company/organization |
|  | Text | 10.5 pt |