



22 - 25 October 2018  
Resorts World Sentosa, Singapore

## International Convention for Quality Control Circles (ICQCC) 2018 – Singapore Final Presentation Report Guidelines

### 1. Submission and Due Dates

- ❖ No Word report required. Only PowerPoint (PPT) presentation slides are required.
- ❖ Presentation slides and scripts for non-English presentations to be submitted to ICQCC 2018 secretariat at [secretariat@icqcc2018.com](mailto:secretariat@icqcc2018.com) no later than **22 September 2018**.
- ❖ Please have a backup copy of the presentation slide on the day of presentation.

### 2. Presentation Slide Format

- ❖ PPT or PDF format only.
- ❖ Language for Presentation Slides: English only.
- ❖ Font Type: Arial, Size: 15
- ❖ No limitation to number of slides. Teams to take note that presentation time is strictly 14 minutes, regardless of the number of slides. As a guide, 25 – 35 slides (excluding annexes and/or appendices) are adequate for a good presentation.

### 3. Slide Layout

- ❖ 1<sup>st</sup> slide to be cover slide. Please indicate the following:
  - Presentation Title and Sub Title
  - Name of Team
  - Name of presenters/team members
  - Designation of presenters/team members
  - Name of Company/Organisation
  - Country
- ❖ 2<sup>nd</sup> slide to reflect content page.
- ❖ Please indicate on each slide on the top right corner, the criteria code and the description.