ICQCC 2025 – TAIPEI

DOCUMENT SUBMISSION GUIDELINES

All participating projects are required to submit the following materials:

a) Registration deadline is May 31, 2025.

b) Abstract (in PDF format): The submission deadline is May 31, 2025

c) Full paper (in PDF format): The submission deadline is June 30, 2025

d) Presentation materials (in PPT format): The submission deadline is June 30, 2025

❖ Please note that the 50th ICQCC offers only Chianese and English presentations. All abstracts, and full papers, Power Points should be submitted only in Chianese or 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:		14 pt Bold	
2.	Name of Team/circle：			
3.	Name of Company/Organization：			
4.	Names of Presenters：			
5.	Project Start Date:	Times New Roman	11 pt	Top and Bottom: 28mm Right and Left: 25mm
6.	Project End Date:			
7.	Brief Introduction			
8.	Abstract of Project Report (within 300 words)			

ICQCC 2025 TAIPEI

ABSTRACT

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):
Abstract of Project Report (within 300 words)

b) Full Paper

1. The full paper should not exceed 15 pages.
2. Full paper should include the following eight sections, listed in sequential order.
3. Full paper will constitute the main content of the presentation, so please ensure that the text is clear and easy to read.
4. 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 (within 15 pages)		11 pt	

FULL PAPER

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: (within 15 pages)

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. 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.