



**INSTITUTO MEXICANO DE CONTROL DE CALIDAD, A.C.**

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**23rd LATIN AMERICAN QUALITY CONGRESS  
XLVI NATIONAL QUALITY CONTROL CONGRESS  
37<sup>th</sup> NATIONAL QUALITY CIRCLES CONVENTION  
27<sup>th</sup> MEXICO ASIA PACIFIC TOTAL QUALITY SEMINAR  
AND INTERNATIONAL FORUMS  
CALL FOR PAPERS & INSTRUCTIONS FOR THE PRESENTATION OF PAPERS**

**Dear colleagues:**

The Mexican Institute for Quality Control (IMECCA, A.C., the Latin American Federation of Quality Control Organizations (FLOCC) and the Asia Pacific Quality Organization are pleased to invite you as speaker and/or delegate-congress participant at the 23<sup>rd</sup> Latinamerican Quality Congress and XLVI National Quality Control Congress that together with the 37<sup>th</sup> National Quality Circles Convention and joint events will take place in Leon, Gto. on October 3 to 6, 2018. There will be previous and post-congress courses and seminars taking place on the weeks before and after the event.

The Latin American Quality Congress is an event of great tradition in Latin America since it was organized for the first time on 1975 and has continued being held without interruption for all these years, acquiring great reputation and significance not only in the region but worldwide. More recently it has been enriched with the participation of professionals from all American countries and from other continents like Europe, Asia, Middle East and other countries on the Pacific rim such as Australia and New Zealand, all together exchanging experiences and fostering the development of quality science.

The National Quality Control Congress, the 4th elder National Quality event worldwide, will have this year its 46<sup>th</sup> edition taking place jointly with the 37<sup>nd</sup> National Quality Circles Convention, the 27<sup>th</sup> Mexico Asia Pacific Seminar on Total Quality and IMECCA'S International Forums 27<sup>th</sup> Forum on ISO 9000, 20<sup>th</sup> FORUM on ISO 14000, 12<sup>th</sup> Forum on ISO 45000, 8<sup>th</sup> Forum on Food Safety and Defense Forum, 6<sup>th</sup> Forum on Quality in Health Services and 2<sup>nd</sup> on Quality in Construction Industry that have taken place since 1992, 1999, 2007, 2011, 2013 and 2017.

The Mexico Asia Pacific Seminar on Total Quality that takes place since 1991 and from 2002 it has become the Forum in the American continent where the Winners and distinguished organizations of the International Asia Pacific Award, now the Global Performance Excellence Award, present their Quality Model and also 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 exchange experiences, making possible to enhance the Quality Science development in the world.

The realization of these events is open to participants from all over the world, so the gathering will have an international scope

The International and National Quality 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 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 sole 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 on Tuesday previously to the Congress opening. In 2018 it will take place on Oct. 2 from 7:00 to 8:30 P.M. followed by the welcome cocktail.

We invite you to visit our web page for further information: [www.imecca.org.mx](http://www.imecca.org.mx).

## **1. MOTTO AND MAIN AND COMPLEMENTARY STREAMS.**

The congress will have a motto as well as a main stream that will be defined according to a survey open to all IMECCA's members and 18 complementary streams which will also be determined to ease the debate and participant's experiences exchange.

The event will be bilingual, english-spanish. Advise immediately on your interest to participate as speaker or to attend without presenting paper.

## **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, 2018 and the full paper before July 31, 2018. 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 within 10 days after the receipt of the abstract and final paper. 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 or IMECCA's representative in the different countries of Latin America and the Asia Pacific region to ease the coordination and integration of a balanced technical program. The deadline to receive the complete approved papers is **August 31, 2018** so it is recommended to send your abstract and full paper as soon as possible.

### **3. ABSTRACT SPECIFICATION**

The abstract must clearly state the purpose of the paper and the basic ideas contained in it. It must be 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 electronic address: [subdireccion@imecca.org.mx](mailto:subdireccion@imecca.org.mx) with copy to: imecca@prodigy.net.mx according to the specifications indicated in point 5 and sent also to the email of the contact or IMECCA'S representative for the organization of this event in each country, who will send you the call for papers or any other information that is required on our behalf.

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 speaker must indicate by writing the audiovisual equipment required.

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 acquisition of new knowledge.

#### **5.2. Structure of the Papers**

The papers for the congress should be submitted in two files, one the full text in word program and the other one, the power point transparencies that will be used for the congress presentation.

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

The summary should be one page long and will be delivered separated from the full paper and preferably, in both languages (English and Spanish)

### **5.3. Group Project Presentations.**

They are presentations on a project solved by a quality circle, natural, effective, self-managed 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: (Sentence case, as in the attached example)

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 copied to the congress proceedings CD with all figures already inserted. Pages must be numbered at the bottom right hand corner of the page with a footer of 2 cm. The paper should be approximately 12 pages long and should not exceed 16 pages including charts, tables, etc. Each page should have the head that is in the format paper of the event (see attachment at the end of this call for papers) which has to be considered since it occupies space in each sheet. Also the first slide of the power point presentation should have this heading.

### **5.5. Charts, Graphs, Drawings and Photographs**

All tables, charts, figures and pictures must be inserted 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 clear 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; its letters must be of an adequate size in order to be easily read.

### **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 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, please indicate the equipment needed for the presentation. It is not permitted to use opaque sheet projector. Special equipment has to be brought to the site by the speaker. In case of requiring special software or equipment, it is advisable that the speaker brings 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 \$ 220 U.S. Dlls tax included. 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 \$ 330 Dlls tax included. Additional authors will pay full fee. \$ 550 U.S. Dlls.

IMECCA is a non profit organization but as in a congress there are high expenses, they must be covered with the participants and speakers' fees.

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 in the Quality Systems journal, congress proceedings CD and IMECCA's web page with no payment to the speaker for these publications.

## **9. QUALITY CIRCLES AND OTHER PRESENTING GROUPS REGISTRATION**

The quality circles and work groups will pay the fee of \$ 610 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 \$122 U.S. Dlls.

## **10. SPEAKERS MEETING.**

The speakers meeting is scheduled on Oct. 2 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's recommended to avoid last minute schedule changes or limitations.

Previously and after the congress there will be certification exams and some international courses that might be of your interest. The speakers will receive a discount of 50% and the congress participants 20% discount in the fee of those courses.

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## **11. ACCOMMODATION**

Looking for the benefit of the participants, the venue hotel will be a beautiful and comfortable hotel that offers an excellent fee for single and double room, with breakfast buffet, internet and taxes included, of around \$ 75 to \$ 85 U.S. Dlls. plus tips for Bellboy on arrival and departure and chambermaid per room per night.

All the necessary travel expenses and stay at the host city are financed by each participant. To make the room reservation, it is needed to give the credit card data to guarantee the first night. The participants that do not have a credit card or that prefer to pay by money transfer must send IMECCA the equivalent of the first night so that it can be paid to the hotel in advance. The total cost of the hotel stay should be transferred to IMECCA before the dates of the event.

We expect the confirmation of your participation at this event, being at that moment when you will receive the official invitation from IMECCA, A.C. signed by the general director. For any further information you can contact IMECCA representative at your local area who will let us know about your interest to participate and who will contact you on our behalf. Therefore we suggest you keep in touch with the corresponding representative.

Looking forward to meet you at the event, we send you our best regards.

Sincerely yours,

Ing. José Fco. González Prado

IMECCA's General Director

Harrington Ishikawa Award 2003

Carlos H. Vilchis Villaseñor Award 2016

Lic. Vilma L. García de González

Winner Agapito Gonzalez Award 2012

& Miflora M. Gatchalian Award 2012

### **Example of heading:**

You should use the format paper where you should write the abstract and final paper meeting the margins given in this instruction.



## The Challenge of ISO 9000 in a Life Insurance Company

**Maria Perpetua Ponce- Pura**

Assistance V. P. for H. R. and ISO Quality Management Repr.

United Coconut Planters Life Insurance Co. (COCOLIFE)

The Philippines.

### Abstract.

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