![Intelligent Computer & AIoT Association 智慧產業電腦物聯網協會]

[ICAA Industry White Paper Submission Guidelines (Member Version)]

Purpose

To enhance the professional influence of ICAA members in the fields of smart industry, IoT, and industrial automation, the association encourages member companies to submit white papers to the official ICAA website. This initiative aims to promote industry knowledge sharing and international visibility. This handbook provides standardized formatting and content recommendations to guide white paper writing and submission.

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1. Purpose and Positioning of the White Paper

White papers should focus on showcasing a company's technological strengths, application cases, market trend analysis, or industry insights, and should fulfill at least one of the following objectives:

• Promote technologies and share knowledge

• Demonstrate the company's solution capabilities in a specific industry

• Build a professional industry image

• Create opportunities for industry collaboration

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2. Recommended Content Structure (Sample Framework)

Language: Traditional Chinese + English (bilingual)

Adjustments may be made as needed, but the suggested structure is as follows:

1. **Cover Title**
   - **Main Title:** Highlight an attractive topic or technical focus
   - **Subtitle:** May include the company brand and application field (e.g., *Winmate Rugged Laptops for Defense*)

2. **Abstract**
   - A concise summary (within 300 words) outlining the key topic and

main takeaways of the white paper

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3. White Paper Format Requirements

• **Language:** Traditional Chinese + English (bilingual)

• **Word Count:** Recommended total length of 1500–2500 words (approx. 3–5 pages in PDF format)

• **File Format:** Please provide a downloadable PDF version

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4. Submission Process & Review Procedure (Including Contact Information)

1. Please email the white paper document to the ICAA Secretariat:
   Service@icaa.org.tw

2. Email subject line should be: "[Company Name] Industry White Paper Submission – [White Paper Title]"

3. Please also include the following contact information to facilitate follow-up and authorization confirmation:
   - Company name
   - Contact person's name
   - Department and job title
   - Email address
   - Phone number

4. The Secretariat will respond with a review result within 30 working days after receipt

5. Upon approval, the white paper will be published in the "Member White Papers" section of the ICAA official website and may also be promoted via social media or press releases

5. Disclaimer & Authorization Agreement (Please download the PDF and submit it with your white paper)

To protect the rights of both submitting members and ICAA, all contributors must sign and submit the **Disclaimer and Authorization Agreement** upon their first submission.

The agreement includes:

• Confirmation that the content is original and free of third-party copyright disputes

• Authorization for ICAA to use the content for website publication, social media promotion, and educational purposes

• Acknowledgment that ICAA assumes no commercial or legal liability for content accuracy or future use

📎 Please download the **Disclaimer and Authorization Agreement** (PDF) and submit it together with your white paper to the Secretariat.

For any questions, please contact the ICAA representative listed below.

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6. Reference Samples

Please visit the ICAA official website's *Industry White Paper* section for sample references.

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7. Contact Information

For any inquiries, please contact the ICAA Secretariat:

Contact Person: Secretary General Lin, Fang-Ying

Email: service@icaa.org.tw