

# Guidelines for Preparing Research Posters for Presentation

## Full-Paper Research Presentation at the National Level

“Digital Innovation for a Sustainable Future: Bridging Society, Business, and Science”

May 17, 2025

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### Preparation Instructions

Presenters must prepare posters according to the specified format, with one research topic per poster. Each poster must include all necessary sections based on the standard research format.

### Poster Size and Format

#### General Specifications

- Font size: 18–22, Times New Roman.
- Poster dimensions: 80x120 cm (vertical orientation; A0 size).
- Printing margins: 2.54 cm (1 inch) on the top, bottom, left, and right.
- Institution logo size: 14x18 cm, placed at the top-right corner.
- Presenter photo: Appropriate size, positioned at the top-left corner.

#### Titles of Academic and Research Articles

- Research title: 72x80 or use a legible font size that is visible at a distance of 1.5 meters.
- Presenter name: 60-72 or use a legible font size that is visible at a distance of 1.5 meters.
- Both the research title and presenter name must be in bold and centered at the top of the poster.

#### Title

- Use bold, insert numbers to show the title in sequence, and use a font size of 22x28 or readable at a distance of 1.5 meters.

#### Abstract

- The abstract must not exceed 350 words.

#### Introduction

- Write the introduction in 1-2 paragraphs.

#### Research Methodology

- Provide the methodology in 1-2 paragraphs.

### **Research Results**

- Present the findings in the form of tables and figures. These can be printed in various colors.
- Assign a number to each table and include a title with an explanation below the table.
- Assign a number to each figure and include a title and/or explanation below the figure.
- Write 1-3 paragraphs to summarize the results.

### **Discussion and Conclusion**

- Write the discussion and conclusion in 1-2 paragraphs.

### **Recommendations (if applicable)**

- Provide recommendations in 1-2 paragraphs.

### **References**

- Use the in-text citation system following the Author-Year format (APA Style Version 7) and ensure all references mentioned in the text are included in the reference list.

### **Poster Installation**

- The conference organizers will provide a poster board (80x120 cm) with pins and tape for installation.
- The presenter must install Posters on the 2<sup>nd</sup> floor of the Conference Hall Building on May 17, 2025, between 8:00 AM and 12:00 PM.
- Posters must be removed the same day after the conference's conclusion.

### **Poster Presentation**

- Following the opening ceremony and keynote address, the research poster presentation session will begin.
- Presenters must remain at their respective poster boards to present their research and answer questions from designated experts and attendees.
- Organizers will assign poster board numbers and ensure their placement in predetermined locations. Presenters are prohibited from moving their boards.
- Presenters must wear the provided name badge at all times within the presentation area.

(Sample Format)

**Institution Logo**

**Research Title.....**  
**Presenter Name.....**  
**Affiliated Institution.....**

**Presenter  
Photo**

**1. Abstract**

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**2. Introduction**

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**3. Research Methodology**

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**4. Research Results**

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**5. Discussion and Conclusion**

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**6. Recommendations (if applicable)**

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**7. References**

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Research-related images may be  
included where applicable.