

**BIIRC 2024**  
**School of Business/ School of Computing**  
**ESOFT Metro Campus**

**General Submission Guidelines for Poster**

- ❖ The poster should adhere to the following requirements and be a clear visual representation of your submitted extended abstract

Formatting Criteria	Guidelines
<b>Title of the Poster</b>	It is advised to maintain the poster's title the same as it is in the submitted abstract. Also permitted is a minor alteration that does not alter the abstract's main ideas.
<b>Poster size and format</b>	Poster must be submitted in PDF format. It is recommended to make your poster in PowerPoint (Landscape or Portrait) and then save it as a PDF before uploading it. The poster file size may not exceed 10MB. Make sure that you do not exceed the limit of 6 PPT slide for your E-Poster. Adjust the slide size to make the poster. Dimensions a maximum of 36" x 26" or 48" x 36"
<b>Author Information</b>	The top of the Poster should display, in the lettering of 96 Bold (Cambria), the following information: Title of your Paper, and in the lettering of 44 Cambria Name(s) of the Author(s) and Affiliation(s).
<b>Word Formatting</b>	Use both UPPER- and lower-case letters for general content, as all-capital text is difficult to read. It is recommended to use 32 Cambria font styles for the content of the poster. Make sure there is enough contrast between the colour of the text and the poster's background. Text and presentation should be in ENGLISH only
<b>Content of the Poster</b>	Make sure that the specific sections (such as the background, methods, results, and conclusions) are easy to locate in the poster. Try to keep the text easy to read and concise. The poster should have a clear message, a logical layout and be easy to comprehend. Avoid the use of full sentences and rather use short text in bullet point format. Avoid using watermarks that may detract from the readability of your poster. A word count of about 300 to 800 words is most effective

<p><b>Use of Illustrations</b></p>	<p>Can use illustration rather than use many texts in the poster and ensure you maintain the background colour balancing.          Use only static images and do not embed any videos or animation in your poster.          Try to utilize the space on your poster as creatively as you can to attract the audience and make sure that the images are easy to understand.</p>
<p><b>Figures</b></p>	<p>Heading: Left aligned, below the figure, font size 11, Cambria font type</p>
<p><b>Referencing</b></p>	<p>Follow APA 7<sup>th</sup> version for in-text citations, and reference list.           Reference list (single lines spaced at 6 points, aligned to the left, and alphabetized, don't include numbers as 1, 2, or 3. Hanging indent, 11-point font size, Cambria font style)</p>
<p><b>Video Recording of the Poster Presentation</b></p>	<p>Will be informing to you if your extended abstract and the poster is selected</p>