

# **Guidelines for Making Poster Presentations**

## **4<sup>th</sup> Rajabhat University National and International Research and Academic Conference (RUNIRAC IV)**

**1-3 November 2016**

**Buriram Rajabhat University, Thailand**

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The author is required to prepare and create his/her poster presentation in line with the format set by the conference organizer. One poster is designed for one research work including the necessary research components.

### **Poster Board Size and Format**

#### **General Points**

- Times New Roman font with 18-22 points is required.
- The poster will be 120 cm tall by 80 cm wide and should be in a VERTICAL FORMAT.
- The institute logo with 14 cm tall by 18 cm wide is placed at the top right corner.
- An appropriate size of the authors' photograph is placed in the top left corner of the poster.

#### **Paper Title**

- The research title at the font size of 72-80 points should be no more than 10 words, or it should be readable from a distance of about 1.5 m. The title should be a label, not a sentence.
- The author name should be readable from a distance of about 1.5 m, or be at the font size of 60-72 points. It is placed under the title.
- Both the title and the names should be in bold face and are centered at the top of the poster.

#### **Headings of each section of the poster (i.e., Abstract, Introduction, Methodology, etc.)**

- The consistent font style for all headings is used in bold face.
- The font size large enough to be easily read from a distance of 1.5 m should be made. Reasonable font sizes might range from 22 point to 28 point. They should appear with sequential numbers.

#### **Abstract**

- The following parts should be included: Introduction, Objective, Research Question (if any), Methodology, Results, Discussion, Conclusion and Recommendations.
- The abstract should be written with 150-200 words.

## **Introduction**

- The introduction should present the specific problems under the study, discuss the related literature and give the reader a firm sense of what has been done and why.
- It should be one to two paragraphs in length.

## **Research Methodology**

- The research methods should include the following points: population, samples, instruments, experiment and statistics, etc.

## **Research Results**

- Main findings should be clarified.
- Factual data should be followed by tables and figures.
- Tables and/or figures will have greater visual appeal if they are in color.
- The table must be numbered accordingly. The table title should be placed in a different line. It must be italicized and flushed with the left-hand margin. The table title must be at the top of the data but its details must be described below the table.
- The figure heading must be arranged in order according to the article contents. The heading together with a clear description must be placed at the bottom.

## **Discussion**

- It relates with the research results. It should be interpreted and discussed with literature reviews.

## **Conclusion**

- The summary of the core issues in the research should be presented.

## **Recommendations**

- Implications of the research results and guidelines for the next research should be recommended.

## **References**

- The references must be based on APA style (Author-Year). All entries in the text should be listed at the references.

## **Pictures**

Pictures or illustrations (if any) relevant to the research can be shown on the poster.

### **Installation of Poster Board**

□ BRU will provide a poster board, push pins and scotch tape, etc. for each presentation. The poster board will be 120 cm tall by 80 cm wide with a cork background and mounted on stands.

□ The author should mount his/her poster at the open hall beside Buddha Raksa Meeting Hall, Chaloem Phrakiat Maha Vajiralongkorn's 50<sup>th</sup> Anniversary Building 3<sup>rd</sup> floor on November 1, 2016 between 8.00-12.00 am.

□ The poster should be displayed for three days (November 1-3, 2016) during 9.00 am-4.00 pm.

□ The poster will be displayed throughout the duration of the conference and the author should remove his/her poster on November 3, 2016 at 12.00 pm.

### **Poster Presentation**

After the Opening Ceremony of the conference and keynote speech, the Post Presentation Session will be officially opened by the President of Buriram Rajabhat University.

□ The author should be at his/her own poster board and is ready to present the poster and answer the questions raised by the experts appointed by the university.

□ The author might also hold discussions with the registrants who are circulating among the poster boards. The formal or official presentation session will be about 2 hours.

□ The author name and the number of his/her abstract will be assigned. This information is allowed attendees to easily locate the poster presentation they are interested in reviewing. It is important that you DO NOT move locations.

□ The author is asked to wear his/her official conference badge to gain entry to the post presentation venue.

(Sample)

Institute Logo

Title.....  
Author Name.....  
Affiliation.....

Affix Photo

**Abstract**

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**5. Discussion**

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**1. Introduction**

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**6. Conclusion**

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**2. Research Objectives**

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**7. Recommendations**

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**3. Research Methodology**

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**References**

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**4. Research Results**

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Pictures/Illustrations relevant to the research (if any)