SIBE 2026

TEMPLATES

This document provides all templates and guidelines required for authors participating in SIBE 2026. ***Authors will find the abstract submission template, poster presentation guidelines, full paper template, and conference presentation guidelines for both abstract and full paper presentations.***

The purpose of these templates is to ensure consistency, quality, and professionalism across all conference submissions and presentations. Authors are encouraged to carefully follow the instructions provided in each section before preparing and submitting their work.

Please read all guidelines thoroughly and ensure that submissions, posters, papers, and presentations comply with the specified requirements and deadlines.

SIBE 2026 ABSTRACT SUBMISSION TEMPLATE

Submission Requirements

Authors are invited to submit an extended abstract for consideration at the SIBE 2026 Conference.

Formatting Requirements

- Font: Times New Roman, 12 pt
- Line spacing: 1.15
- Margins: 2.5 cm on all sides
- Length: 300–500 words (Length: 300–500 words (excluding title, author information, and keywords). The abstract must be written as a single paragraph)
- File format: Microsoft Word (.docx)
- Language: English

RECOMMENDED STRUCTURE

Background/Purpose
Briefly introduce the research topic, context, and significance of the study. Clearly state the research problem or objective.

Methodology
Provide a concise description of the research design, data collection methods, sample, and analytical approach.

Findings
Summarize the key findings or expected findings of the study.

Practical and Theoretical Implications
Explain the contribution of the study to theory, policy, industry practice, education, or society.

Originality and Value
Highlight what is novel, unique, or important about the research.

DOUBLE-BLIND REVIEW NOTICE

For the submission version, remove all author names, affiliations, acknowledgements, and any information that may reveal the identity of the authors. Author details must be entered only in the Microsoft CMT submission system.

TITLE OF THE ABSTRACT (14 pt, Bold)

(Remove author information for the review version/ Add author information only in the camera-ready version)

Author Name (First-Middle-Family Name)(1)*, Author Name(2), Author Name(3)
(1) Faculty of ----------, University Name, City, Country
(2) Faculty of ----------, University Name, City, Country
(3) Faculty of ----------, University Name, City, Country
***Corresponding Author:** (Email: authormail@mail.com)

ABSTRACT

Keywords: keyword 1; keyword 2; keyword 3; keyword 4; keyword 5

Author Declaration

(Remove author information for the review version)

The submitting author confirms that:

- The work is original and has not been published elsewhere.
- All authors have approved the submission.
- Ethical approval has been obtained where applicable
- Any potential conflicts of interest have been disclosed.

Declaration of Generative AI and AI-Assisted Technologies

Authors must disclose the use of generative AI or AI-assisted technologies in the preparation of the abstract. AI tools may be used for language editing and proofreading but must not be listed as authors. Authors remain responsible for the accuracy, originality, and integrity of the submitted work.

SIBE 2026 POSTER DISPLAY GUIDELINES

Poster Size & Setup

- Maximum poster size: **1 meter x 1 meter (3.3 ft x 3.3 ft)**
- Posters exceeding this size **cannot be accommodated**
- **Poster boards and push pins/adhesives will be provided** at the venue

Designing an Effective Scientific Poster

Readability & Layout

- Ensure all text and visuals are **clearly legible from 3–5 feet away**
- Use **Sans Serif fonts** (e.g., Arial, Calibri) for better readability
- Keep content **concise** – avoid large blocks of text
- Use **bullet points** to organise information clearly
- Maintain a **logical flow** (top to bottom or left to right)

Colour & Visuals

- Use a **light background with dark text** for clarity
- Ensure strong **contrast between text and background**
- Use **high-resolution images and graphics**
- Include **charts, diagrams, and visuals** to support your findings

Additional Enhancements

- Consider adding a **QR code** linking to:
    - Full paper
    - Dataset
    - LinkedIn / research profile
- Keep the design **clean, professional, and visually engaging**

Recommended Poster Structure

Your poster should include the following sections:

- **Title**
- **Authors & Affiliations**
- **Introduction / Background**
- **Materials and Methods / Methodology**
- **Results / Key Findings**
- **Conclusions / Implications**
- **References - APA 7th edition**
- **Acknowledgements**
- **Contact Information**

Printing & Transport Guidelines

  - Please talk to the conference chair.

At the Conference (SIBE – BUV)

- Posters should be **installed at the assigned location** before the session
- Authors are expected to be **present during designated poster sessions**
- Be prepared to:
  - Briefly explain your research
  - Engage with participants and answer questions

Support & Contact

For any assistance related to poster preparation or presentation:

- Visit: **SIBE Conference Page**
- Contact: Conference organizing team (details on website)

SIBE 2026 FULL PAPER TEMPLATE

IMPORTANT INSTRUCTIONS

Formatting Requirements

Manuscripts must follow the formatting rules below:

- Font: Times New Roman, 12 pt
- Line spacing: 1.15
- Margins: 2.5 cm on all sides
- Length: 5,000–8,000 words (including references and appendices)
- File format: Word (.docx)

Colour Usage

To ensure consistency and readability:

- Text and headings: Use black font only.
- Tables: Use black text with a white background. Avoid coloured cells (light grey shading may be used if necessary).
- Figures and charts: Limited colours may be used, but figures must remain readable in grayscale. Avoid very light colours.
- Captions: Figure and table captions must be in black font.

DOUBLE-BLIND REVIEW NOTICE

For the submission version, remove all author names, affiliations, acknowledgements, and any information that may reveal the identity of the authors. Author details must be entered only in the Microsoft CMT submission system.

TITLE OF THE PAPER (14 pt, Bold)

(Remove author information for the review version)

Author Name (First-Middle-Family Name)(1)*, Author Name(2), Author Name(3)

(1) Faculty of ----------, University Name, City, Country

(2) Faculty of ----------, University Name, City, Country

(3) Faculty of ----------, University Name, City, Country

*Corresponding Author: (Email: authormail@mail.com)

Abstract

Provide a concise summary of the research purpose, methodology, key findings, and contributions. The abstract should be written as a single paragraph and should not include citations.

Word limit: 150–250 words.

Keywords: keyword 1; keyword 2; keyword 3; keyword 4; keyword 5

1. Introduction

Introduce the research background, research problem, objectives, and significance of the study.

2. Literature Review

Review relevant theories and previous studies and identify research gaps addressed by the study.

3. Methodology

Describe the research design, data sources, sampling procedures, variables, and analytical methods.

Example Table

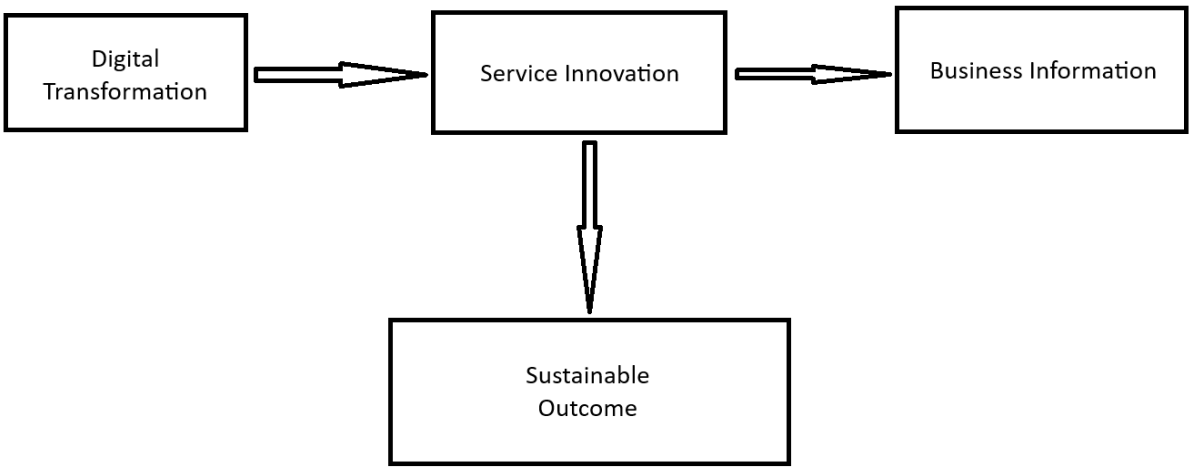
Table 1. Descriptive statistics of the sample

Variable	Description	Value
Gender	Male	52%
Gender	Female	48%

Sample size	Respondents	250

Example Figure

Figure 1. Conceptual framework of the study.



4. Results and Discussion

Present the research findings and interpret them in relation to the literature.

5. Conclusion

Summarize the key findings, implications, limitations, and suggestions for future research.

Author Contributions

(Remove author information for the review version)

Describe the specific contributions of each author (e.g., conceptualization, methodology, data collection, analysis, writing – original draft, writing – review & editing).

Acknowledgements

(Remove author information for the review version)

This section is optional. Authors may acknowledge individuals, institutions, or funding bodies that contributed to the research but do not meet authorship criteria.

Declaration

Funding: Provide details of funding sources, if applicable.

Conflict of Interest: Authors should disclose any potential conflicts of interest.

Ethical Approval: Indicate whether ethical approval was obtained if applicable.

Declaration of Generative AI and AI-Assisted Technologies

Authors must disclose the use of generative AI or AI-assisted technologies in the preparation of the manuscript. AI tools may be used for language editing but must not be listed as authors. Authors remain responsible for the accuracy and integrity of the manuscript.

References

References must follow **APA 7th edition** citation style.

Example journal article:
Smith, J., & Brown, A. (2023). Digital innovation in tourism. Journal of Sustainable Business, 15(2), 120–135.

Example book:
Porter, M. (2008). Competitive advantage. New York: Free Press.

SIBE 2026 PRESENTATION GUIDELINES

Presentation Requirement

Authors of accepted abstracts and full papers are required to present their research at the conference.

At least one author of each accepted abstract or full paper must register for the conference and present the work. Papers or abstracts without a registered presenting author may be removed from the conference programme and proceedings.

Presentation Template

All presenters must use the official SIBE 2026 PowerPoint presentation template, which will be available for download from the conference website.

Presentation Submission

The final presentation slides must be submitted through the Microsoft CMT system by the camera-ready submission deadline.

Please note:

- Presentations submitted after the camera-ready deadline may not be accepted.
- Presentation files will not be accepted on the day of the conference.
- Authors are responsible for ensuring that the final version submitted to CMT is presentation-ready.
- Any updates or revisions must be completed before the submission deadline.

Presentation Format and Timing

Each presentation slot consists of:

• 10 minutes for presentation
• 5 minutes for questions and discussion

Session chairs will strictly enforce the allocated time to ensure the smooth operation of the conference programme.

Recommended Presentation Structure

Abstract Presentations

1. Title Slide
   • Title of the study
   • Author(s)
   • Affiliation(s)
2. Background and Research Problem
3. Research Objectives
4. Methodology
5. Key Findings (or Expected Findings)
6. Implications and Contributions
7. Conclusion
8. Questions

Recommended length: 6–8 slides

Presentation Design Guidelines

- Use the official SIBE 2026 presentation template.
- Keep text concise and readable.
- Use high-quality figures, tables, and graphics.
- Avoid overcrowding slides with excessive text.
- Use a minimum font size of 20 pt where possible.
- Ensure figures and charts are clearly visible from the audience seating area.
- Maintain a professional and consistent appearance throughout the presentation.

Technical Arrangements

- Presentation rooms will be equipped with a computer, projector, screen, and presentation clicker (subject to availability).
- Authors should arrive at their session room at least 15 minutes before the session begins.
- Authors should introduce themselves to the session chair before the session starts.
- Presentations will be loaded from the files submitted through CMT. Personal laptops may only be used with prior approval from the conference organisers.