

Poster Format Guidelines

1. **Size:** A2 size (420 mm width x 594 mm height).
2. **Orientation:** Portrait format only.
3. **Material:** Posters should be printed on standard poster paper or lightweight canvas with appropriate boards, as they will be mounted on the provided display stand (bunting stand type).
4. **Header:** The top of the poster must clearly display the paper title, authors' names, and their institutional affiliations.
5. **Required Sections:** Introduction/Background, Objectives, Methodology, Results/Findings, Conclusion, and a brief References section.
6. **Readability:** Text should be easily legible from a distance of at least 1.5 meters (5 feet).
7. **Suggested Font Sizes:** Title (72+ pt), Headings (36+ pt), Body text (24+ pt).
8. **Visuals:** Presenters are highly encouraged to use high-quality charts, graphs, and images to convey their findings, keeping heavy text blocks to a minimum.

POSTER PRESENTATION GUIDELINES

A2 Size

(420mm x 594mm)



420 mm

Rule 1 & 2: PORTRAIT A2 SIZE

Material



STANDARD
POSTER PAPER



LIGHTWEIGHT
CANVAS



HEAVY BOARDS
(e.g., foam board)

Rule 5: PRINTED MATERIAL ONLY

HEADER AREA

Paper Title: [Example: Emerging Trends in TVET Digital Skills]

Author(s): [e.g., J. Smith, / Khan, C. Lee]

Institutional Affiliation: [e.g., City University / Tech Institute]

Rule 3:
CLEAR HEADER REQUIRED



INTRODUCTION / BACKGROUND

OBJECTIVES



METHODOLOGY

RESULTS / FINDINGS



CONCLUSION

REFERENCES

Rule 4: REQUIRED SECTIONS



SUGGESTED FONT SIZES:

TITLE: 72+ pt

HEADINGS: 36+ pt

BODY TEXT: 24+ pt

Rule 6 & 7: READABILITY & FONTS



MINIMIZE
TEXT WALLS

VS



MAXIMIZE VISUALS:
charts, graphs, images

Rule 8: VISUAL-FIRST DESIGN

Rules and Regulations

1. **Eligibility:** Only authors of accepted and registered papers for WOCTVET 2026 are eligible to participate in the poster presentation.
2. **Printing:** Presenters are fully responsible for printing and bringing their own posters to the conference venue.
3. **Setup and Removal:** Presenters must mount their posters on the assigned display stands during the designated setup window (e.g., 8:00 AM – 8:30 AM) and remove them at the end of the day. Posters left behind will be discarded.
4. **Mounting Materials:** The organizing committee will provide the poster stand (bunting stand type) during the event.
5. **Mandatory Attendance:** At least one author must be physically present beside their poster during the designated judging and networking sessions.
6. **Judging Process:** Judges will visit each poster for a 5 to 7-minute window (3 minutes for the pitch, 2-4 minutes for Q&A).
7. **Awards:** The scores from the judges will be tallied, and the two presenters with the highest overall scores will be awarded the "Best Poster Presentation" during the closing ceremony.
8. **Final Decision:** The final judgment is irrevocable and cannot be appealed by any of the participants.

Poster Presentation Rubric

Evaluation Criteria	Description	Likert Rating (1-5)	Weightage	Max Points
Content Selection & Flow	The background, objectives, methods, and results are logically sequenced and easy for a reader to follow without needing verbal explanation	1 - 2 - 3 - 4 - 5	5	25
Visual Design & Layout	The poster is highly visually appealing and uncrowded. It utilizes adequate whitespace, a balanced layout, and a clear visual hierarchy that guides the reader's eye from the introduction to the conclusion.	1 - 2 - 3 - 4 - 5	4	20
Data Visualization & Graphics	Complex information is effectively translated into high-quality charts, graphs, or diagrams rather than dense text blocks. Text is easily legible from a distance of 1.5 meters, fonts are appropriately sized, and grammar and spelling are flawless.	1 - 2 - 3 - 4 - 5	6	30
Delivery & Q&A	The presenter gives a clear, concise verbal summary of their work and demonstrates deep knowledge when answering the judges' questions.	1 - 2 - 3 - 4 - 5	5	25
TOTAL SCORE				100

Judging Scoring Scale

Judges will rate each criterion on the following 1 to 5 Likert scale:

- 1 - Poor (Missing key elements, confusing, or lacking preparation)
- 2 - Fair (Below average, needs significant improvement)
- 3 - Good (Average, meets basic expectations)
- 4 - Very Good (Above average, clear, and well-executed)
- 5 - Excellent (Outstanding, highly professional, and insightful)