



GUIDELINES FOR DIGITAL ORAL PRESENTATION ECCO'15 Barcelona Congress

Your abstract has been selected for a "digital oral presentation". Abstracts have been selected from the ranking by taking up to 100 abstracts after those 28 selected for oral presentation in the scientific programme. This means that your abstract will be presented as a digital oral presentation, with a 5 minute oral presentation in a room on Thursday, February 19, 2015 between 17:15-18:15.

There will be ten rooms, each equipped with powerpoint AV and podium for speaker and two chairpersons, and chairs for audience. Each room will host 9 digital oral presentations around a common theme, with each presentation limited to 6 slides and 5 minutes duration (followed by 1-2 minutes discussion). This timing is very tight and cannot be exceeded (consider the impact on your presentation if a colleague runs over).

Please pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.

Please inform the ECCO Office immediately of any changes in title, presenter or mailing address.

Allow ample time between your arrival and the time of presentation. The programme is tightly scheduled and it is impossible to delay presentation of any digital oral poster.

Upon arrival at the congress centre, please check in at the poster help desk located in the poster exhibition hall.

REPORT

All presentations have to be held in English. Keep details brief. Apportion your message appropriately. Discuss only the major points of your work, supported by the conclusions drawn from your data. Remember that you have to communicate with the audience in a limited time in just 6 slides. If you exceed the allotted time, the session chairperson will be forced to terminate your presentation.

PRESENTATION

Identify yourself to the help desk 10 minutes before the session, but note that you will have to upload your presentation at the "speakers centre" three hours prior to your presentation. Follow the instructions of the chairperson strictly, especially regarding the time allotted for your talk. Speak directly into the microphone in a normal voice and do not handle the microphone.

POWERPOINT PRESENTATIONS

Any laptop/computer presentations have to be installed on the server of the congress venue and will be "transferred" to the respective room of the presentation. Please hand in your presentation at least three hours prior to your presentation at the "speakers centre" (VIP Room). NO private computers will be allowed to be used for the sessions. Preview of the presentation is possible in the speakers centre.

PREPARATION OF YOUR PRESENTATION

- You have just 6 slides for your digital oral poster presentation to cover background, methods, results and conclusions.
- Powerpoint template: Please use the official ECCO powerpoint presentation template for your oral presentation at the 10th Congress of ECCO. It is available for download in the [restricted members' area](#) on the ECCO website. Please also refer to the style notes mentioned in the template. In any case, please ensure that the presentation format is 4:3 (as the ECCO template). In case of questions, please get in touch with the ECCO Office at ecco-congress@ecco-ibd.eu.
- Slides must follow standard scientific principles, such as stating references.
- Industry logos are not permitted on slides.
- Keep data on each powerpoint slide simple.
- Use large, legible letters.
- Colour is attractive on data slides but use light colours only.
- Never use red letters on a dark background.
- Patient confidentiality must be protected.
- In case you bring your *.ppt presentation on a CD-Rom and/or a USB stick please ensure that all data is on the CD-Rom (e.g. embedded video files, extra fonts, special graphs/drawings/pictures)

SPEAKERS CENTRE

The general organisation of the preview room for transferring, changing and previewing of your presentation is done with special staff in the speakers centre (VIP room). Presentations pertaining to a lecture have to be deposited by the speaker in the speakers centre at least **3 hours before** commencement of the session. The speaker has to load the presentation onto the server since all files are transferred to the relevant lecture hall via the internal network. Only trained personnel will handle your presentation.

WE THANK YOU IN ADVANCE FOR PRESENTING YOUR WORK AT ECCO'15!