



GUIDELINES FOR ORAL PRESENTATION ECCO'15 Barcelona Congress

You are an invited speaker at the ECCO'15 Barcelona Congress or your abstract has been selected for an "oral presentation".

"Oral presentation" means that your abstract has been ranked among the top 28 and will be presented as an oral presentation during the Scientific Programme of the 10th Congress of ECCO in the plenary hall. Please inform the ECCO Office immediately of any changes in title, presenter or mailing address.

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

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 scientific paper.

Upon arrival at the congress centre, please check whether any changes in date, time or hall of your presentation have possibly occurred.

REPORT

All presentations have to be held in English. Do not cover too many details. 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. A rushed presentation is of no use to the audience and your reputation. If you exceed the allotted time, the session chairperson will be forced to terminate your presentation.

PRESENTATION

Identify yourself to the session chairperson 10 minutes before the session. 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

- Powerpoint template: If you have agreed for your presentation to be available as a webcast, then 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.
- The source of data presented should be specified, especially if the data arise from industry.
- Industry-provided slides must follow standard scientific principles, such as stating references.
- Industry logos are not permitted on slides.
- Keep data on each powerpoint slide simple (better divide it into several slides than to crowd one).
- Please stick to the general guide of 1 slide/minute.
- Oral abstract presentations should leave max. 8 minutes for presentation and 2 minutes for questions (in total: 10 minutes).
- Use large, legible letters.
- Keep pictures of radiographs light (dark slides project poorly in a large auditorium).
- Colour is attractive on data slides but use light colours only.
- Never use red letters on a dark background.
- Patient confidentiality must be protected.
- Avoid commercial reference. Advertising of products is prohibited.
- 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)



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Organisation

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!