The following guidelines are for abstracts selected as oral presentations at the ECCO'19 Copenhagen Congress including speakers invited by ECCO. This year, the top 38 abstracts are invited for oral presentations as part of the Scientific Programme at the 14th Congress of ECCO. Please pay careful attention to the guidelines below which are intended to assist you by providing all instructions you may need.

GUIDELINES FOR ORAL PRESENTATIONS
ECCO'19 Copenhagen Congress

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

PREPARING YOUR PRESENTATION

General Format
Compose a PowerPoint presentation covering background, methods, results and conclusions of your abstract. Keep data on every slide simple.

Time Frame
Abide by general principle of 1 slide/minute. Oral presentations are limited to 10 minutes. Abstract presenters should allocate a maximum of 8 minutes to abstract presentation and 2 minutes for questions. If your presentation exceeds the allotted time, the session chairpersons are granted the liberty to interrupt and discontinue your presentation.

PowerPoint template
The ECCO Office strongly encourages the use of the ECCO PowerPoint presentation template for all Digital Oral Presentations. Do **not** alter the slide size of the template (Standard 16:9 format) - only this format can be correctly displayed in the respective rooms.

Content
Sources of data presented, especially sources of data from industry, must be specified at all times. All slides, including industry-provided slides, must follow standard scientific principles, i.e. protection of patient confidentiality, citation of references, etc. Oral Presentations should avoid commercial reference. The insertion of industry logos and the advertising of products on slides are strictly prohibited.

Should you choose to include radiographs in your presentation, keep these light (dark slides are difficult to view in a large auditorium). Consider colour contrast when composing your presentation: Avoid using dark colours on data slides and avoid the use of red font on a dark background.

All presentations must be held in English. Discuss only the major points of your work, supported by the conclusions drawn from your data. Keep details brief and apportion your ideas appropriately.

SPEAKERS' CENTRE
All Oral Presentations must be uploaded to the congress venue server (no private computers may be used). This is done onsite at the Speakers' Centre. Should you choose to bring your PowerPoint presentation saved on a USB drive, please ensure that it holds all presentation elements (e.g. embedded video files, extra fonts, and special graphs/images).

Once uploaded, speakers can preview their presentations. Your presentation will then be automatically transmitted from the Speakers' Centre to the Plenary Hall at the time of your presentation. The Speakers' Centre is staffed by specially trained personnel who will gladly address any questions or concerns onsite.

Kindly upload your presentation to the Speakers' Centre at least **3 hours before** your presentation in the Scientific Programme.

ONSITE SCHEDULE
Prepare ample time between your arrival and the time of presentation. The Scientific Programme is tightly scheduled and there is no room for delay. Please ensure that you arrive at the Plenary Hall at the very latest 10 minutes before the start session in which you speak, remembering that your presentation must be uploaded at the Speakers' Center 3 hours prior. Introduce yourself to the Session chairpersons and strictly observe their instructions as they may reiterate adherence to the time allotted for your talk. Do not handle the microphone, but speak directly into it in a normal voice.

Please do not hesitate to direct any questions or concerns to the ECCO Office at ecco-congress@ecco-ibd.eu.

THE ECCO OFFICE THANKS YOU FOR PRESENTING YOUR WORK AT ECCO'19!