

ECCO'20 Vienna Guidelines

Digital Oral Presentation

Every year, ECCO invites the authors of 90 abstracts to present their studies as digital oral presentations (DOP). DOPs are 5 minute oral presentations held on either **Thursday, February 13, 2020 at 17:30-18:30** or **Friday, February 14, 2020 at 17:25-18:25**. The European Crohn's and Colitis Organisation values your careful attention to the presentation guidelines below.

PREPARING YOUR PRESENTATION

Immediately inform the ECCO Office of any changes in title, presenting author or mailing address

General Format

Summarize your study in no more than **7 slides** and keep each slide simple:

- Title
- Conflicts of interest (Col): The ECCO Office prepares this Col slide based on your ICMJE Form for Disclosure of Potential Conflicts of Interest. Add this as the 2nd slide to your presentation at the Speakers' Centre onsite.
- Background
- Methods
- Results
- Conclusion



DOP Session Format

5 DOP Sessions run parallel on the dates listed above. Each session is categorised thematically. One session holds 9 individual digital oral presentations and the schedule is strict. Allotted time slots cannot be extended.

Time Frame

Your presentation is limited to 5 minutes, followed by 1-2 minutes for questions from the session's chairpersons and the audience. Should your presentation exceed the allotted time, DOP 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 session rooms.

Content

Follow standard scientific principles on every slide (i.e. protect patient confidentiality, cite all references, etc.). Industry logos are strictly prohibited on Digital Oral Presentation slides. Consider readability in the composition of your presentation (i.e. observe colour contrast on data slides, avoid the use of red font on a dark background).

Language

All presentations must be held in English. Discuss only the major points of your work that support the conclusions of your abstract. Keep details brief and apportion your ideas appropriately.

SPEAKERS' CENTRE

All DOP presentations must be uploaded to the congress venue server at the Speakers' Centre onsite (no private computers may be used in the DOP Session rooms). Should you choose to bring your PowerPoint presentation saved on a USB drive, please make sure 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 session room 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** beginning of the DOP Session.

ONSITE SCHEDULE

Prepare ample time between your arrival and the time of presentation. Because one speaker may have multiple presentations in parallel sessions, the DOP programme observes a strict schedule, leaving no room for delay. Plan your arrival to the lecture hall 10 minutes prior to the start of the DOP Session, remembering that your presentation must be uploaded at the Speakers' Centre 3 hours prior. Introduce yourself to the DOP Session chairpersons and strictly observe their instructions as they may reiterate adherence to the time allotted for your talk.

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'20!