ECCO'20 Vienna Guidelines
Oral Presentation

ECCO invites the authors of the top 40 abstracts to present their studies as Oral Presentations (OP) as part of the Scientific Programme at the 15th Congress of ECCO. 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
* Title
* Conflicts of interest (CoI): The ECCO Office prepares this CoI 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

Compose a PowerPoint presentation that covers the background, method, result and conclusion of your abstract. Keep data on every slide simple.

Time Frame
ECCO allots 10 minutes for every Oral Presentation. However, authors should limit their presentations to 7-8 minutes, to allow 2-3 minutes for questions from the audience and chairpersons. Abide by the general principle of 1 slide/minute. Should your presentation exceed the allotted time, chairpersons of the Scientific Programme 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 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
Sources of presented data, especially sources from industry, must be specified at all times. Follow standard scientific principles on all slides, including industry-provided slides (i.e. protect patient confidentiality, cite all references, etc.). Industry logos and the advertising of products on slides are strictly prohibited.

Consider contrast when adding radiographs to your presentation because dark slides are difficult to view in a large, dimmed auditorium. 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 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

Upload your Oral Presentation to the congress venue server by visiting the Speakers' Centre onsite (no private computers may be used in the Plenary Hall). 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 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 follows a strict schedule, leaving little to no room for delay. Plan your arrival to the Plenary Hall at the very latest 10 minutes prior to start of the 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.

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!